

SELECTION AND APPOINTMENT OF SCHOOL DIRECTORS OF TEACHING AND LEARNING (SDTL)

1. Appointment Process

In the current HE environment, it is essential that that we appoint those best qualified for the SDTL role with the appropriate experience, knowledge, skills and attributes. Furthermore, it is in line with the University's HR strategy that the appointment process for SDTLs becomes more formalised, transparent and accessible consistent with the new process for appointing Heads of School. Equally, it is important that, once appointed, SDTLs have access to ongoing development training and support.

To achieve the above it is recommended that:

- The relevant Head of School remains responsible for the appointment of the SDTL
- The Head of School drafts a person specification (based on the template attached) drawing on:
 - the expertise of the relevant Teaching and Learning Dean
 - the university-wide job description for SDTLs and
 - the leadership behaviours embedded in ***Values for Working Together and Professional Behaviours***.
- At least 6 months before the incumbent is due to step down, the Head of School should invite members of staff within the School to submit a formal expression of interest for the role.
- The Head of School should establish an Appointment Committee comprising key individuals from within the School and the relevant Teaching and Learning Dean;
- The Appointment Committee interviews interested candidates (or shortlisted candidates in cases where there is significant interest for the post) and makes a recommendation to the Head of School.
- The selected individual be appointed, normally, for a three-year term in the first instance.
- The Head of School inform the University Board for Teaching and Learning of the new appointment.

Agreement to serve for a further term or for an extension to the term would be made where there is consensus from the incumbent SDTL, and the School Management team.

2. Remuneration

Appropriate remuneration will be agreed in accordance with agreed policy, as determined by Staffing Committee.

3. Support and Development

Before taking up the post, new appointees should be invited to discuss the role with the relevant Teaching and Learning Dean.

In recognition of the extent and significance of the role in schools it is suggested that the role of SDTL is appointed at a minimum of 0.5 FTE but it is recognised that in some Schools the role could require greater in scope and require up to 0.8 FTE.

In taking up the post, the new appointee agrees to attend the relevant termly SDTL workshops and other related events, as well as attend and, as appropriate chair, relevant Committee meetings.

A programme for training and development outlined in Annex 1 [to be supplied—currently being updated] has been drawn up by Teaching and Learning Deans, in conjunction with the Centre for Quality Support and Development.

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