



# **PROF. IKHLAS ALTARAWNEH**

**Former Vice president for academic affairs  
At Amman Arab University (AAU)/ 2020-2023**

**Former Dean of scientific research and  
postgraduate studies/AAU 2020-2022**

**Former Dean of scientific research  
Al-Ahliyya Amman University (2018-2019)**

**Business and Management: Human Resource  
Management (HRM)  
Al-Hussein Bin Talal University**

## Higher Education Experience

### PROFILE

Prof. Dr. Ikhlas I. Altarawneh is a Full Professor in Business Administration and Management specializing in HRM in the Business Department at Al-Hussein Bin Talal University in Jordan. She worked as a Vice President for Academic Affairs and as a Dean of Scientific Research and Post Graduate Studies at Amman Arab University from 2020 till 2023. She also worked at Al-Ahliyya Amman University as the Dean of Scientific Research and as a faculty member in the Business School. She is a Professional Evaluation Commissioner for the Middle Eastern Region certified by the International Accreditation Organization (IAO), USA. Prof. Altarawneh obtained an MBA in 2001 and PhD in 2005 from the United Kingdom. She worked at Al-Hussein Bin Talal University as Vice Dean of Business Administration and Economics College and as a Head of the Business Department. In addition, Prof. Altarawneh worked at Al-Faisal University Prince Sultan College for Tourism and Management in Saudi Arabia as an Academic and Quality Supervisor, acting as the Vice Dean for the Female Section. She was also a faculty member and the Dean consultant at Ibn Rushd College, Saudi Arabia. Prof. Altarawneh has contributed to many international publications and her research interests include HRM, organizational behavior, women development and

### Academic experience

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- Full Professor at Business Department, Al-Hussein Bin Talal University, 12/3/2018 until now.
- Full Professor in HRM at Business Department, AAU, 14/9/2020 - 31/8/2023.
- Full Professor at Business Department, Al-Ahliyya Amman University, 1/9/2018 -1/9/2019.
- Associate professor at Business Department, Al-Hussein Bin Talal University, 21/3/2011-30/8/2017.
- Associate Professor in HRM at Management Department, Prince Sultan College for Business and Tourism, Al-Faisal University, Saudi Arabia (SA), 17/9/2011-17/9/2013.
- Associate Professor at management Department, Ibn Rushd College for Management Studies, Al-Faisal University, SA, 17/9/2013-1/9/2015.
- Assistant Professor, Al-Hussein Bin Talal University, 4/9/2005–21/3/2011.
- Visitor Assistant Professor, Mu'tah University (just for one summer semester June -August 2010).

### Management and Leadership Positions

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- Vice President for Academic Affairs, AAU, 1/11/2020 - 14/9/2023.
- Dean of Scientific Research and Post Graduate Studies, AAU, 14/9/2020-14/9/2022.
- Dean of Scientific Research, Al-Ahliyya Amman University, 2/9/2018 -1/9/2019.
- Vice Dean for of Business Administration and Economics College, Al-Hussein Bin Talal University, 5/12/2017-30/8/2018.
- A Member of the board of Trustees, AAU, 2018-2020.
- Dean Consultant, Ibn Rushd College for Management Studies, SA, 20/4/2014-1/9/2015.
- Acting Vice Dean for Female Section, Ibn Rushd College for Management Studies, SA,

empowerment in workplaces, HRM effectiveness, training and development, Human Resource Development, strategic HRM, human resources information systems (HRIS), knowledge management, employees' engagement, satisfaction and commitment, and Corporate Social Responsibility (CSR).

### **ADDRESS:**

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### **DATE OF BIRTH AND NATIONALITY**

Nationality: Jordanian

Date of Birth:1/2/1977

### **KEY SKILLS AND CHARACTERISTICS**

- Leadership skills
- Strong personality and confi
- Trustworthiness and respect
- Enthusiasm
- Strong decision maker
- Problem solver
- Time management
- Delegation
- Motivation and recognition
- Managerial skills
- Team working and orientatic
- Innovative
- Quality-focused
- Strategic thinking
- Adaptability

(17/9/2013-20/4/2014).

- Academic & Quality Supervisor for female section, Prince Sultan College for Business and Tourism, Al-Faisal University, SA, 17/9/2011-17/9/2013.
- Vice Dean of Business Administration and Economics College, Al-Hussein Bin Talal University, 13/09/2010-10/9/2011.
- Head of Business Administration department, Al-Hussein Bin Talal University, 2008-2009.
- Assistant Dean of Business Administration and Economics College, Al-Hussein Bin Talal University, 2007-2008.

