ANNUAL MONITORING AND REVIEW

Role of Academic Registrar & Deputy Secretary

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).

This document is one of a series of role descriptors for individuals involved in the AMR process. The following provides guidance for the Academic Registrar & Deputy Secretary (AR&DS).

GUIDANCE ACADEMIC REGISTRAR & DEPUTY SECRETARY

The AR&DS has overall strategic management responsibility for the services provided to Schools through the Directorate of Registry Services and line management of staff who provide administrative support for the AMR process. The effectiveness of these services is often communicated through the AMR reporting process.

1. Review of School-level Review & Enhancement Reports

The AR&DS will operate as a member of a team (detailed below) for reviewing each School-level Review & Enhancement Report (SRER).

- Deputy Principal (Learning & Teaching)
- **Academic Registrar & Deputy Secretary**
- Head of Academic Quality
- Quality Assurance Manager
- AMR Co-ordinator (Academic Registry)

In addition to maintaining an overview of the qualitative aspects managed for the University through the Academic Registry, the focus of the AR&DS will be from a Professional Services management perspective, noting any learning and teaching issues identified at either a School or University-level that need to be addressed, either directly between the School and a Professional Service, or that require further consideration at a University level. The review of reports will take place during February of each year.

2. Annual Discussion Meetings

The AR&DS will highlight any issues relating to qualitative aspects or service provision to be addressed at a University or School or Professional Service level and may suggest possible key themes for discussion at the annual discussion meetings.

Typically, within the available time, three main topics will be identified for discussion throughout the meeting. These may be drawn from any of the following:

- the School Review & Enhancement Report (Key Performance Indicators, assurance and enhancement matters, summary of partnership issues);
- issues and actions related to annual monitoring;
- enhancement plans;
- School's progress towards the University Learning & Teaching Strategy.

3. Reporting

Following the completion of the AMR discussion meetings, a summary report and University-level action plan will be produced for approval by the Quality & Standards Committee and the Learning & Teaching Board, and for information to the Senate and University Executive. The AR&DS will be invited to comment on the report prior to its completion. The report will be submitted in April/May of each year.