

PDD - 011 : Director for Academic Matters

5-Feb-20

Position Description:

The Director for Academic Matters is the leader of the academic community within INCOSE. The Director for Academic Matters is elected for a term of three years in accordance with BOD-100 and is a voting member of the Board of Directors. The Director is supported by Assistant Directors as required. The Assistant Directors serve for two (2) years. There is no term limit, but the selection and approval shall be reconfirmed every two (2) years at a minimum.

Responsibilities:

- Coordinates education and research activities within INCOSE,
- Chairs the Academic Council (AC) defined in ACD-101,
- Organizes Academic Forums to explore topics of interest to the Academic community,
- Oversees strategy for all academic publications sponsored by INCOSE, including Systems Engineering (the Journal of INCOSE)
- Manages INCOSE's relationship with ABET and other academic accreditation organizations as appropriate,
- Manages INCOSE's relationship with external academic conferences and events, such as the Conference on Systems Engineering Research, American Society for Engineering Education, and the International Federation of Engineering Education Societies
- Manages internal and external relationships which are primarily academic in nature, or where the primary stakeholders are in the academic community, including students.
- Promotes INCOSE Academic Council activities in all three sectors, and
- Oversees the establishment of INCOSE Student Divisions and monitor their health.
- Participates in all BOD meetings
- Serves on other committees as assigned
- Identifies Academic and Research & Development needs for the INCOSE Long Range and Annual Operating Plans

Authority:

- Voting Member of the BOD
- Chairs the Academic Council meetings
- See INCOSE Policies RACI for Accountabilities and Responsibilities for INCOSE Policies

Accountability:

- As stipulated in the INCOSE by Laws, ADM -101 and BOD -100
- Compliance with directives on conflict of interest and all policies and procedures of the organization
- Accountable for discharge of the above Responsibilities, and achievement of the objectives, under the direction of the Executive Committee

Required Skills:

- Strong oral and written communication skills
- Able to communicate effectively across international and cultural boundaries
- Strong understanding of the academic environment at the undergraduate and post graduate levels
- Strong understanding of the research and development environment at national and international levels
- Developing and implementing strategies for the effective promotion of the values and mission of an organization
- Broad understanding of the diversity of systems engineering practices and application sectors
- Experience with the leadership and coordination of activities within a volunteer organization

Level of Effort

270 - 360 hours/year (15% - 20% Full Time Equivalent)

Note: INCOSE is an International Organization. Link calls often take place outside normal working hours to accommodate time zone differences.