ANNUAL MONITORING & REVIEW

Role of: Head of School

INTRODUCTION

On an annual basis Schools and Institutes review the programmes that they offer. There are two main elements to the Annual Monitoring & Review 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 role of the Head of School.

GUIDANCE FOR THE HEAD OF SCHOOL

Heads of Schools (HOS) are ultimately responsible for the completion of the AMR process within Schools and consequently the submission of AMR reports. However, the responsibility is normally delegated to the Directors of Learning & Teaching (DLT) and/or the Directors of Academic Quality (DAQ).

1. Review of External Partnerships

The HOS will usually devolve responsibility to the Director of Learning & Teaching/Director of Academic Quality (DLT/DAQ), or an individual with specific responsibility for partnership arrangements, who will normally take responsibility for ensuring a review of activity during the previous academic session is undertaken and that the relevant reports are completed for each partnership arrangement. For the review of Approved Learning Partners, a PAMR report template should be completed collaboratively between the School and the partner. The narrative within the PAMR report should be the outcome of discussions between the School and partner. PAMR reports should be submitted to Academic Registry by 31 January of each year.

2. School-level Review

Following the completion of individual reviews, undertaken at discipline/programme level, including reviews of provision delivered away from the University’s Scottish Campuses (Dubai, Malaysia, external partnerships, student exchange and independent learning), a School-level Review & Enhancement Report (SRER) is completed. The HOS will usually devolve responsibility to the DLT/DAQ who will normally take responsibility for ensuring the information is collated and considered at a School level, and ultimately produce the SRER.

Although led by the DLT/DAQ, the process should be undertaken collaboratively, involving all relevant School staff at all campuses, and the School’s report should be considered and approved through the relevant School committees.

The HOS and DLT are responsible for signing off the SRER in advance of it being submitted to Academic Registry by 31 January 2013.

3. Annual Discussion Meetings

Following the submission of the SRER and PAMR reports, annual discussion meetings will take place with all Schools. The HOS will be a key member of the group of staff participating (and taking a leading role) within 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
- The 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:

- 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.

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.

Following the completion of all 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 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.