

Associate Dean (Education)

Role description

The Associate Deans (Education) [ADE] are responsible for shaping and driving successful implementation of ambitious University and Faculty-level Education Strategies which are designed to deliver the university's determination to provide our students with a world-class education. As set out in the University vision:

- *Our graduates will be exceptional and highly sought-after: they will think critically and differently, and make a real impact on society*
- *Our teaching and learning environment will be student-centred and enriching, with an emphasis on practice-based learning*

The University Education Strategy [2018-2022] articulates three intertwined strands of our educational provision which together equip our students for current and future success: *Knowledge & Skills, Resourcefulness & Resilience, and Cultural and Global Intelligence*. These dimensions of our students' development will be supported through a well-designed combination of central and local (Faculty/Dept) activities.

The Faculty ADEs oversee the development and implementation of Faculty strategies which align with that of the University, liaising closely with their Faculty Executive Deans and senior teams. They additionally play key roles in developing, leading, and implementing university-wide actions, liaising closely with their counterparts in other Faculties and working with the Vice-Provost Education to ensure that institutional practices are coherent and responsive to both sector-level and local factors.

Person specifications

It is essential that ADEs are experienced in the design, delivery, and assessment of taught programmes; that they are, or become, familiar with the requirements of Professional, Statutory, and Regulatory Bodies [PSRBs], and other bodies regulating the provision of programmes offered within the Faculty; and that they are cognisant of national and international policies, frameworks, and regulatory requirements applying to higher education.

Line management

The ADE is a member of the Faculty Executive Board, working with the Executive Dean to ensure the smooth running of the Faculty. S/he reports to the Faculty Executive Dean, with a dotted reporting line to the Vice-Provost Education [VP-E].

Specific responsibilities

1. To chair the Faculty Learning and Teaching Committee [FLTC] and to represent the Faculty on the University Learning and Teaching Committee [ULTC].
2. To lead and oversee the implementation of the Faculty's Education Strategy, ensuring:
 - (a) that annual action plans are developed and monitored by FLTC and reported to ULTC;
 - (b) that the teaching portfolio is reviewed and developed in accordance with the Faculty and University strategies;
 - (c) that curricula and assessment practices are reviewed and developed, drawing on statistical and qualitative information to recognise and address issues which contribute to a lack of inclusivity or to gaps in progression and/or attainment between different student groups;
 - (d) that evidence of good and innovative educational practices is disseminated, and that the effectiveness of new or experimental practices is evaluated;
 - (e) that the Faculty's programmes are designed and delivered in accordance with any

requirements for external accreditation;

- (f) that curricula draw on expertise from relevant professional/industry partners, and that programmes develop an accessible range of opportunities for students to gain career-relevant knowledge and experience;
 - (g) that programmes are designed to embed research expertise and skills and to be appropriately oriented towards global/international issues, via interfaces with other Faculty and University strategies (e.g. relating to research and global engagement);
 - (h) that the Faculty's student body is effectively engaged in dialogue about, and where appropriate the design and evaluation of, its educational provision; and that student feedback is systematically gathered, reviewed, and responded to.
3. To represent the Faculty, or ensure appropriate Faculty representation, on all University bodies concerned with education (e.g. sub-committees, working groups, appeal panels)
 4. To work closely with the VP-E, the other Faculty ADEs, and senior colleagues in academic and professional areas to develop and advance the University's educational provision
 5. To stimulate and support Faculty-based research oriented towards the development of its educational practices, identifying and responding to any relevant funding opportunities.
 6. To monitor the design, delivery, and quality assurance of the Faculty's undergraduate and taught postgraduate programmes, and to oversee the development of high-quality submissions to national evaluation exercises such as the Teaching Excellence Framework.
 7. To advise the Executive Dean, Heads of School/Department, and the VP-E with regard to staff training and development requirements, and to contribute to the evaluation of teaching performance.
 8. To support the Faculty's recruitment and educational liaison activities, engaging as appropriate with other university teams/services involved in supporting recruitment and widening participation.
 9. To oversee and advise on the effective provision of support for students' well-being, drawing on a combination of Faculty resource (e.g. personal tutors) and central services (e.g. Centre for Wellbeing).