ANNUAL MONITORING & REVIEW

Role of: Deputy Principal (Learning & Teaching)

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 process. The following
provides guidance for the Deputy Principal (Learning & Teaching) (DPL&T).

GUIDANCE FOR THE DEPUTY PRINCIPAL (LEARNING & TEACHING)

The DP(L&T) has overall senior management responsibility for the University's quality assurance and
enhancement activities in relation to learning and teaching.

1. Review of External Partnerships

Each Associate Dean will review an equal proportion of PAMR reports and will provide comments on an
' action form'. The reports and comments will be forwarded to the DP(L&T) for consideration/sign-off. The
DP(L&T) will review individual reports only where issues have been highlighted for attention by the
Associate Deans.

2. Review of School-level Review & Enhancement Reports

The DP(L&T) 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 DP(L&T) will be on: quality assurance, from an institutional and strategic perspective;
quality enhancement, particularly in relation to the achievement of the University's learning and teaching
strategic objectives. The DP(L&T) 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.

3. Annual Discussion Meetings

Following the submission of SRER and PAMR reports, annual discussion meetings will take place with all
Schools. The DP(L&T) will be a member of the group of staff participating in the meetings, which will
comprise:

- Head of School
- Director of Learning & Teaching
- Director of Academic Quality
- 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 of
meeting)

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:

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.
• the School Review & Enhancement Report (KPIs, 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.

The specific agenda will be agreed in collaboration with the participants of the discussion meeting (detailed above).

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

4. Reporting

Following each AMR discussion meeting, a brief individual report will be produced and shared with the respective School only. The DP(L&T) will be invited to comment on the individual reports prior to their completion.

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 DP(L&T) will be invited to comment on the report prior to its completion. The report will be submitted in April/May of each year.