Royal Veterinary College
University of London

ROLES AND RESPONSIBILITIES OF CURRICULUM MANAGERS

Academic Quality - March 2016

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*** Co-Course Directors and Course Directors carry out the stated duties unless there are Year Leaders, in which case the Course Directors are responsible for monitoring that the Year Leaders have undertaken the duties.**

**** Deputy Course Directors carry out the stated duties of the Course Director in their absence.**

It is ok for duties to be delegated to others, wherever reasonable.

1. BVetMed Course Director	
Course Management	
Managing the course	To manage the course and ensure that it is taught in accordance with the approved learning outcomes.
Course Leadership	To lead the development of the BVetMed programme and oversee its delivery in partnership with the Year Leaders and Strand Leaders. To arrange handovers between Strand Leaders when the opportunity to shadow does not exist.
Course descriptors and changes to the course	To keep under review the programme level learning outcomes and the learning, teaching and assessment strategy for the programme, and to propose changes to the Course Management Committee, as appropriate.
Admissions	To carry out the functions of the Admissions Tutor, unless an alternative named appointment has been made. To make recommendations for any change in the entry requirements for the course, in liaison with RVC Access in the case of undergraduate courses. To participate in promotion of the course. To ensure their availability or that of a deputy during August and September. This includes representation of the course at the August meeting of the Taught Programmes Admissions Committee (TPAC), and being able to respond to any related queries promptly. To attend briefing and planning meetings with other Admissions Tutors, RVC Access and Registry staff. To recommend which applicants should be made offers, and the terms of the offer. To advise on improvements in the student selection process.
Projects	N/A
Integration	To oversee and promote both horizontal and vertical integration throughout the course.
Assessment and Feedback	
Assessment	To communicate the assessment criteria and marking descriptors (e.g. Common Grading Scheme) and submission deadlines to the students at the beginning of the year, and to ensure that this information is readily available in programme handbooks and RVC Learn pages. To ensure that the member of staff responsible for each assessment is clearly identified in course handbooks, on the VLE and in Strand Booklet.
Feedback to students	Implement RVC policy to ensure timely feedback in the appropriate format is carried out in liaison with Year Leaders, Strand leaders in consultation with the Learning Development team.
Resources and Organisation	
Staffing	To liaise with Year and Strand Leaders and Heads of Department to facilitate resolution of any staffing issues.
Equipment	To liaise with Year and Strand Leaders and with the Professional Services Department and the Clinical Services Division as appropriate to facilitate resolution of any resourcing issues.
Duty rosters	N/A
Timetabling	N/A
Student Support	
Student induction	To ensure that students receive a comprehensive induction to the course.
Academic Tutors	N/A
Providing information to students	To ensure in-coming students are provided with a copy of the course handbook (including programme timetable, assessment criteria and marking descriptors (e.g. Common Grading Scheme) used in each assessment, submission deadlines and formative/summative feedback opportunities), and ensure academic content in the Day One Skills Booklet is up-dated, in liaison

	with Year Leaders and Programme Support Co-ordinators.
Student Liaison	N/A (BVetMed Year Leaders meet regularly with student representatives to discuss and resolve matters of concern to students and staff regarding the course).
Quality Assurance and Enhancement	
Annual Quality Improvement Reports & Reviews of Module/ Strand/ IMR/ Electives	N/A
Feedback from stakeholders	To respond promptly to feedback on the programme as a whole, particularly that from External Examiners and students, and to submit responses to the relevant committee(s) or individuals e.g. Course Management Committee, or its Chair, Academic Quality Team etc.
Periodic Reviews	To co-ordinate the preparation of the self- evaluation document for the periodic review of the course.

