

## Position Description: Head of EAP (English for Academic Purposes)

### Department

**Institution:** International Agriculture University [www.iau.uz](http://www.iau.uz)

**Location:** Tashkent, Uzbekistan

**Position Type:** Full-time

**Reports To:** Dean of Faculty

### Position Overview:

The Head of the English for Academic Purposes (EAP) Department will provide strategic leadership and operational management to enhance the EAP program's effectiveness and efficiency. This role involves curriculum development, staff supervision (4 Uzbeks with advanced degrees in EAP including some from the American Webster University), student engagement, and collaboration with other departments to support the academic language and literacy needs of students across the university.

### Key Responsibilities:

- **Leadership and Management:**
  - Lead the EAP Department, including setting and implementing strategic goals, managing resources, and ensuring high-quality delivery of EAP modules and services.
  - Supervise, mentor, and support EAP faculty and staff, fostering a collaborative and professional working environment.
- **Curriculum Development and Assessment:**
  - Oversee the development and continuous improvement of EAP curriculum, ensuring alignment with university standards and academic needs.
  - Implement effective assessment strategies to measure student progress and program effectiveness.
- **Student Support and Engagement:**
  - Develop and implement initiatives to support students' academic English proficiency and integrate them into the wider academic community.
  - Provide guidance and support to students facing academic challenges related to language and literacy.
- **Collaboration and Communication:**
  - Work closely with other academic departments, faculty, and administrative units to integrate EAP support across the university's programs.
  - Represent the EAP Department in meetings and committees, contributing to broader academic and policy discussions.
- **Quality Assurance and Professional Development:**
  - Ensure the EAP program meets or exceeds quality assurance standards and best practices. IAU's international academic partner is the Royal Agricultural University of Cirencester, United Kingdom ([www.rau.ac.uk](http://www.rau.ac.uk))
  - Promote ongoing professional development for EAP staff, encouraging participation in relevant training, conferences, and research activities.

- **Research and Innovation:**

- Engage in research related to EAP and language education, staying abreast of developments in the field and incorporating new insights into program delivery.

**Qualifications:**

- A Master's or Doctorate degree in TESOL, Applied Linguistics, or a related field.
- Extensive experience in EAP program management and teaching, preferably in a higher education setting.
- Strong leadership, organizational, and communication skills.
- Demonstrated ability to work collaboratively and effectively with diverse stakeholders.
- A commitment to inclusive education and the academic success of all students.

**Application Process:**

Interested candidates should submit a cover letter, CV, and contact information of two professional references to [hr@iau.uz](mailto:hr@iau.uz) and [jahongir.alimov@iau.uz](mailto:jahongir.alimov@iau.uz). Applications will be reviewed on a rolling basis until the position is filled.