

Faculty Education Director

Revised role description - for 2019/20

Each Faculty will have at least one Faculty Education Director (which may be combined with other roles) who has strategic responsibility for education provision and the student learning experience in undergraduate and taught postgraduate programmes within their Faculty and contributes in these areas at institutional level.

1. Main Job Purpose

This role is directly responsible to the Dean of the Faculty and accountable to the Pro Vice-Chancellor (Education) for providing academic leadership in faculties to ensure that the University fulfils its Education Strategy and provides an education that is research-rich, innovative and inclusive.

This role will:

- 1.1 Contribute to the development and implementation of the University's strategic educational priorities, in collaboration with other Faculty Education Directors, the University Education Directors, the Associate PVC (Learning and Teaching) and the PVC (Education) and PVC (Student Experience).
- 1.2 Provide academic leadership within the Faculty to ensure that its educational offerings are distinctive, innovative, high quality and internationally competitive.
- 1.3 Provide academic oversight within the Faculty for the delivery of its education provision and the student learning experience.

2. Statement of Responsibilities

Strategic leadership at the University level

- 2.1 To contribute to the development of the University's education strategy and policy through membership of appropriate committees, including the University Learning and Teaching Committee.
- 2.2 To lead on and address specific educational issues facing the University, normally via a specific University-level task and finish group, either because of internal imperatives or external obligations.
- 2.3 To represent the University and Faculty at events or by membership of networks to raise the profile of education within the University and externally.

Strategic leadership at the Faculty level

- 2.4 To work with the Dean and the rest of the Faculty senior management team to contribute to the overall academic strategy for the Faculty, to include:
 - i. Being a member of the Faculty senior management team, including Faculty Board;
 - ii. Contributing to new initiatives to support Faculty strategy; and
 - iii. Advising the Dean and Faculty Board on strategic planning for education, including contributing to the Integrated Planning Process for the Faculty.
- 2.5 To deputise for the Dean as required.

- 2.6 To work with Heads of School, School Education Directors and other colleagues in the pursuit of excellence in education, including the sharing of good practice and the development of new educational initiatives within the Faculty.
- 2.7 To have strategic oversight of the development of new programmes in the Faculty.

Oversight of education provision and the student learning experience in the Faculty

- 2.8 To support and facilitate the implementation of the University's Education Strategy and other policies within the faculty, in collaboration with School Education Directors, Senior Tutors and the Faculty Education Manager to ensure consistency in approaches.
- 2.9 To have oversight of the development and effective delivery of taught programmes within the Faculty, including – in collaboration with the Faculty PGR Director– for any taught components of PGR programmes.
- 2.10 To lead on managing relationships with the student body at Faculty level (as set out in Code of Practice for Student Representation).
- 2.11 To input, contribute and respond to the outcomes of the University's Quality Framework and external quality assessments of taught programmes within the Faculty (working with the University Education Directors for Quality) by providing insight and context for the areas of review as well as a commentary on future plans that will or are likely to be captured in the IPP and the fit with Faculty plans.
- 2.12 To oversee and, where designated, manage student casework on issues including student progress, suspension of or extension to studies, transfers, academic misconduct, appeals, complaints and representations from groups of students.
- 2.13 To oversee programme and unit approval within the Faculty.
- 2.14 To oversee the examinations process within the Faculty.