2. Course Directors* (except for BVetMed)	
Course Management	
Managing the course	To manage the programme and ensure that it is taught in accordance with the approved learning outcomes.
Course Leadership	To lead the development of the programme and oversee its delivery in partnership with Module Leaders and, Year Leaders where applicable. To arrange handovers between Module Leaders when the opportunity to shadow does not exist.
Course descriptors and changes to the course	To keep under review the programme level learning outcomes, the learning, teaching and assessment strategy, the syllabus and reading lists and to propose changes to the Course Management Committee, as appropriate.
Admissions	To carry out the functions of the Admissions Tutor, unless an alternative named appointment has been made. To make recommendations for any change in the entry requirements for the course, in liaison with RVC Access in the case of undergraduate courses; To participate in promotion of the course. To attend briefing and planning meetings with other Admissions Tutors, RVC Access and Registry staff. To ensure their availability or that of a deputy during August and September. This includes representation of the course at the August meeting of the Taught Programmes Admissions Committee (TPAC), and being able to respond to any related queries promptly. To recommend which applicants should be made offers, and the terms of the offer. To advise on improvements in the student selection process.
Projects	To oversee that each student selects an appropriate Project (where a Project forms part of the programme of study) and is allocated an appropriately qualified supervisor.
Integration	To oversee and promote both horizontal and vertical integration throughout the course.
Assessment & Feedback	
Assessment	To ensure that appropriate in-course assessments take place and that summative assessments are organised appropriately, including double marking and sampling according to College requirements in liaison with the Examination s Office. To communicate the assessment criteria and marking descriptors (e.g. Common Grading Scheme) and submission deadlines to the students at the beginning of the year, and to ensure that this information is readily available in programme handbooks and RVC Learn pages. To ensure that the member of staff responsible for each assessment is clearly identified in course handbooks and on the VLE.
Feedback to students	Implement RVC policy to ensure timely feedback in the appropriate format is carried out in liaison with Year Leaders, Module Leaders and Pathway Leaders and in consultation with the Learning Development team.
Resources and Organisation	
Staffing	To liaise with Module Leaders and Heads of Department to facilitate resolution of any staffing issues.
Equipment	To liaise with year leaders, Pathway Leaders and Module Leaders and with the Professional Services Department and appropriate Departmental Teaching Co-ordinators, the Clinical Services Division as appropriate to facilitate resolution of any resourcing issues.
Duty rosters	N/A
Timetabling	To liaise with head of timetabling and Departmental Teaching Co-ordinators to resolve major timetabling issues.

Student Support	
Student induction	To ensure that students receive a comprehensive induction to the course.
Academic Tutors	To oversee tutorial provision in liaison with the tutor organisers for each year of the course.
Providing information to students	To ensure students are provided with a copy of the course handbook (including programme timetable, assessment criteria and marking descriptors (Common Grading Scheme) used in each assessment, submission deadlines and formative/summative feedback opportunities), in liaison with Module Leaders, Year Leaders and Pathway Leaders.
Student Liaison	To meet regularly with student representatives to discuss and resolve matters of concern to students and staff regarding the course.
Quality Assurance & Enhancement	
Annual Quality Improvement Reports & Reviews of Module/ Strand/ IMR/ Electives	To co-ordinate the production of the annual quality improvement report on the programme (not for BSc Bioveterinary Sciences or BSc Biological Sciences).
Feedback from stakeholders	To respond promptly to feedback on the programme as a whole, particularly that from External Examiners and students, and to submit responses to the relevant committee(s) or individuals e.g. Course Management Committee, or its Chair, Academic Quality Team etc.
Periodic Reviews	To coordinate the preparation of the self- evaluation document for the periodic review of the course.