### **Education**

- PhD in Human Resource Development and Management (2005), University of Huddersfield, UK.
- MBA: Master of Business Administration (2002), University of Huddersfield, UK.
- BSc in Business Administration (with honour) (1999), Mu'tah University, Jordan.
- High school diploma from Al-Hussienih Secondary School for females (1995)(with honour)

### **Publications**

- Factors Affecting the development of Women Entrepreneurs: A Comprehensive Model for Arab Countries. Journal of system and management sciences, 13 (3), pp 381-393,2023.
- The relationship between Electronic Human Resources management and employees' engagement. Journal of system and management sciences, 12(5), pp. 297-310, 2022.
- Toward successful project implementation: integration between project management processes and project risk management. Problems and perspectives in management,20 (3), 2022.

- Impact of Talent Management in promoting Balanced Strategic Performance at commercial Banks in Jordan. Amman Arab University Research Journal (Business Research Series), 7 (1), 2022.
- The effect of green management practices on organizational environmental performance at Islamic international Arab Bank. Amman Arab University Research Journal (Business Research Series), 7(1), 2022.
- Effect of technology usage as green management practice on organizational environmental performance at Islamic international Arab bank, Mutah Lil-Buhuthead-Dirasat Mutah. Journal for research and studies, accepted for publication in 2022.
- The moderating role of social and psychological support in the relationship between leadership style and employee performance in Jordanian private hospitals. Amman Arab University Research Journal (Business Research Series), 7 (2), 2022.
- The impact of applying green sustainability approach on Jordanian Army forces. Amman Arab University Research Journal (Business Research Series),7 (1), 2022.
- The impact of human resources management information system on employees' performance in Saudi Telecommunication Company at Abha. Amman Arab University Research Journal (Business Research Series), 6(1), 2021.
- Human resource planning and its impact on the application of total quality management at Jazan University. Al-Balqa for Research and Studies, Vol.23, No.1, 2020.
- Quality of Tourism Services in the Kingdom of Saudi Arabia: Case Study of the Province of Aldarrab. Al-Hussein Bin Talal's Journal of Research, Vol. 5, No.2, 2019.
- Practicing Responsibility in Transnational Perspective. Journal of Anthropology and Archaeology, 5(2), pp. 74-88, 2017.
- Empowerment and Managerial Skills for Saudi Female Managers: Female School Principals at Khamis Mushayt Governorate. Al-Hussein Bin Talal's Journal of Research, Vol.3, No 1, 2017.
- Does it exist? HRM Department in Jordanian

Companies. *Journal of Economics and Sustainable Development*, 8(4), 2017.

- Effect of Intellectual Capital on Competitive Advantage in the Jordanian Pharmaceutical Companies. *European Journal of Business and Management*, 9 (5), 2017.
- Training and development: Challenges of strategy and managing performance in Jordanian banking. *EuroMed journal of business*, Emerald Group, 12 (1), pp. 1-16, 2017.
- Training Needs Assessment at Assir General Educational Directorate, Saudi Arabia. *American Journal of Industrial and Business Management*, 6 (2), 2016 .
- Strategic Human Resources Management and its Impact on Performance: The Case from Saudi Arabia. *International Journal of Business Management and Economics Research*, 7 (1), 2016.
- Employee Engagement and Organizational Commitment: Evidence from Jordan. *International Journal of Business*, 19, (2), 2014.
- Barriers Hindering Jordanian Women's Advancement to Higher Political and Leadership Positions. *International journal for women studies*, 13 (5), 2012.
- Corporate Social Responsibility and Employee Engagement in Jordan. *International Journal of Business and Management*, Canadian Center of Science and Education, 7 (16), 2012.
- Factors influencing citizen adoption of e-government in developing countries: The case of Jordan. *International Journal of Technology and Human Interaction*, USA, 9(2), 2013.
- The Characteristics of widows and the divorced women in the four southern governorates in Jordan and the problems they face. *Studies and research*, Ziane Achour University, Djelfa, 23, 2016 .
- Strategies for Developing Women Leadership in Jordan, (in Arabic). *Journal of Social Sciences*, Academic Publication Council, Kuwait university, Kuwait, 41(3), 2013.
- Is it working? Managing performance through training and development in Jordanian banking. The proceeding annual for the 25 the annual British Academy Management, 13-15 September 2011. Aston University, Birmingham,

"Building and Sustaining High Performance Organizations in a Challenging Environment". Paper ISBN number 978-0-9549608-3-4.

