**Academic Quality Team**

\*Glossary included at the end of this document

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| **Tasks** | **Academic Quality Administrator (Standards) - FTE: 0.57 (20hrs/wk)** | **Academic Quality Administrator (Student Engagement) - FTE 0.57 (20hrs/wk)** | **Senior Academic Quality Officer – (Standards) - FTE: 0.73 (25.5hrs/wk)** | **Senior Academic Quality Officer – (Student Engagement) - FTE 0.54 (19hrs/wk)** | **Head of Collaborative Programmes -**  **FTE 1.0, (35hrs/wk)** | **Academic Quality Manager - FTE: 1.0, (35hrs/wk)** |
| **Line Management responsibility for** |  |  | * Academic Quality Officer (Standards) | * Academic Quality Officer (Student Engagement) | * Collaborative Programmes Administrator | * Academic Quality Senior Officers for Standards and Student Engagement * Head of Collaborative Programmes * Accreditation Administrator |
| **Strategic Plan** |  |  | * KPIs – Standards & Student Surveys | * KPIs – Student Engagement & Surveys | KPIs - | * Quality Strategy – overall responsibility |
| **UoL** |  |  |  |  |  | * QA Schedule for MSc LHP & VEPH * APPR meetings * Liaise/Attend AQAC |
| **OfS/Quality Reviews** | * General admin support, e.g. travel & accommodation bookings | * General admin support, e.g. travel & accommodation bookings | * Assists Project Manager | * Assists Project Manager | * Assists Project Manager | * Project Manager |
| **PSRB Accreditation Visits** | * General admin support, e.g. travel & accommodation bookings | * General admin support, e.g. travel & accommodation bookings | * Assists Project Manager | * Assists Project Manager | * Assists Project Manager | * Project Manager |
| **AQAEPs (in particular)** | * Uploads to website * Coordinates updates to Programme Specifications (for particular courses, see surveys below) | * Uploads to website * Coordinates updates to Programme Specifications (for particular courses, see surveys below) | * External Examiners * Internal Examiners | * Student Surveys * Student Engagement * Prog Specs | * Collaborative Provision | * Oversee all, incl * Design and Approval of Courses * Module Development and Approval * Closure of Courses * Monitoring and Review of Courses |
| **Curriculum Managers** |  | * Process nominations for Curriculum Manager appointments and publish up to date lists on website * Maintain the ‘Key Contacts’ lists | * Update Module/Strand Leader Handbook |  |  | * Update Curriculum Manager Roles and Responsibilities |
| **Intranet** | * Updates and maintains Academic Quality pages | * Updates and maintains Academic Quality pages |  |  |  |  |
| **Validation** | * General admin support, e.g. compiling supporting documentation, travel & accommodation bookings | * General admin support, e.g. compiling supporting documentation, travel & accommodation bookings | * Assists / Secretary | * Assists / Secretary | * Assists / Secretary | Manages process / Secretary |
| **You Said…We Did…** | * Updates (for particular courses, see survey admin below) | * Updates (for particular courses, see survey admin below) |  | * Oversee |  |  |
| **Academic Committee Handbook** |  | * Maintain membership lists, meeting dates and the Academic Committee section of website |  | * Update the Academic Committee Handbook * Train Chairs and Secretaries |  |  |
| **SU/ SU Course Reps** |  | * Maintain lists of |  | * Training * Support |  | * Fees & Expenses |
| **Internal & External Examiners** | * External Examiner Fees & Expenses * Assist in organising meetings with SU Course Reps * Appointment of Exam Board Chairs and Deputies * Update Exam Board Membership lists (where relevant) * Update Lists of Internal Examiners & Assessors |  | * Oversee * Training * Reports * Appointments & RTW check * Organise meetings with SU Course Reps |  |  |  |
