

## **Faculty Quality Assurance Teams (FQAT)**

### **Job Description for FQAT Chairs**

This job description has been developed to assist faculties and post-holders. It is recognised that it will need to be adapted to suit the needs of individual faculties.

Faculty Quality Assurance Teams assure the quality of learning, teaching and assessment and the student learning experience in the context of the research environment which underpins it. This job description should be read in conjunction with the [job description for FQAT members](#) and the [Guidelines for FQATs](#).

The Faculty Dean should nominate the FQAT Chair. The Chair should be an experienced member of academic staff who will be responsible to, and act with the authority of, the Dean of Faculty and the Faculty Board. The normal period of office is three years in the first instance, renewable thereafter on a yearly basis.

The position is as identified as falling within role profile D or E, playing a role in faculty governance, and anticipated as a 0.2fte position.

FQAT Chairs should:

- be conversant with quality assurance policies, procedures and issues within the University;
- chair FQAT meetings and approve agendas, papers and minutes, these take place approximately once per term;
- work with the Faculty Education Manager to prepare the departmental<sup>1</sup> visit schedule;
- oversee visits to departments, to help prepare a report on each visit listing points for commendation and for consideration, to assist in identifying good practice in relation to the maintenance of academic standards and enhancement of the student experience (each visit calls for around half a day to one day's input);
- monitor the work of their Faculty Quality Assurance Team;
- attend meetings of the Plenary Group of Faculty Quality Assurance Team Chairs, approximately five times a year;
- through the Plenary Group, consider annual overviews of external examiner reports and make recommendations to Education Committee as appropriate;
- from the above reports, to identify and determine an appropriate means to disseminate good practice in relation to learning, teaching and assessment and the maintenance of academic standards across the University and to Educational Partners;
- prepare the Annual FQAT Report for submission to Faculty Planning and Resources Committee (and/or Faculty Board), Plenary Group of FQAT Chairs and Education

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<sup>1</sup> The above references to departments also encompass schools and units where applicable

Committee. The Annual FQAT Report should cover the activities and outcomes from the FQAT visits from that year, include information on the themes for that year and help identify themes which may be adopted for the next academic year;

- identify core themes from the reports above for recommendation to Education Committee. These and Faculty specific issues are pursued by the individual FQATs in their work with departments during the year;
- through the Plenary Group, consider all sections of the QAA Code of Practice and recommend to Education Committee amendments to University policy as appropriate acting upon the recommendations of other sub-groups of Education Committee;
- attend meetings of Faculty Board and Faculty Planning and Resources Committee (FPARC) as appropriate;
- liaise with Faculty Education Directors regarding implementation of recommendations relating to teaching and learning.

### **Faculty support for the role**

FQAT Chairs are a key member of the faculty's senior management team. In order for him/her to fulfil his/her responsibilities effectively the Dean will:

- extend a standing invitation for the FQAT Chair to attend FPARC meetings as and when appropriate (see above);
- ensure that s/he is kept informed about relevant issues within the faculty;
- provide him/her with appropriate administrative and secretarial assistance to fulfil the role at 0.2fte.