- The adoption of Strategic Human Resources Management (SHRM) in Jordanian Hotel Industry. International Journal of Business and Management, Canadian Center of Science and Education, Canada, 6 (10), 2011.
- The Role of partnership in E-Government Readiness: The Knowledge Stations (KSs) Initiative in Jordan. International Journal of Technology and Human Interaction, USA, 7 (3), pp. 16-34, 2011.
- HRD in Jordanian organizations. International Journal of Business, Management and Social Science, University of Lagos, Lagos, Nigeria, 1(1), pp. 41-54, 2010.
- Job satisfaction and turnover intentions for academicians in Al-Hussein bin Talal University and Altafalah University (in Arabic). Arab Journal for management, Egypt, 2011.
- Crisis Management: Case study of Jordanian public security Directorate. The Arab Economic and Business Journal, 5, pp. 112-130, 2010.
- Human Resource Information Systems in Jordanian Universities. International Journal of Business and Management, Canadian Center of Science and Education, Canada, 5(10), pp. 113-127, 2010.
- Human Resource Management and Turnover Intentions: The Case of Jordanian Hotel Industry. Research and Practice in Human Resource Management, University of Curtin Australia, 18 (1), pp. 47-57, 2010.
- Human Resource Management Barriers: The Case of Jordanian Companies. Mu'tah Journal for Research and Studies, University of Mu'tah, 25(1), pp 1-23, 2010.
- Training and Development Evaluation in Jordanian Banking Organizations. Research and Practice in Human Resource Management, Singapore publisher, 17 (1), 2009.
- Training and Development Impacts on Organization's Ability to Achieve its Competitive Advantage. Unpublished MBA dissertation, University of Huddersfield, UK, 2001.
- Training and Development Effectiveness:

Practices, Roles and Impacts on Performance in Jordanian Banking Organizations. Published PhD thesis, University of Huddersfield, UK, 2005.

- Training and Development Effectiveness. LAP Lambert Academic Publishing, Germany. ISBN 978-3-8454-1444-7. Book, 2011.

### **Grants and Research Projects**

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- Leadership Styles of Jordanian Women Leaders in the Public and Private Sectors: 3 years Granted research project by Scientific Research Fund, Jordan. Joint large research project with her Excellency Minister of Higher Education Ministry Dr. Rowida Ma'aytah.
- Research grant project from Al-Hussein Bin Talal University for HRM and employees intension to leave research.

### **International and Local Conferences**

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- The Fourth International Conference for Arabic Impact Factor: Arab Universities Ranking Project, Egypt, 21-24/6/2019.
- Globalization and human research development in Arab World, University of Blaqaeed Telmssan, Algeria, 14/15/11/2018.
- Arabian Women within HRD: women empowerment and increasing work participation, Arab research institution, Jordan University, Amman, 15-16-10-2017.
- Annual British Academy Management, Aston University, Birmingham "Building and Sustaining High Performance Organisations in a Challenging Environment" 13-15 September 2011. ISBN number 978-0-9549608-3-4.
- Capabilities building for quality. King Abdullah institution for innovation and excellence, Jordan, 2009.
- Investment in Jordan: current situation and the future. University of Al-Tafila, Jordan, 30/7/2006.
- The first Arab conference of training and h (incomplete info.)
- A conference of excellent management for human resources, Dead Sea, Jordan, 2006.
- A conference of human resource



development, Al-Yarmok University, Jordan 2008.

### **Universities and Faculties Duties (Committees and Memberships)**

I have been a chairperson and a member of many different committees and councils at AAU, Al-Ahliyya Amman University, Al-Hussein Bin Talal University, Prince Sultan College for Business and Tourism- Al-Faisal University and Ibn Rushed College for Management Studies.

#### **A chairperson of the following committees/councils:**

- Scientific Research Council/ AAU, September, 2020-2022.
- The postgraduate committee/ AAU, September, 2020-2022.
- Editor-in chief of the Editorial Board of the Amman Arab University Journal 2020-2022.
- The online/blended learning implementation committee/ AAU,2021-2023.
- The committee of curriculum development/ AAU,2020-2023.
- The regulations and instructions committee/ AAU,2020-2023
- The committee of the creation and development of academic programs/ AAU,2020 -2023
- Subcommittees offaculty scientific promotion/ AAU,2020-2023.
- Scientific Research Council/ Al-Ahliyya Amman University, 2018-2019.
- Chairperson of the editorial board for Al-Balqa journal for Research and Studies, 2018-2019.
- The scientific committee for Business and Economics School/ Al-Hussein bin Talal University, 2016-2018.
- The committee of formulation of the strategic plan for Business and Economics School/ Al-Hussein bin Talal University, 2015-2016.
- The committee of revising the study plan for business program at Business Department/ Al-



Hussein bin Talal University, 2015.

