Responsibilities of Associate Deans and School Directors of Teaching and Learning

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The Associate Dean (Teaching and Learning) is responsible to the University Board for Teaching and Learning through its Chairman for leadership of the Faculty in teaching and learning.

The Associate Dean (Teaching and Learning) is expected to fulfil, in collaboration as appropriate, all the following responsibilities:

- Ensure that the Schools in the Faculty play their full part in fulfilling the aims for both undergraduate and postgraduate teaching as articulated in the Corporate Plan and management documents derived from it

- Give leadership in the following areas:
  - Development of new undergraduate and taught postgraduate programmes
  - Recruitment of undergraduate and taught postgraduate students
  - Development of new teaching methodologies
  - Collaboration in teaching and learning between Schools and Faculties
  - Liaison with professional bodies responsible for the accreditation of degree programmes in the Faculty
  - Quality management and assurance

- Chair the Faculty Board for Teaching and Learning

- Administer Faculty-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.
Responsibilities of School Directors of Teaching and Learning

[For Henley Business School, please see instead the sections below relating to responsibilities of Heads of School, Heads of Programmes, Programme Area Directors and Directors of Studies respectively.]

School Directors of Teaching and Learning will be responsible for:

- ensuring that the School plays its full part in fulfilling the University's aims for teaching and learning, as set out in the Corporate Plan and the Strategy for Learning and Teaching;
- developing and taking responsibility for the School's teaching and learning strategy and associated policies, and their implementation;
- taking overall responsibility for quality management and enhancement in the School;
- providing leadership in the teaching, learning and assessment in the taught programmes of the School, including the development of skills and application of ICT;
- promoting the identification and dissemination of good practice in the School's teaching and learning, including links with the relevant Higher Education Academy Subject Centres and other discipline-specific forums;
- liaison with professional and statutory bodies and any other accreditation bodies;
- encouraging and promoting new taught programmes, both undergraduate and postgraduate, and identifying areas in which new programmes might be introduced;
- identifying and promoting joint initiatives in teaching and learning across the subjects within the School and with other Schools;
- administering school-level disciplinary matters;
- in cooperation with the Head of School, taking due note of the resource issues and cost effectiveness of module and programme delivery;
- liaising with and reporting to the Faculty Board for Teaching and Learning and the Associate Dean (Teaching and Learning) as required;
- Oversight of the systems and procedures which support teaching and learning including:
• the School’s function as a module provider
• the Boards of Studies within the School and, in cooperation with other Schools, those whose programmes involve more than one school
• admission and recruitment
• the examination process
• the maintenance of student records
• Career Management Skills
• student staff committees and other methods of student evaluation
• workloads of students and staff (in relation to teaching commitments)

• Liaising with the relevant School Senior Tutor on matters relating to the Personal Tutor system and student development activities.
Responsibilities of Heads of School (Henley Business School)

1. At all times to actively participate in the development of Henley Business School policy and strategy, working in co-operation with Heads of Programmes to ensure the effective delivery of programmes.

2. Have responsibility for all resource decisions within the School and for the submission of requests for resource to the Dean.

3. Have responsibility for the effective financial management of the School.

4. Appoint a School Director of Research and delegate to them day-to-day management of research.

5. Appoint Director(s) of Studies and delegate to them oversight of the design, delivery and evaluation of the portfolio of modules owned by the relevant constituent School.

6. In consultation with relevant Heads of Programme, nominate Programme Director(s) for groups of cognate programmes in the Henley Business School to the Faculty Board for Teaching and Learning for appointment.

7. Provide, in collaboration with the School’s Director of Research and its Director(s) of Studies, academic leadership to the School in both teaching and learning and in research, and prepare strategic plans for the School’s future development.

8. Encourage the achievement of high standards of teaching through course development, training and other staff development.

9. Encourage good research practice, the acquisition of external funding for research activity through grant and studentship applications, the exploitation of inventions (where possible) and contacts with industry, commerce or other outside bodies.

10. Working in co-operation with Heads of Programmes to support the recruitment of undergraduate, postgraduate and continuing professional development (CPD) students.

11. Where relevant, to liaise with professional and statutory bodies and any other accreditation bodies.

12. Encourage and support staff development, consult with staff both individually and as a group and communicate School and University policy to them. In this regard the Head should hold meetings of the Academic Staff of the School on at least three occasions during the Academic Year as seems appropriate to the Head and/or other members of the School.

13. Delegate to each Professor (whether established or personal) in the School the appropriate responsibilities concerned with that Professor’s teaching or research or with the management of the School.

14. Delegate to any Heads of intra-School groups responsibilities as provided for in the structural framework document for the School.
15. Supervise the administration of the School and ensure the proper management of resources. This includes the management of health and safety which will be audited by the Health and Safety Services.

