

JOB DESCRIPTION - REF: ATR/ATS32

Title of Role: Academic Director of Partnerships (DP)

Responsible to: Pro-Vice-Chancellor (Academic)/Chair of the Senate
Learning and Teaching Committee (appraisal of this
aspect of the role will be by the PVC (Academic))

Responsible for: The development and enhancement of partnerships for
the delivery of academic programmes with UEA

Key Responsibilities

1. Leadership

- 1.1 To provide the University with academic leadership congruent with the University's corporate goal of excellence in partnerships both within UK and internationally.
- 1.2 To be an advocate for and to take a prominent role in the development and fulfilment of the University's Corporate Plan and Learning and Teaching strategies.
- 1.3 To cultivate *esprit de corps* within the community of Faculty Associate Deans (Learning, Teaching and Quality, Postgraduate Research), School Directors of Learning, Teaching and Quality, Postgraduate Research and other key staff with responsibilities in the partnerships area and a common commitment to enhancing current partnerships and developing new arrangements in line with the University's strategic plan.
- 1.4 To maintain an awareness of external developments as they arise and assist the Pro-Vice-Chancellors, Executive Deans and the Academic Director of Internationalisation in the assessment of the impact of external strategic developments on University strategy with regard to partnerships.
- 1.5 To help develop partnership institutions so that they enhance or contribute to the University's academic reputation.
- 1.6 To contribute to the development of local, regional and international needs for Higher Education, particularly with regard to developing scholarly activity at partner institutions.
- 1.7 To contribute to national debates and to represent the University externally, as appropriate.
- 1.8 To provide academic leadership in the development and review of partner regulatory frameworks, Codes of Practice, policy and procedures governing undergraduate and postgraduate programmes.

2. Academic Excellence

- 2.1. To ensure that there is oversight of the maintenance of academic standards within partner institutions with reference to appropriate internal and external benchmarks.
- 2.2. To identify enhancement opportunities at Partner Colleges and implement appropriate academic development.
- 2.3. To maintain an open dialogue with Executive Deans and Faculty Associate Deans (LTQ) + Postgraduate Research regarding partnership developments and the enhancement of research and scholarly activity at partner institutions.
- 2.4. To help partners promote and enhance the quality of the student experience and ensure effective implementation of UEA approved regulations, policies and procedures.
- 2.5. To ensure that the student voice at partner institutions is prominent in approval and review of institutions and programmes.
- 2.6. To maintain an awareness of the mechanisms and processes in place within Schools and Faculties and relevant University Committees to monitor performance in learning, teaching and quality.
- 2.7. To be aware of and have a good understanding of quality assurance and enhancement.

3. Formal roles

- 3.1. To be a member, ex-officio, of the Learning and Teaching Committee and to have right of attendance at Senate if not a member of Senate.
- 3.2. To chair the Partner Institutions' Joint Boards of Studies, to act as Joint Chair of the Joint Academic Committee of University Campus Suffolk and to chair or be a member of other Committees/Working Groups/Project Groups etc., as agreed with the Pro-Vice-Chancellor (Academic).
- 3.3. To Chair a number of Validation and Institutional Review Panels and approve the memberships of other such panels and their chairs.
- 3.4. To approve minor changes to regulatory and quality assurance/enhancement frameworks at partner institutions.
- 3.5. To assist in the formulation of responses on behalf of the University to external consultations.
- 3.6. To participate in (preparations for) institutional audit and other reviews by the Quality Assurance Agency, as relevant.
- 3.7. To lead and to participate in relevant developmental and training events such as academic practice events, presentations and consultations;
- 3.8. To liaise as appropriate with other Academic Directors.
- 3.9. To undertake such tasks as might be delegated by the Pro-Vice-Chancellor (Academic).

January 2012