- The scientific committee of students' research conference/ Ibn Rushed College, March 2015.
- The committee of revising total quality plan in business and economics school/ Al-Hussein bin Talal University, 2007.
- The committee of initiating the strategic plan for business and economics school/ Al-Hussein bin Talal University, 2007.
- The committee of revising the programs plans in business and economics school according to the quality requirements/ Al-Hussein bin Talal University, 2007.
- The committee of students' training plan in business and economics school/ Al-Hussein bin Talal University, 2009.
- The committee of courses equivalent in business and economics school/ Al-Hussein bin Talal University, 2008.
- The committee of students' affaires in business and economics school/ Al-Hussein bin Talal University, 2009.
- The committee of the examination in business and economics school/ Al-Hussein bin Talal University, 2010.
- The committee of the examination/ Prince Sultan College for Business and Tourism, female section, 2011-2012.

**A member of the following committees/councils at the college level:**

- The committee of developing MBA program in Business School/ Al-Hussein Bin Talal university, 2017-2018.
- Most of the academic committees in business school in Al-Hussein Bin Talal University during the academic year 2017/2018 as a vice dean.
- The preparation committee for the student research conference held at Ibn Rushed College, March 2015.
- The steering committee to form the strategic plan for Ibn Rushed College in cooperation with Brunel University, UK, 2014-2015
- The steering committee for marketing/ Ibn Rushed College, 2014-2015.
- The college council/ Ibn Rushed College, 2013-2015

- The council of business department/ Ibn Rushed College, 2013-2015.
- The committee of faculty performance evaluation/ Ibn Rushed College, 2012-2015.
- The permanent committee of education and quality/ Ibn Rushed College, female section, 2012-2015.
- The permanent committee of postgraduate studies/ Ibn Rushed College, female section, 2012-2015.
- The permanent committee of education and quality/ Prince Sultan College for Business and Tourism, female section, 2011-2012.
- The permanent committee of postgraduate studies/ Prince Sultan College for Business and Tourism, female section, 2011-2012.
- The council of management department/ Prince Sultan College for Business and Tourism, female section, 2011-2012.
- The college council/ Prince Sultan College for Business and Tourism, female section, 2011-2012.
- The permanent committee of quality/ Prince Sultan College for Business and Tourism, female section, 2011-2012.
- The committee of electronic website improvement in business and economics school/ Al-Hussein bin Talal University, 2009.
- The committee of students' affairs in business and economics school/ Al-Hussein bin Talal University, 2007.
- The council of business and Economics College, Al-Hussein bin Talal University ٢٠٠٧-٢٠١٠.
- The committee of faculty performance evaluation in business and economics school/ Al-Hussein bin Talal University, 2007-2008.
- The committee of courses equivalent in business and economics school/ Al-Hussein bin Talal University, 2008.
- The council of business administration department/ Al-Hussein Bin Talal University, 2005 until date .

**A member of the following committees at university level:**

- Dean Council/ AAU, 2020-2023.
- The appointment and promotion committee/ AAU, 2020-2023.
- Dean Council/ Al-Ahliyya Amman University, 2018-2019.
- The appointment and promotion committee/ Al-Ahliyya Amman University, 2018-2019.
- The committee of study plans/ Al-Ahliyya Amman University, 2018-2019.
- A member of business administration/ Al-Ahliyya Amman University, 2018-2019
- The faculty discipline committee/ Al-Hussein Bin Talal university, 2016-2017
- The permanent committee of studies and community services center/ Al-Hussein Bin Talal University, 2015-2018.
- The committee of formulating the strategic plan for management studies/ Ibn Rushed College with cooperation with Brunel University, 2014-2015.
- The committees and sub committees of accreditation (NCAAA)/ Ibn Rushed College, 2013-2015.
- The council of research and community development/Al-Hussein Bin Talal University, 2009-2010.
- The committee of developing the university program plans and preparing the annual university report/ Al-Hussein Bin Talal University, 2007.
- The committee of developing the job description/ Al-Hussein Bin Talal University, 2007.
- The council of faculty development/Al-Hussein Bin Talal University, 2006-2007.
- The committee of the efficiency exam for all Jordanian universities, 2006.
- The committee of female students' affairs/ Al-Hussein Bin Talal University, 2010.