3. Deputy Course Directors**	
Course Management	
Managing the course	Deputy Course Directors carry out the stated duties of the Course Director in their absence.
Course Leadership	To deputise for the Course Director, as agreed, in carrying out any of the former's duties. To assume the responsibilities of the Course Director in the latter's absence.
Course descriptors and changes to the course	Deputy Course Directors carry out the stated duties of the Course Director in their absence.
Admissions	Deputy Course Directors carry out the stated duties of the Course Director in their absence.
Projects	Deputy Course Directors carry out the stated duties of the Course Director in their absence **(except for BVetMed).**
Integration	Deputy Course Directors carry out the stated duties of the Course Director in their absence.
Assessment and Feedback	
Assessment	Deputy Course Directors carry out the stated duties of the Course Director in their absence.
Feedback to students	Deputy Course Directors carry out the stated duties of the Course Director in their absence.
Resources and Organisation	
Staffing	Deputy Course Directors carry out the stated duties of the Course Director in their absence.
Equipment	Deputy Course Directors carry out the stated duties of the Course Director in their absence.
Duty rosters	N/A
Timetabling	Deputy Course Directors carry out the stated duties of the Course Director in their absence **(except for BVetMed).**
Student Support	
Student induction	Deputy Course Directors carry out the stated duties of the Course Director in their absence.
Academic Tutors	Deputy Course Directors carry out the stated duties of the Course Director in their absence **(except for BVetMed).**
Providing information to students	Deputy Course Directors carry out the stated duties of the Course Director in their absence.
Student Liaison	Deputy Course Directors carry out the stated duties of the Course Director in their absence **(except for BVetMed).**
Quality Assurance and Enhancement	
Annual Quality Improvement Reports & Reviews of Module/ Strand/ IMR/ Electives	Deputy Course Directors carry out the stated duties of the Course Director in their absence **(except for BVetMed).**
Feedback from stakeholders	Deputy Course Directors carry out the stated duties of the Course Director in their absence.
Periodic Reviews	To participate in the periodic review of the course.

4. Year Leaders (BVetMed)	
Course Management	
Managing the course	To organise the year and ensure that it is taught in accordance with the approved learning outcomes.
Course Leadership	To contribute to course leadership by leading the development of the year.
Course descriptors and changes to the course	To keep under review the learning outcomes for the Year and the teaching, learning and assessment methods employed, and to propose changes to the Course Management Committee.
Admissions	N/A
Projects	To ensure that each student selects an appropriate Project (where a Project forms part of the year of study) and is allocated a member of academic staff as their supervisor.
Integration	To promote horizontal integration within the Year, in liaison with Strand Leaders.
Assessment and Feedback	
Assessment	To ensure that appropriate formative and summative assessment s take place.
Feedback to students	N/A
Resources and Organisation	
Staffing	To submit timely requests to Heads of Department for the provision of appropriately qualified staff (including external lecturers as required) to contribute to the delivery of the programme, following consultation with Strand Leaders.
Equipment	To ensure that all necessary learning materials and equipment are available for the year's teaching, liaising with the Professional Services Department and the Clinical Services Division as appropriate, in consultation with Strand Leaders.
Duty rosters	N/A
Timetabling	To submit draft timetables to the Timetabling Officer in accordance with the College's schedule.
Student Support	
Student induction	To ensure that students receive a comprehensive induction to the Year of study.
Academic Tutors	To allocate students to tutorial and Directed Learning groups, in conjunction with the relevant Senior Tutor.
Providing information to students	To ensure students are provided with course information for the Year in question (including programme timetable, reading lists, assessment criteria and marking descriptors (e.g. Common Grading Scheme) used in each assessment, submission deadlines and formative/summative feedback opportunities), in liaison with Strand Leaders.
Student Liaison	To meet regularly with student representatives to discuss and resolve matters of concern to students and staff regarding the year of study.
Quality Assurance and Enhancement	
Annual Quality Improvement Reports & Reviews of Module/ Strand/ IMR/ Electives	To co-ordinate the production of the annual quality improvement report on the Year, in liaison with relevant Strand Leaders; in accordance with the procedures laid down by the Teaching Quality Committee in the Quality Assurance & Enhancement Procedures.
Feedback from stakeholders	To respond promptly to feedback on the Year, particularly that from External Examiners and students, and to submit responses to the relevant committee(s) or individuals e.g. Course Management Committee, or its Chair, Academic Quality Team etc.
Periodic Reviews	To participate in the periodic review of the course.

