ANNUAL MONITORING & REVIEW

Role of: Quality Assurance Manager

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 Quality Assurance Manager.

GUIDANCE FOR THE QUALITY ASSURANCE MANAGER

The Quality Assurance Manager will have management oversight of the process and will provide advice to the AMR Co-ordinator (Academic Registry) as required.

1. Review of School-level Review & Enhancement Reports

The Quality Assurance Manager 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, Academic Registry
- Quality Assurance Manager, Academic Registry
- AMR Co-ordinator (Academic Registry)

The focus of the Quality Assurance Manager will be on quality assurance, from an academic-related, management, operational and Professional Service perspective. The Quality Assurance Manager 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.

2. Annual Discussion Meetings

Following the submission of SRER and PAMR reports, annual discussion meetings will take place with all Schools. The Quality Assurance Manager 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:

- 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.

3. Reporting

Following each meeting, the AMR Co-ordinator (Academic Registry) will produce a brief report on the discussions that took place. The QAM will provide guidance as necessary and comment on the reports. The individual reports will be shared with the respective Schools only.

Following the completion of the 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 summary report will be submitted in April/May of each year.

\footnote{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.}