

ROLE DESCRIPTION FOR FACULTY ASSOCIATE DEANS (LTQ)

ROLE TITLE:	FACULTY ASSOCIATE DEAN (LEARNING, TEACHING AND QUALITY)
APPOINTED BY:	THE DEAN OF FACULTY IN CONJUNCTION WITH THE PRO-VICE-CHANCELLOR (ACADEMIC)
RESPONSIBLE TO:	THE DEAN OF FACULTY
APPRAISED BY:	THE DEAN OF FACULTY (in relation to the responsibilities of the Faculty Associate Dean)
FULL TIME EQUIVALENT:	0.4 fte (two days per week)
PERIOD OF APPOINTMENT:	Normally three years, with the possibility of extension or re-appointment for a second term.

ROLE FUNCTION:

- 1.1 To chair the body responsible within the Faculty for learning, teaching and quality (LTQ) in accordance with University requirements (the major responsibilities of Faculty LTQCs are set out at Appendix A);
- 1.2 To be a member, ex-officio, of the Learning and Teaching Committee of Senate and of the Faculty Executive and to be a member of any other Faculty Committees as required by the Dean of Faculty and of any University Committees as required by the Pro-Vice-Chancellor; via such membership, to represent the Faculty to the University and the University to the Faculty;
- 1.3 To work with Schools in the development and enhancement of learning and teaching within the Faculty with reference to University and Faculty learning and teaching strategies and initiatives and to monitor their implementation;
- 1.4 To be familiar with the relevant internal and external quality assurance frameworks governing academic standards and quality and enhancement of provision; to work with Schools in preparation for external quality assurance events;
- 1.5 To disseminate and to ensure the implementation across the Faculty of University LTQ policies and practices; to follow-up any action points for the Faculty arising from quality assurance processes and procedures; and to engage with the Faculty Learning, Teaching and Quality Committee concerning enhancements of policy and practice and of academic standards and the quality of provision;
- 1.6 To liaise as appropriate with other Associate Deans within and across the Faculties and with School Directors and to disseminate information and good practice to enhance the quality of student experience;

- 1.7 To ensure that appropriate audit trails are maintained, including those required by the University's learning, teaching and quality procedures, and reported as appropriate and required to the Learning and Teaching Committee and/or other relevant Committees;
- 1.8 To undertake other such relevant duties appropriate to the role as may be required by the Dean of Faculty and the Pro-Vice-Chancellor (Academic).

Appendix A

1. **Responsibilities connected with taught provision to be undertaken by the Faculty LTQ Committee**
 - 1.1 Detailed consideration of new course proposals and the reporting of outcomes to the Learning and Teaching Committee and others as required;
 - 1.2 The consideration of reports from School Directors (Learning, Teaching and Quality) on annual module monitoring and course update; the confirmation of the completion of these processes to the Learning and Teaching Committee; and the identification to the Committee of any issues arising that the University needs to consider;
 - 1.3 The approval of the schedule for Course Reviews and the confirmation of the schedule to the Learning and Teaching Committee; approval of the proposed membership of Course Review Panels; the consideration and review of reports and action plans arising from Course Review; the confirmation to the Learning and Teaching Committee of completion of the process; and the identification to the Committee of any issues arising that the University needs to consider;
 - 1.4 Consideration in detail of external examiners' annual reports and draft responses to the reports by Schools; confirmation to the Learning and Teaching Committee that due consideration has taken place; and reporting to the Committee any issues regarding the process, general points made, action taken and any other issues that the University needs to consider;
 - 1.5 Liaison with School Directors (Learning, Teaching and Quality) and the Learning, Teaching and Quality Office regarding the timetable for accreditation and review procedures by relevant Professional and Statutory Bodies (PSBs), where appropriate making recommendations to the Learning and Teaching Committee regarding a joint event with a University Review Panel or recommending exemption from University Review; consideration of School action plans arising from PSB reports; and reporting on the outcome to the Learning and Teaching Committee;
2. **Duties connected with research students to be undertaken by the Faculty LTQ Committee**
 - 2.1 Preparation and implementation, on behalf of the Faculty, of a policy for the allocation of UEA Studentships;
 - 2.2 Ensuring that assessment of students' skills training needs are undertaken by Schools, and ensuring that any Faculty-based training is delivered;
 - 2.3 Undertaking the annual review of the progress of staff candidates for research degrees and the reporting of the outcome to the Learning and Teaching Committee (via the Postgraduate Research Programmes Policy Group);
 - 2.4 Consideration of summary reports by Schools on the annual review of the progress of postgraduate research students; confirmation of the completion of the process to the Learning and Teaching Committee (via the Postgraduate Research Programmes Policy Group); and reporting to the Committee on any issues or trends that might need to be considered by the University arising from the annual monitoring process.