Role description for FQT staff members

This is the standard role description for FQT staff members, and please also refer to the FQT policy (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.

Faculty Quality Teams maintain a crucial academic and student scrutiny role to provide assurance on quality and standards, and to highlight examples of good or innovative practice

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:
- o conversant with University quality assurance policies and procedures;
- o unit / programme director experience;
- o approval process experience;
- o external examining experience.

Role outline
Members will be responsible to the FQT Chair. The duties of FQT members include the following:
- o to attend FQT meetings;
- o to undertake FQT review activities, including engagement with schools.
- o to be conversant with University quality assurance policies and procedures
- o to assist in identifying good practice in relation to the maintenance of academic standards and enhancing the student experience;
- o to assist in the preparation of the FQT school reports and the FQT annual overview report, which will go to Faculty Board and to the University Academic Quality and Standards Committee;
- o to advise on such matters as may be referred by the Chair;
- o 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 FQT Chair will provide appropriate induction for the role, which may involve attendance at an event and/or supporting materials.