

Role Description: Pro-Dean for Student Education

In conjunction with Deans, Pro-Deans play a major strategic role in developing and managing the Faculty, and in contributing to the strategic development and management of the University.

A Faculty Pro-Dean reports to the Dean and works within the policies and procedures of the University and the Faculty. The Pro-Dean for Student Education has a dual University and Faculty role and is directly responsible to the University, through the PVC for Student Education, for the quality assurance, standards and quality enhancement of the Faculty's learning and teaching provision. The quality assurance of the research degree programmes is the responsibility of the Pro-Dean for Research reporting through the PVC for Research and Innovation.

The Dean, working with the Heads of School, retains direct responsibility for the strategic positioning and direction of the portfolio of programmes and its development, the quality of the provision, the student experience as well as the market viability and financial health of the learning and teaching provision.

In this context, a Pro-Dean for Student Education, working with the Dean, the Heads of School and the School Directors of Student Education, will play an important strategic and co-ordinating role in developing, promoting and delivering the Faculty's learning and teaching strategy and objectives and overseeing the development and quality enhancement of the Faculty's portfolio of programmes. Working with and through appropriate Faculty and University structures the Pro-Dean will seek to identify and develop opportunities for new initiatives and programmes, inter- and intra-Faculty co-operation, and will take lead responsibility for promoting and monitoring teaching quality assurance and enhancement including the student academic experience. The Pro-Dean will be an *ex officio* member of School Taught Student Education Committees, chair the Faculty Taught Student Education Committee and represent the Faculty on the University's Taught Student Education Board and a range of University committees.

Specifically the Pro-Dean will:

- be a member of the Faculty Executive, assist the Dean with the general management of the Faculty and contribute directly to wider leadership within the University;
- Contribute to the development of learning and teaching strategy, policies, quality, quality enhancement and management throughout the University. This will include institution-wide responsibilities, such as leading and participating in Taught Student Education Board groups and initiatives, chairing reviews, membership of relevant University committees and associated activities;
- Play a lead role in developing learning and teaching strategy, policies, quality, quality enhancement and management within the Faculty and its Schools;
- Play a lead role in overseeing the quality and quality enhancement of the provision of the Faculty's programmes (including collaborative programmes) as well as the student academic experience;
- Play a role in ensuring that the Faculty's portfolio of programmes remains strategically and academically strong and retains financial and market viability. This will include initiating the development of new programmes and reviewing the on-going viability of existing programmes, and liaison with external stakeholders where appropriate;
- Promote curriculum change and development, identifying and evaluating opportunities for new programmes of study (including interdisciplinary

programmes and collaborative activity) and external and internal funding opportunities for curriculum development;

- Play a role in the strategic deployment of teaching and learning resources in the Faculty;
- Promote and co-ordinate quality enhancement in teaching, with particular respect to effective and high quality learning, teaching, assessment and student support practices in the Faculty, including the promotion of University and national initiatives in learning and teaching;
- Create a culture in which achievements in teaching are recognised and rewarded, including promoting initial and continuing professional development in teaching for all staff with teaching responsibilities, leading initiatives to identify, mentor and develop future leaders in teaching, and supporting and encouraging research into teaching and learning within disciplines in the Faculty;
- Demonstrate a commitment to high quality teaching and learning by, for example, leading staff development initiatives within the Faculty, the University and beyond; and, undertaking own staff development appropriate to the role of Pro-Dean.

In order to undertake the above, the Pro-Dean is entitled to a substantial workload allowance (minimum 0.6fte) and to an adequate level of support within the Faculty.