### **Membership at the national level**

- A member of the national committee for the general dissertation framework at the Jordanian universities, 2021-2022.
- A Member of the national committee for social-economic committee at Jordanian

scientific research.

### **Computer Skills and Languages**

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- I am computer literate, having a practical knowledge of Microsoft applications, the internet and all related functions and applications.
- I am fluent in Arabic; writing, reading and speaking (my native language). I am also fluent in English; writing, reading and speaking as I did my postgraduate studies in England. In addition, I teach all of my courses in English.

### **Editing and Course Materials Development**

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I have edited numerous texts for various purposes, including proposals to donor organizations, minutes of faculty meetings, articles for publication, modules and study guides, dissertations and manuals for government departments.

Also, since I started my work in 2005, I have developed the course descriptions, specifications and syllabuses for the courses I have taught.

### **Taught Courses**

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I have taught several courses in both English and Arabic for undergraduates and postgraduates:

- Research Methods for Business Students.
- Principles of Management.
- Introduction to Business.
- Business Communication.
- Entrepreneurship and Small Business Management.
- Human Resource Management.
- Management of Meeting.
- Relations Management.
- Seminar in Business Studies.
- Negotiation Management.
- Organizational Theory.

- Organizational Behavior.
- Strategic Management.
- Social Marketing.
- Managerial Environment.
- Principles of Marketing Distribution Management.
- Customer Relationship Management.
- Controlling Management.
- Introduction to Psychology.
- Selection Process Management.
- Distribution channels.
- Business law.
- Principles of Marketing.
- Selection and recruitment (Master level)
- Incentives and payment (Master level)
- Business Ethics
- Joint venture.
- International business.
- Coop training supervisor.

### **Training Courses I Conducted or attended**

- Effective teaching strategies
- Online/blended teaching
- Preparing academic schedule
- Planning for developing academic programs
- Academic promotion
- Publishing in good academic journals
- Time management
- Stress at work managing stress
- Total quality management
- Communication skills
- Decision-making
- Self-management
- Domestic budget and economy
- Innovation and change
- Team building and working within a team
- Negotiation skills
- Time management and self-management skills
- Organizational culture
- Interpersonal skills for middle management level
- Developing managerial skills for middle management level
- Customer services
- Effective job interview
- Program and course specification and reports

(attendee) NCAAA, SA

- Self-evaluation and internal review for quality in higher education, 2013 (attendee), SA
- Quality Assurance in Higher Education: International and Saudi models, 2014 (attendee), SA
- Ways to Effectiveness, 2014 (attendee), SA
- Strategic planning workshop, Brunel University consultancy team for two days at Ibn Rushed College, November 2014-2015.
- Securities 2016

### **Vice president for academic affairs at Amman Arab university 2020-2023**

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Working as vice president at Amman Arab university has been a remarkable work experience at the presidency level. This job gave me the opportunity to improve my abilities and my managerial and leadership skills and competencies. It gave me the opportunity to practice my management education and knowledge and shape my leadership style. I have been in charge for developing all academic affairs in Amman Arab University. Nine colleges offering 22 academic bachelor programs and 16 academic postgraduate programs reported to me in their academic affairs, such as preparing academic schedules per semester, designing strategic and executive plans and developing academic program plans and course syllabuses.

I have been the chairperson of several important academic committees:

- The committee for developing academic program plans and curriculum.
- The committee for creating and devolving academic programs.
- The committee for academic promotion.
- The committee for executing Jordanian national plan for blending e learning at Jordanian universities.
- The committee for appointing deans and head of department.

My leadership style could be described to be transformational and transactional leaders. I adapt to change and believe in it, delegate tasks, provide feedback to my team or subordinates, support my team's development and facilitate high-level goals.

During my work as a vice president, in Amman Arab University, I have contributed to great achievements, such as: obtaining institutional quality assurance certificate, issued by higher education accreditation commission, after meeting the entire academic requirement for quality assurance. Nine new academic programs were created. All academic program plans were developed as a requirement for executing e-learning blending national plan.

