Role of Directors of Quality Assurance and Enhancement

Each School in the College of Engineering and Physical Sciences should have a Director of Quality Assurance and Enhancement (DQAE) or equivalent. The role of such a person would be:

To be a member of the College Quality Assurance and Enhancement Committee (CQAEC), to attend meetings concerning Quality Assurance and Enhancement (QAE) called by the Head of QAE, and to report to CQAEC on School quality issues.

To oversee quality assurance of teaching in the School, by implementing BIQAES processes, specifically by

- managing School Quality Reviews
- managing and Chairing Comprehensive (Programme) Reviews
- managing and Chairing Annual Reviews
- preparing the QAE relevant sections of the annual Key Processes and Documents Checklist, and discussing with the Head of School any remedial action required
- considering annual student statistics and identifying any recommendations to the School Learning and Teaching Committee, or equivalent
- participating in Specific Quality Checks in other Schools in the College, as requested by the College Head of QAE and as approved by College Board.

To consider other indicators of quality, and make appropriate recommendations to School Learning and Teaching Committee, or equivalent. Such indicators will include student feedback through Staff Student Committees, student satisfaction surveys through NSS, SSS, PRES, reports of External Examiners, and reports from Professional, Statutory and Regulatory Bodies, and any industrial advisors.

To lead on the promotion (by deliberate steps) of education enhancement in the School. This would involve

- developing and reviewing that aspect of the School Learning and Teaching Strategy
- approval of and monitoring the effectiveness of School activities concerning learning development projects
- liaising with APOD and advising the Head of School concerning staff development in the areas of learning and teaching
- ensuring effective training of postgraduate research students, and training of postgraduate and postdoctoral demonstrators for teaching
- promotion of best practice on teaching throughout the School and College, including publicising the work of Teaching Fellows and/or other staff working on initiatives for enhancement of education

Normally the Director of Quality Assurance and Enhancement would not be the person leading teaching operations, because operations and quality assurance should be separated. A work load of 0.2 of a full time equivalent should be adequate for this task.

CQAEC 11/09/08