5. Pathway Leader (BSc Biological Sciences)	
Course Management	
Managing the course	To ensure that the curriculum builds appropriately across years in accordance with the approved learning outcomes.
Course Leadership	To lead the development of the pathway and oversee its delivery in partnership with the Course Director and Year Leaders. To liaise with Module Leaders and tutors to ensure smooth delivery of modules on the pathway.
Course descriptors and changes to the course	To keep under review the pathway learning outcomes, and to propose changes to the Course Management Committee, as appropriate.
Admissions	N/A
Projects	To ensure that each student selects an appropriate Project (where a Project forms part of the pathway) and is allocated a member of academic staff as their supervisor.
Integration	To oversee and promote both horizontal and vertical integration throughout the pathway.
Assessment and Feedback	
Assessment	To oversee the pathway's assessment strategy and that the summative assessments relevant to the pathway are organised appropriately in liaison with the Examinations Office.
Feedback to students	To ensure that timely feedback in the appropriate format is carried out in liaison with Module Leaders.
Resources and Organisation	
Staffing	To liaise with Course Director to highlight potential staffing issues/changes.
Equipment	To advise on the pathway's requirements in respect of learning materials and equipment.
Duty rosters	N/A
Timetabling	To liaise with Module Leaders to ensure that all teaching activities are appropriately timetabled and to liaise with head of timetabling and Course Director to resolve any issues.
Student Support	
Student induction	To provide an induction to the pathway, in liaison with the Course Director.
Academic Tutors	To allocate students to tutors, in conjunction with the relevant Senior Tutor or Assistant Senior Tutor. To ensure pathway specific tutorials occur for pathway specific tutor groups.
Providing information to students	To provide students with any pathway- specific information, in liaison with the Course Director, Module Leaders and Year Leaders.
Student Liaison	To meet regularly with student representatives to discuss and resolve matters of concern to students and staff regarding the pathway.
Quality Assurance and Enhancement	
Annual Quality Improvement Reports & Reviews of Module/ Strand/ IMR/ Electives	N/A
Feedback from stakeholders	To respond promptly to feedback on the pathway as a whole, particularly that from External Examiners and students, and to submit responses to the relevant committee(s) or individuals e.g. Course Management Committee, or its Chair, Academic Quality Team etc.
Periodic Reviews	To contribute to the preparation of the self- evaluation document and participate in the periodic review of the BSc Biological Sciences course portfolio.

