**ROLE DESCRIPTION**

**Associate Dean (Academic)**

**Division of XXXX**

**General**

The Associate Dean (Academic) will provide support and advice to the Pro-Vice-Chancellor, Heads of Department (or equivalents) and academic staff in the Division of XXXX on matters related to undergraduate programmes and high-level academic oversight of all the Division’s academic programmes, and in accordance with the strategic directions and policies of the University. This role reports to the Pro-Vice-Chancellor (XXXX) and works closely with the Division’s Associate Dean(s) (Postgraduate).

This position is 0.XX FTE with administrative support provided by the Divisional Office.

**Main Objectives**

* Provide support and advice to the Pro-Vice-Chancellor on academic developments
* Provide academic and administrative leadership in relation to the Division’s academic programmes
* Have a strategic overview of academic matters in the Division and provide input, leadership and support for Divisional/University strategic planning and development
* Support and monitor the academic work of the Division’s departments and programmes, in relation to programme governance, curriculum development, quality assurance, viability, and the implementation of University/Divisional policies and strategic plans
* Support the Heads of Department (or equivalents) and academic staff in the Division to develop and grow their academic programmes, and rationalise/divest papers and programmes where appropriate
* Facilitate cross-Departmental and cross-Divisional approaches to academic matters and programmes

**Key Tasks**

* Work with Heads of Departments (Heads of Schools, Heads/Directors/Coordinators of Programmes) on academic matters
* Provide oversight of the qualifications in the Division
* Advise on the preparation and review of proposals and documents for the Division’s Academic Board and its pre-screening committee (Academic Proposals Committee/Academic Committee/ Standing Committee/Academic Network)
* Chair or Deputy Chair for the Division’s Academic Board’s pre-screening committee and Deputy Chair for the Divisional Academic Board
* Monitor the appropriateness of undergraduate student advising and course approval processes; and the marketing of undergraduate programmes, in particular new ones
* Provide oversight of Annual Programme Reports and Graduating Year Reviews of programmes/major subjects in the Division, including adequacy of marketing
* Represent the Division on the Board of Undergraduate Studies
* Network with Associate Deans (Academic) from other Divisions on a regular basis
* Represent the Division on the Student Advising Working Group, Student Success Advisory Group and Academic Integrity Working Group and other appropriate University Committees
* Support and monitor the quantum and quality of student advising and the intersection with course approval; where required be the Conditional Enrolment approver and/or Tier 3 eVision Course Approver
* Handle all Level 2 breaches of Academic Integrity by undergraduate and postgraduate students and monitor consistency of departmental handling of Level 1 breaches and delegate where appropriate to trained Divisional Investigators
* Attend Quality Advancement Unit feedback sessions for Graduate Opinion Surveys and Student Opinion Surveys for all programme/major subjects in the Division
* Participate in Divisional Executive meetings (Heads of Departments meetings or equivalent)
* Chair Divisional working parties and committees as requested by the Pro-Vice-Chancellor
* Represent the Division at the University level on academic matters and on appropriate University Committees
* Act as the Pro-Vice-Chancellor’s nominee for academic administrative matters (e.g. sign-off on PVC Variations)
* Act for the Pro-Vice-Chancellor in some formal duties when required
* Other duties as specified by the PVC, or in accordance with the Division’s strategic directions and policies

**Person Specification**

The Associate Dean (Academic) will:

* be an experienced member of the Division’s academic staff with leadership skills and outstanding teaching experience and excellent research ability
* have an interest and experience in the development of curricula, governance of academic programmes and strategic planning; and a sound knowledge of academic-related University policies
* have excellent organisational, communication and interpersonal skills and an ability to work collaboratively across Departments/Schools/Divisions

**Key Relationships**

Directly responsible to:

* Pro-Vice-Chancellor

Functional relationships:

* Deputy PVC (if position exists)
* Divisional Executive, including other Associate Deans at Divisional level (and within Schools or Programmes where exist)
* Deans, Heads of Departments, Heads of Schools, Heads of Programmes, Directors of programmes (as appropriate to the Divisional structure)
* Staff in the Divisional Office
* Academic and support staff and students in the Division
* Divisional Investigators of breaches of Academic Integrity
* Student Advisors in the Division and in Student Development
* Divisional Specialist for University Board of Undergraduate Studies, Secretary to the Board, and Manager Academic Committees
* Associate Deans (Academic) in other Divisions
* Deputy Vice-Chancellor (Academic)
* Director, Quality Advancement Unit, and Surveys Manager, QAU
* Director Distance Learning, Director Summer School & Continuing Education
* Head of Office of Student Success
* Head of Student Experience and the five Group Leaders (student records, examinations, student development, timetables and admissions)
* Director International Office
* School’s Liaison
* Staff of Career Development Centre
* Director Communications
* Director Marketing

**Division-specific Key Tasks**

**Commerce (currently 0.5 FTE)**

* Chair the Division’s Undergraduate Teaching & Learning Committee
* Provide input into undergraduate matters in relation to departmental and programme reviews
* Implement Programme Review recommendations – managing the adoption of the recommendations and liaising with key staff and groups
* Ensure requirements such as Assurance of Learning are being met
* Contribute to meetings required for academic relations with AACBS and EQUIS
* Maintain close relations with Sciences for the BAppSc and be the Divisional representative on the Applied Sciences Board of Studies

**Humanities (currently 0.6 FTE)**

* Attend and/or provide advice to Boards of Studies (or equivalents) that report to the Divisional Board
* Chair Course Admissions Committees

**Sciences (currently 0.5 FTE)**

* Attend and/or provide advice to Boards of Studies (or equivalents) that report to the Divisional Board

*Supervision of:*

Associate Dean (Postgraduate)

Associate Dean (Applied Sciences)

**Health Sciences (currently 0.5 FTE)**

* Attend and/or provide advice to Boards of Studies (or equivalents) that report to the Divisional Board
* Convene the quarterly Professional Programmes Admission Group (8 Undergraduate and MNSc)
* Attend each of the undergraduate professional programmes’ Admissions Committee
* Network with the Associate Deans (Academic) in the Division of Health Sciences
* Does **not** normally handle Level 2 breaches of Academic Integrity by postgraduate students
* Advise when required the Divisional Associate Dean (Postgraduate) on matters relating to the handling of Academic Integrity breaches by postgraduate students