

LEARNING AND TEACHING COMMITTEE

DIRECTOR OF TAUGHT PROGRAMMES

1. ROLE DESCRIPTION

1. To lead the development of University policy relating to undergraduate and postgraduate taught programmes and take a prominent role in its implementation. In both activities to work closely with the Academic Registrar, assisted by the Learning, Teaching and Quality Office of the Academic Division, and taking advice from the Taught Programmes Policy Group;
2. To act as a source of advice on the Regulations and Instructions to Examiners for all undergraduate and postgraduate taught programmes in liaison with the Academic Registrar (who is responsible on behalf of the Registrar and Secretary for matters of interpretation and application) and, where necessary, to consult on and approve minor changes on behalf of the Learning and Teaching Committee;
3. Within the terms of paragraph 1 above, to oversee the development of University Assessment Policy at undergraduate and postgraduate taught levels. This may involve the establishment of Project Groups/Working Groups;
4. To approve the appointment of internal and external examiners for undergraduate and postgraduate taught programmes;
5. To consider and approve concessions against the Regulations relating to undergraduate and postgraduate taught students (to the extent not devolved);
6. To be a member, ex-officio, of the Learning and Teaching Committee;
7. To Chair the Taught Programmes Policy Group and to Chair or be a member of other Committees/Working Groups/Project Groups etc., as agreed with the Pro-Vice-Chancellor (Academic);
8. To liaise closely with the Pro-Vice-Chancellor (Academic) and other Learning and Teaching Committee Directors, Chairs of Faculty LTQ Committees and School Directors of Learning and Teaching on policy and operational matters relevant to undergraduate and postgraduate taught students;
9. To act as required by the relevant procedures in respect of Stage 2

academic appeals, academic complaints and non-academic complaints;

10. To keep abreast of external policies and practices (e.g. the Quality Assurance Agency) which may impinge on undergraduate and postgraduate taught programmes and to assess the implications for UEA;
11. To participate in (preparations for) institutional audit and other reviews by the Quality Assurance Agency, as relevant;
12. To undertake such tasks as might be delegated by the Pro-Vice-Chancellor (Academic).

2. RESPONSIBLE TO

The Learning and Teaching Committee.

September, 2006

LEARNING AND TEACHING COMMITTEE

DIRECTOR OF POSTGRADUATE RESEARCH PROGRAMMES

ROLE DESCRIPTION

1. To lead the development of University policy relating to postgraduate research programmes and to take a prominent role in its implementation. In both activities to work closely with the Academic Registrar, assisted by the Learning, Teaching and Quality Office of the Academic Division, and taking advice from the Postgraduate Research Programmes Policy Group;
2. To act as a source of advice on the Regulations and Instructions to Examiners for all postgraduate research programmes in liaison with the Academic Registrar (who is responsible on behalf of the Registrar and Secretary for matters of interpretation and application) and, where necessary, to consult on and approve minor changes on behalf of the Learning and Teaching Committee;
3. Within the terms or paragraph 1 above, to oversee the development of University Assessment policy at postgraduate research level. This may involve the establishment of Project Groups/working Groups;
4. To approve the appointment of internal and external examiners and internal advisers in respect of candidates for research degrees;
5. To consider and approve concessions against Regulations relating to postgraduate research students on behalf of the Learning and Teaching Committee (to the extent not devolved);
6. To continue the development and implementation of skills training (under the 'Transitions' programme) for postgraduate research students, liaising as appropriate with Faculties and the Centre for Staff and Educational Development;
7. To be a member, ex-officio, of the Learning and Teaching Committee;
8. To Chair the Postgraduate Research Programmes Policy Group and to chair or be a member of other Committees/Working Groups etc., as agreed with the Pro-Vice Chancellor (Academic);
9. To liaise closely with the Pro-Vice-Chancellor (Academic) and other Learning and Teaching Committee Directors, Chairs of Faculty LTQ Committees and Faculty Directors of Research and Schools on all policy and operational matters relevant to postgraduate research students;

10. To advise the Pro-Vice-Chancellor (Research) as necessary with regard to postgraduate research students;
11. To act as required by the relevant procedures in respect of Stage 2 academic appeals, academic complaints and non-academic complaints;
12. To keep abreast of external policies and practices (e.g. the Quality Assurance Agency) which may impinge on postgraduate research and to assess the implications for UEA;
13. To participate in (preparations for) institutional audit and other reviews by the Quality Assurance Agency, as relevant;
14. To undertake such tasks as might be delegated by the Pro-Vice-Chancellor (Academic).

September, 2006

RESPONSIBILITIES OF DIRECTOR OF PARTNERSHIPS

- All validated and franchised courses
- Joint Academic Committee
- Flexible and Distance Learning
- Work-based Learning
- Joint Boards of Study
- Validation Forum
- Cont.Ed
- EMS

APPENDIX A1

RESPONSIBILITIES OF DIRECTOR OF QUALITY ASSURANCE

- Scrutiny of TQA Self-Assessments
- Developing QA Framework
- Monitoring QA outputs of Group LTQ Committees

RESPONSIBILITIES OF DIRECTOR OF STAFF DEVELOPMENT

- Acting on the outputs of Quality Assurance
- Organising Teaching and Learning Events
- Participating in the Development of Ideas for Bids for Teaching and Learning Development Funding
- Acting as a focus for New and Existing Networks of Staff with an interest in Teaching and Learning Developments