

**Academic Quality Team**

	<b>Academic Quality Administrator (Standards) FTE: 0.6 (21hrs/wk)</b>	<b>Academic Quality Administrator (Student Engagement) FTE 0.6 (21hrs/wk)</b>	<b>Senior Academic Quality Officer – (Standards) FTE: 0.73 (25.5hrs/wk)</b>	<b>Senior Academic Quality Officer – (Student Engagement) FTE 0.54 (19hrs/wk)</b>	<b>Academic Quality Manager FTE: 1.0, (35hrs/wk)</b>
<b>Line Management responsibility for</b>			- Academic Quality Officer (Standards)	- Academic Quality Officer (Student Engagement)	- Academic Quality Senior Officers for Standards and Student Engagement - Collaborative Programmes Officer
<b>Strategic Plan</b>			- KPIs – Standards & Student Surveys	- KPIs – Student Engagement & Surveys	- Quality Strategy – overall responsibility
<b>UoL</b>					- QA Schedule for MSc LHP & VEPH - Liaise/Attend AQAC
<b>Collaborative Provision</b>					- Ensure we comply with the QAA
<b>QAA (OfS) Review</b>			- Assists with preparing for QAA Review	- Assists with preparing for QAA Review	- Project Manager
<b>PSRB Accreditation Visits</b>	- General admin support, e.g. travel & accommodation bookings	- General admin support, e.g. travel & accommodation bookings	- Assists Project Manager	- Assists Project Manager	- Project Manager

<b>AQAEPs (in particular)</b>	<ul style="list-style-type: none"> <li>- Uploads to website</li> <li>- Coordinates updates to AAREgs</li> </ul>	<ul style="list-style-type: none"> <li>- Uploads to website</li> <li>- Coordinates updates to Prog Specs</li> </ul>	<ul style="list-style-type: none"> <li>- External Examiners</li> <li>- Internal Examiners</li> <li>- AAREgs</li> </ul>	<ul style="list-style-type: none"> <li>- Student Surveys</li> <li>- Student Engagement</li> <li>- Prog Specs</li> </ul>	<ul style="list-style-type: none"> <li>- Oversee all, incl</li> <li>- Module Development and Approval</li> <li>- Design and Approval of Courses</li> <li>- Closure of Courses</li> </ul>
<b>Curriculum Managers</b>		<ul style="list-style-type: none"> <li>- Process nominations for Curriculum Manager appointments and publish up to date lists on website</li> </ul>	<ul style="list-style-type: none"> <li>- Update Module/Strand Leader Handbook</li> </ul>		<ul style="list-style-type: none"> <li>- Update Curriculum Manager Roles and Responsibilities</li> </ul>
<b>Intranet</b>	<ul style="list-style-type: none"> <li>- Updates and maintains Academic Quality pages</li> </ul>	<ul style="list-style-type: none"> <li>- Updates and maintains Academic Quality pages</li> </ul>			
<b>Course Periodic Review / Validation</b>	<ul style="list-style-type: none"> <li>- General admin support, e.g. travel &amp; accommodation bookings</li> </ul>	<ul style="list-style-type: none"> <li>- General admin support, e.g. travel &amp; accommodation bookings</li> </ul>	<ul style="list-style-type: none"> <li>- Assists / Secretary</li> </ul>	<ul style="list-style-type: none"> <li>- Assists / Secretary</li> </ul>	Manages process / Secretary
<b>YSWD</b>	<ul style="list-style-type: none"> <li>- Updates (for particular courses, see surveys below)</li> </ul>	<ul style="list-style-type: none"> <li>- Updates (for particular courses, see surveys below)</li> </ul>		<ul style="list-style-type: none"> <li>- Oversee</li> </ul>	
<b>Academic Committee Handbook</b>		<ul style="list-style-type: none"> <li>- Maintain membership lists, meeting dates and the Academic Committee section of website</li> </ul>		<ul style="list-style-type: none"> <li>- Update the Academic Committee Handbook</li> <li>- Train Chairs and Secretaries</li> </ul>	
<b>SU/ SU Course Reps</b>		<ul style="list-style-type: none"> <li>- Maintain lists of</li> <li>- Fees &amp; Expenses</li> </ul>		<ul style="list-style-type: none"> <li>- Training</li> <li>- Support</li> </ul>	