6. Year Leaders (BSc Biological Sciences)	
Course Management	
Managing the course	To organise the year and ensure that it is taught in accordance with the approved learning outcomes. To liaise with Module Leaders to help ensure that course content and learning objectives are appropriate for the skills level required for that year across all modules.
Course Leadership	To contribute to course leadership by leading the development of the year. To liaise with Module Leaders and tutors to ensure smooth delivery of the programme
Course descriptors and changes to the course	To keep under review the learning outcomes for the Year and the teaching, learning and assessment methods employed, and to propose changes to the Course Management Committee.
Admissions	N/A
Projects	To ensure that each student selects an appropriate Project (where a Project forms part of the year of study) and is allocated a member of academic staff as their supervisor.
Integration	To promote horizontal integration within the Year, in liaison with Module Leaders.
Assessment and Feedback	
Assessment	To ensure that appropriate formative and summative assessment s take place; and that summative assessment s are organised appropriately in liaison with the Examinations Office. To ensure that assessments are of an equivalent standard and intensity across modules.
Feedback to students	To ensure that timely feedback in the appropriate format is carried out in liaison with Module Leaders.
Resources and Organisation	
Staffing	To liaise with Course Director to highlight potential staffing issues/changes.
Equipment	To liaise with Module Leaders and Course Director to ensure that resourcing issues are resolved in a timely manner.
Duty rosters	N/A
Timetabling	To liaise with Module Leaders to ensure that all teaching activities are appropriately timetabled and to liaise with head of timetabling and Course Director to resolve any issues.
Student Support	
Student induction	To ensure that students receive a comprehensive induction to the Year of study.
Academic Tutors	To liaise with tutor organisers for each year of the course.
Providing information to students	To ensure students are provided with course information for the Year in question (including programme timetable, assessment criteria and marking descriptors (e.g. Common Grading Scheme) used in each assessment, submission deadlines and formative/summative feedback opportunities occur), in liaison with Module Leaders.
Student Liaison	To meet regularly with student representatives to discuss and resolve matters of concern to students and staff regarding the course.
Quality Assurance and Enhancement	
Annual Quality Improvement Reports & Reviews of Module/ Strand/ IMR/ Electives	To co-ordinate the production of the annual quality improvement report on the Year; in accordance with the procedures laid down by the Teaching Quality Committee in the Quality Assurance & Enhancement Procedures.
Feedback from stakeholders	To respond promptly to feedback on the Year, particularly that from External Examiners and students, and to submit responses to the relevant committee(s) or individuals e.g. Course Management Committee, or its Chair, Academic Quality Team etc.
Periodic Reviews	To participate in the periodic review of the course.

7. Strand Leaders (BVetMed)	
Course Management	
Managing the course	To organise the Strand and ensure that it is taught in accordance with the approved learning outcomes. To hold pre-Strand meetings with contributing staff as appropriate.
Course Leadership	To contribute to course leadership by leading the development of the strand.
Course descriptors and changes to the course	To monitor the published learning outcomes, content, teaching methods and assessment of the Strand and to recommend appropriate changes to the Course Management Committee.
Admissions	N/A
Projects	N/A
Integration	To liaise with the organisers of related Strands and Year Leaders, to ensure vertical integration throughout the course.
Assessment and Feedback	
Assessment	To organise assessments, including double and sample marking according to College requirements. The RVC target for formative assessment and feedback within strand visits is 20% of total contact time. To communicate the assessment criteria and marking descriptors (e.g. Common Grading Scheme) and submission deadlines to the students throughout the academic year and to ensure that this information is readily available in programme handbooks (RVC Learn pages).
Feedback to students	Feedback must be provided in relation to the assessment criteria and marking descriptors and should be clearly linked to the Strand learning outcomes. To provide Year Leaders with details of how feedback will be provided on their Strand. To provide comprehensive details of the points within the Strand where feedback will be provided, and the nature of the feedback. Responsible for making students aware of the dates on which feedback will be returned for the Strand. To inform students they may by prior arrangement have opportunities to discuss feedback in person either individually or in groups with the Strand Leader.
Resources and Organisation	
Staffing	To liaise with Year Leaders over the Strand's staffing needs.
Equipment	To advise on the Strand's requirements in respect of learning materials and equipment.
Duty rosters	N/A
Timetabling	N/A
Student Support	
Student induction	To provide an introduction to the Strand.
Academic Tutors	N/A
Providing information to students	To provide students with up-dated information such as a copy Strand information including reading list, assessment criteria and marking descriptors (Common Grading Scheme) used in each assessment, submission deadlines and formative / summative feedback opportunities.
Student Liaison	N/A
Quality Assurance and Enhancement	
Annual Quality Improvement Reports & Reviews of Module/ Strand/ IMR/ Electives	To co-ordinate the review of the Strand in accordance with the procedures laid down by the Teaching Quality Committee in the Quality Assurance & Enhancement Procedures
Feedback from stakeholders	To respond promptly to feedback on the strand, particularly that from External Examiners and students; to make other teachers who contribute to the strand aware of any feedback; to inform students of action taken in response

	to feedback; and to submit responses to the relevant committee(s) or individuals e.g. Course Management Committee, or its Chair, Academic Quality Team etc.
Periodic Reviews	To participate in the periodic review of the course.

