

# Role Description

**Post Title:** Academic Director (Teaching and Learning); (ADTL), University of Reading Malaysia

**Reports to:** Provost, UoRM  
It is expected that the ADTL will liaise on a regular basis with appropriate Associate Dean (Teaching & Learning) at UoR.

**Responsible for:** Academic delivery at the University of Reading Malaysia

## **Main duties and responsibilities**

The ADTL for the University of Reading Malaysia is responsible to the University Board for Teaching and Learning, through its Chairman, for leadership of UoRM in teaching and learning.

The ADTL (UoRM) is expected to fulfil, in collaboration as appropriate, all the following responsibilities:

- Ensure that Sections at UoRM play their full part in fulfilling the aims for both undergraduate and postgraduate teaching as articulated in the Business Plan and management documents derived from it
- Give leadership in the following areas:
  - Development of new undergraduate and taught postgraduate programmes, and support Sections in the preparation of accreditation paperwork for submission to Malaysian Qualifications Agency (MQA) and other appropriate regulatory and accrediting bodies (both Malaysian and internationally)
  - Recruitment of undergraduate and taught postgraduate students, and work with the Marketing Team on the development of an appropriate student recruitment strategy
  - Development of new teaching methodologies, and liaison with UoR in the adoption of methodologies developed and delivered in the UK
  - Develop collaboration in teaching and learning between Sections at UoRM
  - Liaison with professional bodies responsible for the accreditation of degree programmes at UoRM
  - Work closely with Head of Student and Academic Services to ensure quality management and assurance is maintained

- Administer University-level warnings to undergraduate and taught postgraduate students for Neglect of Work and Unsatisfactory Progress, and refer such cases to the Sub-Committee on Neglect of Work and Unsatisfactory Progress as necessary
- Approve suspensions, extensions and exceptional admissions arrangements for undergraduate and taught postgraduate students
- Support UoRM staff in their Continuing Professional Development, liaising with CQSD UoR to ensure delivery of teaching is continuously improved and developed

This document outlines the duties required at present of the role to indicate the level of responsibility. It is not a comprehensive or exhaustive list and the Provost may vary duties from time to time which do not change the general character of the role or the level of responsibility entailed.

**Date assessed:** 6<sup>th</sup> January 2015