<b>Internal &amp; External Examiners</b>	<ul style="list-style-type: none"> <li>- External Examiner Fees &amp; Expenses</li> <li>- Update Exam Board Membership lists (where relevant)</li> <li>- Update Lists of Internal Examiners &amp; Assessors</li> <li>-</li> </ul>		<ul style="list-style-type: none"> <li>- Oversee</li> <li>- Training</li> <li>- Reports</li> <li>- Appointments</li> </ul>		
<b>Survey Admin</b>	<ul style="list-style-type: none"> <li>- Module/Strand</li> <li>- Tutorial</li> <li>- POD etc.</li> </ul> <p>List of particular courses to admin for above surveys:  <b>UG:</b>            BVetMed inc Gateway, G Year, BSc AHD  <b>PG:</b>            Cert AVP            PG Dip VCP            PG Cert VCS (n/a)            MVetMed            MSc VEPH &amp; LHP            MSc Vet Ed</p>	<ul style="list-style-type: none"> <li>- Module</li> <li>- Tutorial</li> <li>- POD etc.</li> </ul> <p>List of particular courses to admin for above surveys:  <b>UG:</b>            BSc, MSci &amp; VN, Grad Dip  <b>PG:</b>            MSc WAB            MSc WAH            MSc Vet Epi            MSc One Health</p>	<ul style="list-style-type: none"> <li>- NSS</li> </ul>	<ul style="list-style-type: none"> <li>- Barometer</li> </ul>	
<b>Survey Admin</b>	<ul style="list-style-type: none"> <li>- BVetMed Rotation/Elective</li> </ul>	<ul style="list-style-type: none"> <li>- Staff</li> </ul>	<ul style="list-style-type: none"> <li>- PRES</li> </ul>	<ul style="list-style-type: none"> <li>- PTES</li> <li>- Biannual BVetMed Rotation Evaluation Forums</li> </ul>	

<b>Survey Admin</b>	<ul style="list-style-type: none"> <li>- Graduate/Employer BVetMed</li> </ul>	<ul style="list-style-type: none"> <li>- Graduate/Employer BSc &amp; VN</li> </ul>		<ul style="list-style-type: none"> <li>- Oversee Graduate and Employer administration</li> <li>- RVC Satisfaction (Years 1 &amp; 3)</li> </ul>	
<b>Review</b>	<ul style="list-style-type: none"> <li>- Module/Strand</li> <li>- Rotation/Elective</li> </ul>	<ul style="list-style-type: none"> <li>- Module</li> </ul>	<ul style="list-style-type: none"> <li>- Assist / Secretary for Periodic Course</li> <li>- &amp; Interim Review</li> </ul>	<ul style="list-style-type: none"> <li>- Assist / Secretary for Periodic Course</li> <li>- &amp; Interim Review</li> </ul>	<ul style="list-style-type: none"> <li>- Secretary for Periodic Course &amp; Interim Review</li> </ul>
<b>Annual Reports</b>	<ul style="list-style-type: none"> <li>- Coordinate AQIRs and admin for AQIG meetings</li> </ul>	<ul style="list-style-type: none"> <li>- Coordinate AQIRs and admin for AQIG meetings</li> </ul>	<ul style="list-style-type: none"> <li>- TQC Summary report on Module/Strand/Staff Teaching</li> </ul>	<ul style="list-style-type: none"> <li>- TQC Summary report on Module/Strand/Staff Teaching</li> </ul>	<ul style="list-style-type: none"> <li>- Quality Enhancement Review to UoL</li> <li>- TQC Annual Summary to RVC Council and OfS</li> </ul>
<b>Secretary to Working Sub-Groups</b>	<ul style="list-style-type: none"> <li>- CSF</li> </ul>	<ul style="list-style-type: none"> <li>- SSSWG</li> </ul>			
<b>Secretary to Working Sub-Groups</b>	<ul style="list-style-type: none"> <li>- AQIG</li> </ul>	<ul style="list-style-type: none"> <li>- AQIG</li> </ul>	<ul style="list-style-type: none"> <li>- AQIG</li> </ul>	<ul style="list-style-type: none"> <li>- AQIG</li> </ul>	
<b>Secretary to Committee</b>	<ul style="list-style-type: none"> <li>- UG Medicine CMC (2 out of 3 meetings per year)</li> </ul>	<ul style="list-style-type: none"> <li>- UG Medicine CMC (1 out of 3 meetings per year)</li> </ul>	<ul style="list-style-type: none"> <li>- TQC</li> </ul>	<ul style="list-style-type: none"> <li>- LTAC</li> </ul>	<ul style="list-style-type: none"> <li>- Assist College Secretary with admin for Academic Board</li> </ul>
<b>Attends for info if available and if there is</b>			<ul style="list-style-type: none"> <li>- LTAC</li> <li>- RDC</li> </ul>	<ul style="list-style-type: none"> <li>- TQC</li> <li>- RDC</li> </ul>	<ul style="list-style-type: none"> <li>- All TQC</li> <li>- All AQIGs</li> <li>- MSMC</li> <li>- LTAC</li> </ul>

<b>something of interest, or if presenting a paper</b>					- AcBoard
<b>Attends external meetings if available and if there is something of interest to individual/RVC</b>			<ul style="list-style-type: none"> <li>- QAA</li> <li>- OfS</li> <li>- QSN</li> <li>- AQAC</li> <li>- QPG</li> </ul>	<ul style="list-style-type: none"> <li>- QAA</li> <li>- OfS</li> <li>- QSN</li> <li>- AQAC</li> <li>- QPG</li> </ul>	<ul style="list-style-type: none"> <li>- QAA</li> <li>- OfS</li> <li>- QSN</li> <li>- AQAC</li> <li>- QPG</li> </ul>
<b>Carry out any reasonable duties as requested by the Academic Quality Manager, Academic Registrar and Senior Academic Quality Officers.</b>	X	X	X	X	X

Updated by Cheryl Jackson 18.12.19