

Faculty Quality Assurance Teams (FQAT)

Job Description for FQAT Staff Members

This job description has been developed to assist faculties and staff 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 [Guidelines for FQATs](#).

Heads of Department¹ should nominate FQAT members. Members will be responsible to the [FQAT Chair](#). FQATs should normally consist of a representative from each department in the Faculty. The normal period of office is three years in the first instance and thereafter renewable on a yearly basis.

They should normally be a member of academic staff, although academic-related and support staff with knowledge of academic practice may be appointed. Support staff on FQATs should not outnumber members of academic staff.

The duties of members of Faculty Quality Assurance Teams include the following:

- to be conversant with quality assurance policies, procedures and issues within the University;
- to attend FQAT meetings; approximately once per term;
- to undertake visits to departments, to help prepare a report on each visit listing points for commendation and for consideration (each visit calls for around half a day to one day's input, you will not be required to visit your own department);
- to assist in identifying good practice in relation to the maintenance of academic standards and enhancing the student experience;
- to assist in the preparation of the FQAT Annual Overview Report on the FQAT findings, to go to FPARC and Education Committee;
- to advise on such matters as may be referred by the Chair from time to time.

Faculty support for the role

FQATs are a key component of faculty and University quality assurance and enhancement mechanisms. In order for FQAT members to fulfil their responsibilities effectively the faculty will provide FQAT with appropriate administrative and secretarial assistance to fulfil the role.

¹ The above references to departments also encompass schools and units where applicable