Unit Director Role Description

Unit Directors are appointed by the Head of School or a delegate. The role will be acknowledged appropriately in workload allocations.

Unit Directors should hold a staff employment contract of twelve months or more, hourly paid staff, including PGR students, are not eligible to be a Unit Director.

Each unit must have a Director, an individual may be Unit Director for a number of units. A unit may have more than one Director (joint Directors) but only one Director will be named in the University’s Unit and Programme Management System (UPMS), who will be the lead and main contact and be based in the school which owns the unit.

1. Main role purpose

Develop and manage the unit within the context of the discipline, research-led education, the strategic priorities of the programme, school, faculty and University, innovative pedagogic and assessment practice, and external reference points (e.g. external accreditation requirements). Maintain and enhance quality, academic standards and the student experience in all aspects of the unit. Take responsibility for the day-to-day academic running of the unit, including co-ordinating arrangements for teaching and assessment, and ensuring the overall coherence of the unit.

2. Responsibilities

Strategic

1. In liaison with the Programme Director(s), develop and deliver the pedagogical and assessment strategy for the unit, in line with school, faculty and university strategies and priorities, ensuring that the assessments are appropriate and mapped to the unit intended learning outcomes.
2. Consider and develop holistic opportunities for enhancement of the unit, including measures to manage any attainment gaps and improve engagement, drawing on current pedagogical research, student and staff feedback and recent student performance.

Operational

3. Where the unit is team-taught, lead and oversee the team of academics teaching, convening and chairing meetings periodically as required, and liaise closely with the school professional services staff who help manage and support the unit.
4. Act as a point of contact for students registered on the unit.
5. In liaison with school professional service staff, oversee the management of assessment tasks, including:
   - preparation and scrutiny of all assessment tasks including any examination papers,
   - marking, moderation and any necessary liaison with the external examiner,
   - provision of feedback to students within the agreed timescales,
   - ensuring that unit marks are accurately recorded for each student,
   - ensuring the integrity of the unit mark for each student.
6. Review student progression and attainment on the unit, attend Examination Boards if required, monitor individual student outcomes.
7. Review unit feedback from students and communicate a response to students regarding their feedback, including any actions to be taken in response.
8. Annually review and, as necessary, update the unit specification in consultation with Programme Director/s and in line with the timescales outlined in the annual Education and Student Cycle.

9. In liaison with the school professional service staff, supply timetabling information in line with the timescales outlined in the annual Education and Student Cycle.

10. Review and as necessary update materials for students relating to the unit (e.g. Blackboard content, Talis resource lists). Working with the Programme Director, maintain coherence with other school units across Blackboard unit spaces and structures as well as content/materials.

11. Annually evaluate the unit, feed into relevant annual programme reviews and liaise with the Programme Director(s) to ensure actions are carried out and, where necessary, recorded in the school’s Education Action Plan (EAP).

12. Be familiar with the Regulations and Code of Practice for Taught Programmes and any other regulations that relate to the unit.

13. If necessary, prepare and submit risk assessments and safety documentation to the Head of School or nominated individual (the Programme Director may do this with any necessary coordination with the Unit Director).

3. Relationships

Working with other role holders

Close liaison with relevant Programme Director(s), with staff who teach on the unit and school professional services staff.

Document approval

Amendments approved UEC May 2023
Amendments approved, UEC August 2020
Approved by Education Committee, September 2015