8. Module Leaders (Rotation and Elective Leaders/Directors)	
Course Management	
Managing the course	To organise the module and ensure that it is taught in accordance with the approved learning outcomes. To hold pre-Module meetings with contributing staff as appropriate.
Course Leadership	To contribute to course leadership by leading the development of the module.
Course descriptors and changes to the course	To keep under review the learning objectives and outcomes, teaching and learning methods, assessment requirements, syllabus and reading lists (referencing accessible materials/resources), for the module and to propose changes, as appropriate.
Admissions	N/A
Projects	N/A
Integration	To liaise with the organisers of related modules. **For Rotation Directors only)** To liaise with the organisers of related Rotations.
Assessment and Feedback	
Assessment	To organise module assessment s, including double and sample marking according to College requirements. The RVC target for formative assessment and feedback within module/unit visits is 20% of total contact time. To communicate the assessment criteria and marking descriptors (e.g. Common Grading Scheme) and submission deadlines to the students throughout the academic year and to ensure that this information is readily available in programme handbooks (RVC Learn pages). **Rotation Directors only:** To organise rotation assessment of students, and provide appropriate feedback To ensure offsite staff involved in teaching/assessing have been trained to do so.
Feedback to students	Feedback must be provided in relation to the assessment criteria and marking descriptors and should be clearly linked to the Module learning outcomes. To provide Course Directors with details of how feedback will be provided on their Module. To provide comprehensive details of the points within the Module where feedback will be provided, and the nature of the feedback. Responsible for making students aware of the dates on which feedback will be returned for the Module. To inform students they may by prior arrangement have opportunities to discuss feedback in person either individually or in groups with the Module Leader.
Resources and Organisation	
Staffing	To submit timely requests to Heads of Department for the provision of appropriately qualified staff (including external lecturers as required) to contribute to the delivery of the module, following consultation with the Course Director.
Equipment	To ensure that all necessary learning materials and equipment are available for the module, liaising with the Professional Services Department and the Clinical Services Division as appropriate.
Duty rosters	**For Rotation Directors only:** To oversee the organisation of duty rosters.
Timetabling	To submit draft timetables to the Timetabling Officer in accordance with the College's schedule.
Student Support	
Student induction	To provide an introduction to the Module/Rotation/Elective.
Academic Tutors	N/A

Providing information to students	To provide students with an updated copy of module information including reading list, assessment criteria and marking descriptors (Common Grading Scheme) used in each assessment, submission deadlines and formative/ summative feedback opportunities.
Student Liaison	N/A
Quality Assurance and Enhancement	
Annual Quality Improvement Reports & Reviews of Module/ Strand/ IMR/ Electives	To co-ordinate the review of the module, in accordance with the procedures laid down by the Teaching Quality Committee in the Quality Assurance & Enhancement Procedures. To assist the Year Leader/Course Director in the production of the annual quality improvement report on the course/year. **For Rotation Leaders only**: to co-ordinate the review of the rotation (core and track) in accordance with the procedures laid down by the Teaching Quality Committee in the Quality Assurance & Enhancement Procedures. To assist the Rotation Director in the production of the annual quality improvement report on rotations. **For Elective Week Leaders only:** To co-ordinate the review of the elective in accordance with the procedures laid down by the Teaching Quality Committee in the Quality Assurance & Enhancement Procedures. To assist the Elective Director in the production of the annual quality improvement report on electives.
Feedback from stakeholders	To respond promptly to feedback on the module, particularly that from External Examiners and students; to make other teachers who contribute to the module aware of any feedback; to inform students of action taken in response to feedback; and to submit responses to the relevant committee(s) or individuals e.g. Course Management Committee, or its Chair, Academic Quality Team etc.
Periodic Reviews	To participate in the periodic review of the course.