ANNUAL MONITORING AND REVIEW

Role of Associate Dean

INTRODUCTION

On an annual basis Schools and Institutes review the programmes that they offer. There are two main elements to the Annual Monitoring and Review (AMR) process: Partner Annual Monitoring and Review (PAMR) and School Annual Monitoring and Review (SAMR).

The PAMR process is in place to monitor the University's extensive network of academic partners who deliver academic programmes to students. Such activities are considered 'high risk' as there may be issues arising which may impact on the student learning experience and which are outside the University's direct control. These high risk activities are annually monitored under the additional PAMR process, which feeds into and informs the SAMR process.

The Deans of the University are involved in the PAMR process, however, the activity has been delegated to the Associate Deans.

Each Associate Dean will review an equal proportion of PAMR reports and will provide comments on an 'action form'. The reports and comments are forwarded to the Deputy Principal (Learning & Teaching) for consideration/sign-off. The Associate Deans' comments are also considered by individuals who review the School Annual Monitoring and Review reports, in advance of the annual discussion meetings with Schools.

The review of PAMR reports (by the Associate Deans) normally takes place between February and April of each year.

GUIDANCE FOR ASSOCIATE DEAN

1. The Associate Dean is required to review the Partner Annual Monitoring and Review reports in order to:

   a. Make a judgement as to whether appropriate monitoring and review of the programmes have been undertaken. If the report is considered satisfactory, it is sufficient to simply state this fact.

   b. Confirm whether appropriate actions have been identified by the School and Partner to address issues raised within the report, and identify where this has not taken place.

   c. Overall, to confirm that the annual monitoring and review process has been undertaken satisfactorily, that appropriate consideration following individual programme reviews have taken place and appropriate actions for future improvement are being taken forward.

2. The Associate Dean is not required to comment on any operational or management aspect of the partnership arrangement, for example:

   - Marketing and student recruitment
   - Viability of the programme
   - Student performance

   However, Associate Deans are required to highlight operational or management aspects where issues are viewed as not having been addressed (see point 1b above).