Faculty Head of Quality – main duties and responsibilities associated with the role

Academic Management

On behalf of the Dean, the Head of Quality has responsibility for the implementation of changes arising from new University policy and exercises this responsibility through close working relationship with the Heads of Studies. The Head of Quality is responsible to the Dean for the management of faculty quality assurance arrangements relating to development, validation, modification and continuous monitoring of subjects, programmes and modules. These arrangements include programme validation and modification, periodic review of courses, module evaluation & student feedback, performance analysis at module and programme level. The postholder will work closely with the relevant Heads of Studies, Head of Department of Academic Quality, Quality Managers, Head of Curriculum Planning and the central DAQ team as appropriate.

Academic Development and Validation

The faculty Head of Quality provides guidance on:

- the development of programme and module proposals, including providing feedback though pre-validation activity;

- the preparation of documentation and materials for formal approval by SAB, FAC and/or AQSC either directly or through the work of a formal validation panel or working group;

- the means by which specific programmes will be approved;

- the timetable for consideration of proposals at each stage;

- whether proposed changes to programmes are to be treated as modifications or re-validations

Monitoring, and Evaluation

- provides advice and guidance to subject teams on the evaluation of taught provision and the gathering of information to support the process of evaluation;

- maintains a watching brief on behalf of the Faculty Academic Committee on matters arising from external examiner reports, student evaluations; feedback and the minutes of SAB/PABs, and analysis of performance data;

- promotes the use of the journal, and ensures its effective implementation (e.g. ensures journals are being completed appropriately and being kept up-to-date with issues and good practice, which are addressed within an appropriate timescale; refers back journals that fall short of expected standard);

- ensures that quality arrangements with collaborative partners are operating effectively

- supports the Dean in preparation of an annual report to AQSC and ensures that issues with institution-wide significance are raised at AQSC;

Review

- supports teams in preparation for periodic review and takes responsibility for ensuring that the enhancement plan is effectively followed through and monitored;

External Examiners

- maintains an overview of Faculty external examiner appointments;

- monitors when external examiners' tenures are due to expire and proactively seeks replacements, reminding staff within the Faculty where appropriate;

- advises Faculty staff on the suitability of nominees for external examining appointments;

- receives copies of all external examiner reports, monitors their receipt, analyses and chases up issues arising and commends good practice;

Good Practice

- works in conjunction with the chair of the Faculty Learning & Teaching Committee Faculty to promote the development and enhancement of teaching, learning and assessment across the Faculty;

- takes a pro-active role in identifying and sharing examples of good practice and works with practitioners to evaluate examples of good practice, determine their transferability, make recommendations for dissemination and, where appropriate, devise an appropriate action plan for implementation across the Faculty;

- assists and advises programme leaders and module leaders in the preparation of course and module templates;

Audit

- contributes to and leads internal University audits on behalf of AQSC;
- works with faculty staff to ensure appropriate actions take place in response to internal and external audits and formulates Faculty response to such audits;

External Quality Assurance and Accreditation Arrangements

- supports areas of the Faculty which are subject to external reviews, visits or other forms of accreditation or inspection;
- works with staff across the faculty and University to ensure that existing systems provide materials and information necessary to meet the requirements of external agencies or bodies e.g. QAA or PSBs;
- maintains own professional understanding regarding national developments and promotes awareness of PSB and QAA protocols within the faculty;

Collaborative Provision

- works closely with the Faculty Coordinator for Collaborative Provision to ensure that mechanisms for the quality management of off-site provision are effective and operating in accordance with University requirements;
- generates or co-ordinates faculty responses to collaborative reviews;

Liaison within the Faculty

- The Head of Quality is Deputy Chair of the Faculty's Academic Committee; and is a member of
    - Faculty Executive
    - Faculty Management Board
    - SABs
    - Learning and Teaching Committee
    - Progression and Awards Board
    - Faculty Collaborative Committee
    - Faculty External Examiners Audit Group
    - SSLCs
- The Head of Quality works closely with;
    - the **Heads of Studies** to ensure:

        that academic approval and modification, timetable and other protocols are adhered to across the Faculty and that arrangements for academic planning are effectively co-ordinated

        that the work of SABs is subject to an appropriate level of scrutiny by FAC and from colleagues across the Faculty

    - the **Faculty Manager** to ensure that administrative practices are aligned with the protocols for the operation of SABs and with the demands of the quality assurance framework of the University
    - the **Dean** and **Faculty Manager** to ensure that the responsibilities of the FAC are discharged in an effective and efficient manner and risks to quality are managed

University Level Roles and Responsibilities

- membership of AQSC and chairing AQSC subcommittees and audit groups
- membership of Periodic Review panels
- liaison with central departments such as Curriculum Planning Office, EP and DAQ
- chairing ad hoc enquiries and committees
- role in external audit preparations
- contribution to the development of university policy and procedures
- involvement on university and faculty validation panels and involvement on triennial institutional review panels, both in the UK and overseas.