Role description for FQT Staff Members

This is the standard role description for FQT Staff Members, and please refer to the FQT arrangements document (available at http://www.bristol.ac.uk/academic-quality/groups/fqt.html), which sets out how the FQT process will operate in 2017/18.

Overview
This role 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 Teams assure the quality of learning, teaching and assessment and the student learning experience in the context of the research environment that underpins it.

Person specification
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 FQTs should not outnumber members of academic staff. Ideally academic staff members should be/have:
  - conversant with University quality assurance policies and procedures;
  - unit / programme director experience;
  - approval process experience;
  - external examining experience.

Role outline
Members will be responsible to the FQT Chair. The duties of FQT members include the following:
  - to attend FQT meetings;
  - to undertake FQT review activities, including light-touch visits where necessary.
  - to be conversant with University quality assurance policies and procedures
  - 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 FQT Annual Overview Report, which will go to Faculty Board and to the University Academic Quality and Standards Committee;
  - to advise on such matters as may be referred by the Chair;
  - to sit on school-level Teaching and Learning Committees and disseminate good practice.

Nomination and faculty support for the role
Heads of School should nominate FQT members. FQTs should normally consist of at least one representative from each school in the faculty.

FQTs are a key component of faculty and University quality assurance and enhancement mechanisms. In order for FQT members to fulfil their responsibilities effectively the faculty will provide appropriate administrative support.

Induction
The University will provide appropriate induction for the role, which may involve attendance at an event and/or supporting materials.