16. Have such additional responsibilities as may be assigned by the Council from time to time.

17. As appropriate, approve or support requests from School staff for various schemes (such as the University study leave scheme, consultancy, permission to undertake research with an ethical aspect).

Notes:

This Job Description is based on the University’s standard job description for Heads of School. It differs from that standard document in the following respects:

(a) Point 1 is an additional responsibility for Heads of School in the Henley Business School;
(b) Points 4-7 and 10 reflect the current structures in the Henley Business School, whereby the explicit role of School Director of Teaching and Learning does not exist and the responsibilities of SDTLs are appropriately allocated to Heads of Programmes, to Programme Directors and to Directors of Studies.
Responsibilities of Heads of Programmes (Henley Business School)

Undergraduate Programmes, Pre-experience Postgraduate Programmes and Post-experience Postgraduate Programmes

1. To ensure that the Programme Area plays its full part in fulfilling the aims for teaching and learning of both the University and the Henley Business School, as set out in the University’s Corporate Plan and the Strategies for Learning and Teaching of both the University and the Henley Business School;

2. To take strategic leadership of the relevant Programme Area and its programmes, including developing and taking responsibility for the Programme Area’s teaching and learning strategy and associated policies, and their implementation;

3. In co-operation with relevant Heads of School to:
   - have responsibility for setting and achieving revenue, recruitment and admissions targets; and
   - oversee the allocation of resource for strategic programme activities, both inside and outside the curriculum;

4. To take overall responsibility for quality management and enhancement in the Programme Area;

5. To provide leadership in the teaching, learning and assessment in the programmes of the Programme Area, including the development of skills and application of ICT;

6. In consultation with relevant Heads of School, to nominate Programme Area Director(s) for groups of cognate programmes in the Henley Business School to the Faculty Board for Teaching and Learning for appointment;

7. In co-operation with the relevant Programme Area Directors to promote the identification and dissemination of good practice in teaching and learning;

8. In co-operation with the relevant Programme Area Directors, to encourage and promote new taught programmes, to identify areas in which new programmes might be introduced, to identify changes to existing programmes and to identify existing programmes for discontinuation;

9. To identify and promote joint initiatives in teaching and learning across the subjects within the Programme Area, with other Programme Areas within the Henley Business School and with disciplines outside the Henley Business School;

10. In co-operation with the relevant Heads of School, Programme Area Directors and Directors of Studies, to take due note of the resource issues and cost effectiveness of module and programme delivery;

11. To Chair the Relevant Board of Studies for their Programme Area and to write a summary of Annual Programme Reports for submission to the Faculty Board for Teaching and Learning;
12. To liaise with and report to the Associate Dean (Teaching and Learning) as required;

13. In co-operation with the relevant Programme Area Directors, to take strategic oversight of the systems and procedures which support teaching and learning including:
   - admission and recruitment
   - evaluation of relevant programmes

14. To liaise with relevant staff on matters relating to the Personal Tutor system and Personal Development Planning;

15. To work closely with the Head of Programme Administration and the relevant Programme Area Manager(s) to ensure high quality student and programme support.

Notes:

(a) It is the expectation that the role of Head of Programmes will normally be a four-year fixed term appointment;

(b) The role of Head of Programmes is based on, and incorporates many of the responsibilities of, the University’s job description for the role of School Director of Teaching and Learning.

Postgraduate Research Programmes

1. To take strategic leadership of the Postgraduate Research Programme Area and its programmes, including:
   - The development of the programme portfolio;
   - The dissemination of information concerning relevant funding opportunities

2. In co-operation with relevant Heads of School to:
   - have responsibility for setting and achieving revenue, recruitment and admissions targets; and
   - oversee the allocation of resource for strategic programme activities;

3. To have oversight of the quality management and enhancement of postgraduate research programmes in the Henley Business School, including working with Schools in the preparation of the annual review of the Code of Practice for Research Students in the Autumn Term;

4. To work proactively with the Heads of School and relevant others to support and promote the recruitment of new students, including the provision of up to date publicity materials;

5. In co-operation with Heads of Schools, to have oversight of the induction of new Postgraduate Research Students;

6. In co-operation with Heads of Schools, to have oversight of the delivery of training for postgraduate research students, identify training needs of new students and decide on appropriate courses;
7. In co-operation with Heads of School and supervisors, to oversee the monitoring of progress and associated processes, and also processes relating to Review of Registration;

8. To approve suspensions, extensions and exceptional admissions arrangements for postgraduate research students;

9. In co-operation with Heads of School to deal with any issues or problems arising in connection with postgraduate research studentships and to ensure adequate feedback of any outcomes to the individual/s concerned;

10. In co-operation with Heads of School to have oversight of the appointment of internal and external examiners as appropriate for postgraduate research students;

11. To Chair the Board of Studies for Postgraduate Research Programmes of the Henley Business School;

12. To report, as appropriate, to the Henley Business School Faculty Management Board, Faculty Board for Research and the Faculty Board for Teaching and Learning;

13. To work closely with the Head of Programme Administration and the relevant Programme Team(s) to ensure high quality student and programme support.