#### **Dean of scientific research and postgraduate studies in Amman Arab university form 2020-2022**

In addition of being the vice president for academic affairs, I was recruited to be the dean for scientific research and postgraduate studies in the university. Indeed, it was honor to have such position; however, it was a challenge as it required a radical change to improve the university international accreditation and ranking. Scientific research and publications are very important target and requirement for any university to improve international ranking and obtain accreditation. In 2020, only 45 international publications were published. Interestingly, by the end of 2022, 480 publications were indexed in excellent international databases under Amman Arab University name. This is a result of the transformational plan I set and executed to improve the number of publications in reputable international journals and databases. In addition, remarkable improvements were achieved at postgraduate studies and for the Amman Arab University Journal in terms of its visibility as a national and an international database.



## **Dean of Scientific Research at Al-Ahliyya Amman University 2018-2019**

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I consider my experience as a dean of scientific research at Al-Ahliyya Amman University a significant opportunity for my talent and abilities growth, as I found myself in this position. I was recruited specifically to make radical changes in scientific research deanship for national and international accreditation requirements. I started examining the whole research environment there by conducting (SWOT) analysis, followed by formulating SMART Strategic plan for the next five years. The main target was to increase the total number of the university publications in prestigious international journals indexed in reputable databases such as Clarivate, ISI, and Scopus. The aim was to reach 100 papers per year, which was a challenge.

In addition, I reviewed the research regulations and guidelines emphasising the importance of publishing in high quality journals. I added to the regulations a variety of research motivations (rewards and fund) for publishing papers in prestigious international journals. For example, publications from MA dissertations were allowed and given incentives, and faculty members were encouraged to start up research projects and engage in international projects with international partners. The results in 2018-2019 were tremendous, some of which are: 118 published papers in Scopus, 27 funded projects, 18 conference attendances, 24 research workshops, one forum for scientific research, four research MOUs. Moreover, the Arabic Impact Factor for Al-Balqa for Research and Studies journal was 1.7. The university was able to apply for QS ranking in these years and would be able to have all the targeted accreditations.

## **Acting Vice-Dean for Female Section at Ibn Rushed College for Management Studies**

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I was responsible for the overall management functions in the female section in tandem with the Dean of the college. In addition, I was responsible for the female students' affairs and for managing the main academic program plans and schedules. Also, I was dealing directly with two academic

departments at the male section in the college (the MIS and management).

I was the chairperson for most of the faculty committees and meetings and I gave input into strategic matters pertaining to all areas of the university and faculty.

### **My experience as an Academic supervisor at Prince Sultan College-Al-Faisal University**

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My consultancy and managerial work as an academic supervisor for the female section at Prince Sultan College and Ibn Rushed College were carried out either independently or with colleagues, including those in the female or male sections at Prince Sultan College. The kind of work I did was relevant to the nature of my position as an academic supervisor for the female section. I rely on doing this kind of work on my previous work experiences, my qualifications as an associate professor in HRM, my research and publications. It tends to fall into the following categories:

- **Management counseling:** help find solutions to organizational problems in the female section.
- **Academic supervision in the female section:** help manage the section in terms of academic affairs, which includes supervising female colleagues to do their duties smoothly and in a professional manner, as many of them have no previous work experiences.
- **Development and improvement:** presenting some proposals for improving some issues related to the female section, such as students' activities and study plans, the building and quality requirements.
- **Strategic planning** of educational programs and courses in the female section.
- **Survey research methods and practices:** advising on the appropriate methods for carrying out surveys of information needs and uses, questionnaire and interview schedule design, focus group interviews and other aspects of survey research.

### **Vice-Dean of Business Administration and Economics College/ Al-Hussein Bin Talal University**

- Responsible for the overall functioning of the faculty and work in tandem with the Dean of the college.
- Responsible for the students' affairs in the college.
- Responsible for managing the school's main academic programs plans and schedules and dealing directly with three academics departments: Business and management, economics studies, accounting and finance.
- A chairperson of most of the faculty committees and meetings.
- Giving input into strategic matters pertaining to all areas of the university and faculty.
- Giving input and participating in teamwork and committees in the college and university.

### **Head of Business Administration department/ Al-Hussein Bin Talal University**

I was the head of business administration and management department at business school at Al-Hussein Bin Talal University. I was responsible for running the affairs of the department, which consisted of 18 faculty members by that time. In particular, I was responsible for:

- Strategic development of the department (research, community services, and teaching and learning related issues)
- Strategic planning by establishing the department strategic plan and action plan.
- Performance appraisals of the faculty members in the department.
- Report writing.
- Procurement.
- Representation at the college council.
- Managing the quality issues related to the department.

## **Referees:**

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