

Programme Director Role Description

Programme Directors are appointed by the Head of School in consultation with the School Education Director. The role will be acknowledged appropriately in workload allocations.

Programme Directors should hold a staff employment contract of twelve months or more, hourly paid staff, including PGR students, are not eligible to be a Programme Director.

An individual may be Programme Director for a number of programmes.

Each taught programme and taught components of postgraduate research degree programme will have a Programme Director, drawn from the owning school, centre or faculty.

A programme may have more than one Director (joint Directors), but the Director based in the home school of the programme will be the lead Director and main contact.

In some cases, a Programme Director may be supported by a Deputy Programme Director, who will also be appointed by the Head of School.

1. Main role purpose

To develop the programme within the context of the discipline, research-led education, the strategic priorities of the school, faculty and University, innovative pedagogic and assessment practice, and external reference points (e.g. external accreditation requirements). Maintaining and enhancing quality, academic standards and the student experience in all aspects of the programme. Managing the overall organisation and coherence of the programme, particularly the contribution of the mandatory units to the programme intended learning outcomes and taking responsibility for the day-to-day academic running of the programme.

2. Responsibilities

Strategic

1. Develop and deliver the pedagogical and assessment strategy for the programme, in line with school, faculty and university strategies and priorities to ensure the programme is distinctive, innovative, high quality, and nationally and internationally competitive, attending school or faculty committees or meetings where relevant.
2. Consider and develop holistic opportunities for enhancement of the programme, including measures to manage any attainment gaps and improve engagement, drawing on current pedagogical research, and the available student and staff feedback and statistical material.
3. Share best practice with Unit Directors and, working with the School Education Director, participate in central enhancement activities, for example by working with BILT and strategic projects such as the Curriculum Enhancement Programme, the Bristol Futures Curriculum Framework, and the Bristol Skills Framework.

Operational

4. Oversee the effective delivery of the programme within the school. Lead the team of academics who have responsibility for the units which comprise the programme, convening and chairing meetings periodically as required, and liaise closely with the school professional services staff who manage and support it.

5. Ensure the programme adheres to the University's Quality Framework and any relevant external quality regulations (e.g. accreditation by professional bodies). Annually review and, as necessary, update the programme specification; and as necessary oversee the revision of unit specifications.
6. Review and as necessary update materials for students relating to the programme as a whole.
7. Represent the programme in periodic internal and external quality assurance reviews, for example, University Quality Team visits, professional, statutory and regulatory body visits, and lead the implementation of recommendations arising from such reviews.
8. Advise the Head of School and School Education Director on the nomination of external examiners and liaise with external examiners as required.
9. Oversee and as necessary advise on student progression and attainment, attend Examination Boards as required, monitor individual student outcomes and initiate action at programme level if required.
10. Conduct an annual review of the programme and liaise with the School Education Director to ensure actions are carried out and recorded in the school's Education Action Plan (EAP).
11. Contribute to decisions on requests for programme transfers, recognition of prior learning; suspension and extension of study; intercalation.
12. Be familiar with the Regulations and Code of Practice for Taught Programmes and any other regulations that relate to their programme.
13. Support work undertaken in relation to recruitment and admissions to the programme, including open days.

3. Relationships

Working with other role holders

Programme Directors will work closely with the School Education Director/s, relevant Unit Directors as well as other key role holders at school and faculty levels, both academic and professional services teams. They will also liaise with relevant recruitment and admissions role holders about marketing, recruitment and admissions information and plans for the programme.

Document approval

Amendments approved UEC May 2023

Approved University Education Committee May 2019