| **Survey Admin** | List of particular courses to admin for all relevant surveys detailed below:  **UG:**  BVetMed  Gateway  G Year  BSc AHD  **PG:**  Cert AVP  PG Dip VCP  PG Cert VCS  PG Dip VPACE  MVetMed  MSc VEPH & LHP  MSc Vet Ed  **Module/Strand/Rotation/Elective surveys:**   * Module * BVetMed Strand * BVetMed Elective Staff * BVetMed Elective Student * BVetMed Rotation   **Atypical surveys:**   * BVetMed Research Project 2 * Certificate in Advanced Veterinary Practice * UoL * MVetMed * **RVC Experience survey** * **RVC Graduate BVetMed** * **RVC Employer BVetMed** * **RCVS Professional Development Advisor Survey and Participant Survey** | List of particular courses to admin for all relevant surveys detailed below:  **UG:**  BSc, MSci Biosciences  FdSc and BSc Veterinary Nursing Grad Cert Advanced Veterinary Nursing  ~~Grad Dip ELR~~  **PG:**  MSc WAB  MSc WAH  MSc Vet Epi  MSc One Health  PG Cert Advanced Veterinary Nursing  **Module/Strand/Rotation/Elective surveys:**   * Module   **Atypical surveys:**   * TLiHE * King’s College London surveys * **RVC Experience survey** * **RVC Graduate Survey**   **(Biosciences BSc & MSci, FdSc & BSc VN, Cert AVN)**   * **RVC Employer**   **(Biosciences BSc & MSci, FdSc & BSc VN, Cert AVN)** | * NSS * PRES | * PTES * Barometer * Oversee administration of the RVC Graduate and RVC Employer survey administration * Oversee administration of the RVC Experience Survey |  |  |
| **Student forums** | * Biannual BVetMed Rotation Evaluation Forums |  |  | * Biannual BVetMed Rotation Evaluation Forums |  |  |
| **Periodic Reviews & Reviews e.g. module, strand, rotation** | * Assists secretaries for Periodic Course & Interim Reviews   **UG Strands Reviews:**  BVetMed  **UG Other:**  BVetMed Rotation  BVetMed Research Project 2  **UG Modules Reviews:**  Gateway  G Year  **PG Modules Reviews:**  PG Dip VCP  MVetMed  MSc VEPH & LHP  PG Cert/PG DIP/ MSc Vet Ed | * Assists secretaries for Periodic Course & Interim Reviews   **UG Module Reviews:**  BSc  MSci  FdSc VN  Grad Dip ELR  Grad Cert AVN  **PG Modules Reviews:**  MSc WAB  MSc WAH  MSc Vet Epi  MSc One Health  PG Cert AVN  TLiHE | * Secretary for Periodic Course   & Interim Reviews | * Secretary for Periodic Course   & Interim Reviews | * Secretary for Periodic Course & Interim Reviews | * Secretary for Periodic Course   & Interim Reviews |
| **Annual Quality Improvement Reports** | For the courses responsible for (as for reviews and surveys):   * Coordinate AQIRs * Admin for AQIG meetings e.g. finding dates, Chairs and servicing * Circulate Appendices 1&2 | For the courses responsible for (as for reviews and surveys):   * Coordinate AQIRs * Admin for AQIG meetings e.g. finding dates, Chairs and servicing * Circulate Appendices 1&2 | * Quality Enhancement Review to UoL (external examiners section only) * Circulate Appendices 3 for all AQIRs | * TQC Summary report on Module/Strand/Staff Teaching |  | * Quality Enhancement Review to UoL * TQC Annual Summary to RVC Council and OfS |
| **Secretary to Working Sub-Groups** | * AQIG | * SEQEWG * AQIG | * AQIG * ESRWG (NSS) | * AQIG * ESRWG (PTES) |  | * RCVS - BVSc |
| **Secretary to Committee** | * UG Medicine CMC * CPDG |  | * TQC | * LTAC |  | * Assist College Secretary with admin for Academic Board |
| **Attends for info if available and if there is something of interest, or if presenting a paper** |  |  | * LTAC * RDC | * TQC * RDC | * CPDG * CTEP WG * TQC * Selected AQIGs | * All TQC * All AQIGs * MSMC * LTAC * AcBoard |
| **Attends external meetings if available and if there is something of interest to individual/RVC** |  |  | * QAA * OfS * QSN * AQAC * QPG | * QAA * OfS * QSN * AQAC * QPG | * QAA * OfS * QSN * AQAC * QPG | * QAA * OfS * QSN * AQAC * QPG |
| **Carry out any reasonable duties as requested by the Academic Quality Manager, Academic Registrar and Senior Academic Quality Officers.** | X | X | X | X |  | X |

**Glossary:**

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| AARs | Assessment and Award Regulations |
| AQAC | Academic Quality Assurance Committee |
| AQAEPs | Academic Quality Assurance and Enhancement Procedures |
| AQIG | Annual Quality Improvement Group |
| AQIR | Annual Quality Improvement Report |
| CMC | Course Management Committee |
|  |  |
| CPDG  KPI | Course Proposal and Development Group  Key Performance Indicator |
| LTAC | Learning Teaching and Assessment Committee |
| OfS | Office for Students |
| POD | Professional Orientation and Development |
| PRES | Postgraduate Research Experience Survey |
| PSRB | Professional Statutory and Regulatory Bodies |
| PTES | Postgraduate Taught Experience Survey |
| QAA | Quality Assurance Agency |
| QPG | Quality Practitioners Group |
| QSN | Quality Strategy Network |
| RDC  SAWG | Research Degrees Committee  Standards and Assessment Working Group |
| SEQEWG | Student Engagement in Quality Enhancement working group |
| TLiHE | Teaching and Learning in Higher Education |
| TQC | Teaching Quality Committee |

Updated by Academic Quality team, 21.03.2024