Notes:

(a) It is the expectation that the role of Head of Postgraduate Research Programmes will normally be a four-year fixed term appointment;

(b) The role of Head of Postgraduate Research Programmes is based on, and incorporates many of the responsibilities of, the University’s job description for the role of School Director of Postgraduate Research Studies;

It is the expectation that some Schools in the Henley Business School will appoint a local Director of Postgraduate Research Studies to oversee their PhD Programme. The Head of Postgraduate Research Programmes will work closely with such postholders on a range of activities.
Responsibilities of Programme Area Directors (Henley Business School)

The Programme Area Director has overall responsibility for the effective design and delivery of the programmes within their discipline area by fulfilling the following duties:

1. To give leadership in the following areas:
   - Taking oversight of the systems and procedures which support teaching and learning in their Programme(s) including:
     - Leading the Academic Programme Team, which includes members from all contributing Schools, and Chairing meetings of that Team;
     - in cooperation with other Schools, overseeing those programmes which involve more than one school;
     - workloads of students in relation to their academic commitments;
     - development of programme content;
     - In co-operation with the relevant Heads of School, Head(s) of Programmes and Directors of Studies, to take the lead in proposals of new programme initiatives;
     - Keeping relevant Heads of School and of Programmes, informed of the resource issues and cost effectiveness of programme delivery;
     - In association with the relevant Heads of Programmes to promote the identification and dissemination of good practice in teaching and learning;
     - Development and management of collaborative programmes, including visits to the partner institution;
     - In co-operation with the relevant Heads of School and Head(s) of Programmes the recruitment and admission of students;
     - Representing the programmes at relevant recruitment, selection and conversion events;
     - In association with relevant marketing teams, preparing course publicity material and prospectus material where appropriate;
     - Monitoring and ensuring student satisfaction, including student-staff committees and student evaluation at a programme-level;
     - Oversight of the examination process, including representing the programmes at internal and external examinations boards;
     - Completing Annual Programme Reports for submission to the relevant Board of Studies, of which the Programme Area Director will be a member;
   
2. To contribute to the relevant Periodic Review and external accreditation events as relevant;

3. To act as a liaison between students on the programmes and the academic staff who teach specific modules;
4. To act as Assessment of Prior (Experiential) Learning coordinator where required, offering advice and tutorial support to relevant applicants/students throughout the process;

5. To liaise with admissions officer(s) in relation to non-standard programme offers;

6. To liaise with relevant parties to ensure that academic learning resources of an appropriate quality are available to support their Programmes;

7. To liaise with relevant External Examiners and to produce a response to their Reports;

8. To administer disciplinary matters for Neglect of Work and Unsatisfactory Progress and to refer such cases to the Associate Dean (Teaching and Learning) as necessary.

Notes:

(a) It is the expectation that the role of Programme Area Director will normally be a four-year fixed term appointment;

(b) Programme Area Directors will be appointed by the Faculty Board for Teaching and Learning following joint nomination by relevant Heads of School and Heads of Programme, who will initially consult to identify an appropriate nominee;

(c) This Job Description is based on, and incorporates many of the responsibilities of, the draft University job description for the role of Programme Director. It is, however, the intention that Programme Area Directors in the Henley Business School have responsibility for wider groups of cognate programmes than would be the case elsewhere in the University.
Responsibilities of Directors of Studies (Henley Business School)

1. To take oversight of the design, delivery and evaluation of the portfolio of modules owned by the relevant constituent School of the Henley Business School, including their quality management and enhancement;

2. To report on the delivery of modules to the Head of School, relevant Programme Directors and relevant programme committees;

3. In co-operation with the relevant Programme Directors, to oversee and review the effective delivery of modules as constituent elements of degree programmes;

4. Where appropriate, to encourage and promote new modules, revisions to existing modules and withdrawal of existing modules;

5. To bring forward for consideration proposals for new programmes within relevant School(s);

6. In co-operation with the Head of School, to take due note of the resource issues and cost effectiveness of module delivery;

7. To determine, in conjunction with the relevant Head of School and Programme Director(s), appropriate policies for the capping of student numbers on particular modules and for withdrawing modules with insufficient demand;

8. To take oversight of the systems and procedures which support teaching and learning within relevant modules including:
   - the examination process
   - student evaluation of modules

9. To administer matters relating to Academic Misconduct and to Academic Appeals against Module Marks and to refer such cases to the Associate Dean (Teaching and Learning) as necessary.