

## **Roles and Responsibilities of Teaching and Learning Deans** *(for inclusion in the Guide to Policies and Procedures for Teaching and Learning)*

Teaching and Learning Deans work with the Pro-Vice-Chancellor (Teaching and Learning) (PVC (T&L)) to provide leadership for Teaching and Learning across the University. They are accountable to the PVC (T&L) for their specific portfolios of responsibilities, as allocated by the PVC (T&L).

### **Purpose**

As a member of the senior Teaching and Learning executive team, Teaching and Learning Deans make a major input into the overall direction of Teaching and Learning within the University. Their purpose is:

- to provide inspirational leadership for the University's Teaching and Learning community
- to develop, lead on and drive forward:
  - the University Learning and Teaching Strategy aligned to the overarching University Strategy
  - the portfolio of programmes
  - enhancement of Teaching and Learning
- to provide leadership, support and oversee teaching, learning and the student experience (in collaboration with the relevant School Director of Teaching and Learning (SDTL) and the School Director of Academic Tutoring) within the cluster of Schools which they represent.

### **Main duties and responsibilities**

#### **Strategic Contribution to University T&L:**

To contribute to the University's vision for Teaching and Learning and the development of the University Teaching and Learning Strategy

To lead on the development and realisation of strategic initiatives

To provide inspirational leadership for the University's Teaching and Learning community

To provide expert input to the School Planning and Enhancement of Teaching and Learning (SPELT) process, advising Schools on the development of their Teaching and Learning Plans and supporting the Pro-Vice-Chancellor (Teaching and Learning) in the consideration of the plans

To serve as *ex officio* members of:

- Senate
- Teaching and Learning Strategy Board
- University Board for Teaching and Learning
- Recruitment and Admissions Strategy Group
- University Programmes Board.

To chair relevant University committees and sub-committees.

To promote collaboration between Schools and departments.

## **Development of programme and module portfolio**

To lead on the development and rationalisation of the University's portfolio of programmes and modules, working with School Directors of Teaching and Learning to:

- identify opportunities for new undergraduate and taught postgraduate programmes and support their development
- identify programmes and modules which the University should revise or withdraw

## **Recruitment**

To support Schools within their cluster in relation to the strategic aspects of recruitment of students

To work closely with Schools in their cluster in negotiating student recruitment targets and to advise the Recruitment and Admissions Steering Group in relation to those Schools' progress against targets

## **Enhancement**

To lead on curricular and pedagogic development across the University, and to support Schools in their cluster in enhancing teaching, learning and the student experience

To develop bids for, and/or to lead, internally and externally funded projects to enhance learning and teaching and the student experience

To work closely with the PVC (T&L), CQSD, RUSU and other groups to develop Teaching and Learning, through a range of activities, including training, events, communities of practice, and awards schemes

To chair panels for Teaching and Learning Development Fund bids

To provide academic leadership for co-curricular activities and to liaise with student support services in relation to the student experience

## **Teaching and learning policy and quality management**

To lead on the review and development of policies in relation to Teaching and Learning

To lead on quality assurance processes in relation to Teaching and Learning and to ensure that such processes inform enhancement

To contribute to the preparation of the synopsis of the Annual Quality Assurance Reports for the University Board for Teaching and Learning

To chair scrutiny panels for new programmes especially when professional bodies are involved or where there is collaborative provision – including undertaking visits to partners in UK and abroad as appropriate

To chair Periodic Reviews

To advise Schools on the accreditation of degree programmes by PSRBs, as appropriate

To have oversight of transition, progression and attainment of students, and to support Schools in their cluster in relation to these areas

### **Teaching and Learning partnerships**

Play a key role in the development and implementation of collaborative provision with external partners

### **Assessment**

To chair relevant University Progression Board Special Cases Sub-Committee Meetings, and to serve as the second Teaching and Learning Dean at other particular meetings

To chair University Progression Boards

### **Student matters**

To work closely with School Directors of Academic Tutoring in their cluster Schools in regard to student engagement

To approve suspensions, extensions and exceptional admissions arrangements for undergraduate and taught postgraduate students

To administer Stage 2 Reviews of Engagement and Fitness to Study and refer such cases to the University as appropriate

To serve as panel members for the Standing Committee on Academic Engagement and Fitness to Study

To serve as panel members for the Standing Committee on Fitness to Practise

To serve as alternate Chairs of the Standing Committee on Academic Misconduct (*where they have no prior involvement in the case*)

To serve as panel members for the Student Disciplinary Committee

To consider academic Appeals at Stage 1

### **Reward and recognition**

To chair awarding panels for University Teaching Fellowships, and selection panels for National Teaching Fellowship nominations

To chair the FLAIR Management Board

To serve as members of University promotions panels

### **Working Parties and Reviews:**

To serve as Chairs of working parties and reviews, as required, and to lead on cross-institutional strategic T&L projects and initiatives.

### **Working with External Groups and External Networking:**

To play leading roles in external Teaching and Learning initiatives

To promote Teaching and Learning at Reading externally, including representing the University on external boards.

Professor Gavin Brooks