ANNUAL MONITORING & REVIEW

Role of: Annual Monitoring & Review Co-ordinator (Academic Registry)

INTRODUCTION

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

This document is one of a series of role descriptors for individuals involved in the AMR. The following provides guidance for the AMR Co-ordinator (Academic Registry).

GUIDANCE FOR THE AMR CO-ORDINATOR (ACADEMIC REGISTRY)

1. Review Templates and Key Performance Indicator Data

The AMR Co-ordinator (Academic Registry) is responsible for ensuring that Schools receive standard template documents and relevant Key Performance Indicator (KPI) data to aid the completion of the AMR process and associated reports. Documentation, which will be distributed in line with agreed timescales, includes:

- Partner Annual Monitoring & Review (PAMR) report templates populated with:
  - the relevant partner details;
  - the previous year’s action plan (to allow the reporting of progress).

- School-level Review & Enhancement Report (SRER) templates, populated with:
  - the previous year’s action plan (to allow the reporting of progress);
  - titles of key projects within the current session’s Learning & Teaching Strategy Operational Plan.

- Learning and Teaching Key Performance Indicator data (provided by the Planning Office).

Preparation of review templates will commence in September of each year; templates and data will be distributed to Schools during October.

2. Review of PAMR and SRER reports

The AMR Co-ordinator (Academic Registry) 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)

The focus of the AMR Co-ordinator (Academic Registry) will be from an administrative perspective. The AMR Co-ordinator (Academic Registry) will suggest possible key themes for discussion at the annual discussion meetings and identify any issues to be addressed at a University or School level. The review of reports will take place during February of each year.

The AMR Co-ordinator (Academic Registry) will also:

- collate comments from all reviewers of the SRERs:
  - Deputy Principal (Learning & Teaching);
  - Academic Registrar & Deputy Secretary;
  - Head of Academic Quality;
  - Quality Assurance Manager.

- collate comments from Associate Deans, following the review of PAMRs;

- produce a University-level action plan and individual School annual discussion meeting agendas.
3. **Annual Discussion Meetings**

The AMR Co-ordinator (Academic Registry) will:

- arrange annual discussion meetings with Schools; the meetings will comprise the following individuals:
  - Head of School;
  - Director of Learning & Teaching;
  - Director of Academic Quality;¹
  - Deputy Principal (Learning & Teaching);
  - Head of Academic Quality, Academic Registry;
  - Quality Assurance Manager, Academic Registry;
  - AMR Co-ordinator (Academic Registry);
  - School Officer, or Sabbatical Officer if not available (*Student Experience element, Part 2*).

- produce annual discussion meeting agendas, in collaboration with the participants of the discussion meeting (detailed above) and following the collation of comments from AMR reviewers. Typically, 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.

Annual discussion meetings will take place during February and March of each year.

4. **Reporting**

Following each meeting, the AMR Co-ordinator (Academic Registry) will produce a brief note on the discussions that took place. The Deputy Principal (Learning & Teaching), Head of Academic Quality and Quality Assurance Manager will be invited to comment on the notes, after which they will be shared with the respective Schools only.

Following the completion of all AMR discussion meetings, the AMR Co-ordinator (Academic Registry), with guidance from the Quality Assurance Manager, will produce a summary report and University-level action plan for approval by the Quality & Standards Committee and the Learning & Teaching Board, and for information to the Senate and University Executive. The Deputy Principal (Learning & Teaching), Academic Registrar & Deputy Secretary and Head of Academic Quality will be invited to comment on the summary report prior to its submission to the relevant committees. The summary report will be submitted in April/May of each year.

¹ In some Schools, where provision is smaller in scale, the Director of Academic Quality role may be subsumed within remit of the Director of Learning & Teaching, rather than being a separate position.