



Role description for FQT Chairs

This is the standard role description for FQT Chairs, and please also refer to the FQT policy (available at <http://www.bristol.ac.uk/academic-quality/groups/fqt.html>), which sets out how the FQT process will operate in 2018/19.

Overview

The Faculty Quality Team (FQT) chaired by the role holder oversees the framework for ensuring the quality and standards of learning, teaching and assessment across the faculty. In short, its remit covers quality assurance, enhancement and academic standards. It is responsible for monitoring the implementation of University regulations, policy and codes of practice within the faculty.

The role holder will be a member of the **University Academic Quality and Standards Committee** (AQSC) and as such will oversee the framework for quality and standards of learning, teaching and assessment at the University; be responsible for the development and maintenance of regulations, policies and codes of practice, monitoring their implementation; and promote good practice and innovation in learning, teaching and assessment.

This role description should be read in conjunction with the role descriptions for FQT staff members and student quality reviewers and the Terms of Reference for the [University Academic Quality and Standards Committee](#).

Nomination and Faculty support for the role

The Faculty Dean nominates the FQT Chair and may wish to discuss potential candidates with the Associate Pro Vice-Chancellor with responsibility for academic quality and standards. The Chair should be an experienced member of academic staff, with a sufficient understanding of the quality assurance and standards framework of the University of Bristol to undertake this role. They should be able to appreciate the full range of the education experience – undergraduate/postgraduate - and will be responsible to, and act with the authority of, the Dean of Faculty and the Faculty Board.

The FQT Chair is a key member of the faculty senior management team. In order for him/her to fulfil his/her responsibilities effectively the Dean will:

- ensure the FQT Chair is a member of faculty level education committees;
- invite the FQT Chair to attend meetings of Faculty Board as and when appropriate;
- ensure the FQT Chair is kept informed about relevant issues within the faculty;
- provide the FQT Chair with appropriate administrative & secretarial support.

The position is as identified as falling within role profile D or E, playing a role in faculty governance, and anticipated as a 0.2fte position.

Period of Office

The minimum normal period of office is three years, renewable thereafter on a yearly basis. It is however anticipated that FQT will be replaced by the University Quality Team in 2019/20.

Induction

The University will provide appropriate induction for the role; this will involve attendance at an event and/or supporting materials. The Associate Pro Vice-Chancellor with responsibility for academic quality and standards is responsible for University-level induction and support for FQT Chairs.

The faculty will ensure the FQT Chair is inducted into the role at faculty level; this will include meeting/s with the Dean, Faculty Education Directors and Faculty Education Manager.

Role outline

FQT Chair will:

- a) oversee the quality of learning, teaching and assessment and the quality of the student learning experience as articulated within the University's quality and standards framework by managing the Faculty's FQT activities;
- b) be knowledgeable about quality assurance policies, procedures and issues within the University;
- c) monitor and comment on the delivery and implementation of the quality and standards of educational procedures within schools, as they align with University regulations, policies and guidance, whilst identifying enhancement through FQT review activities.
- d) identify and determine an appropriate means to disseminate good practice in relation to learning, teaching and assessment and the maintenance of academic standards across the University and to Educational Partners, including identifying and highlighting individual academics who provide excellent teaching and support for their students;
- e) participate in the work of the University Academic Quality and Standards Committee.

At Faculty level the FQT Chair will:

1. liaise with the Dean and Faculty Education Directors each year to discuss FQT review activities and faculty priorities in relation to education imperatives – including maintaining an awareness of any Professional, Statutory and Regulatory Body (PSRB) activities within the faculty – and attend relevant faculty education/teaching committees and Faculty Board as appropriate;
2. work with the Faculty Education Manager to arrange and prepare for FQT review activities, including engagement with schools;
3. meet with the FQT school staff member/s to provide them with appropriate briefing and guidance to ensure they are well prepared for their role in FQT review activities, giving particular attention to support that may be required for new members;
4. meet with the student quality reviewers to provide them with a faculty specific briefing so that student members are comfortable with the staff team, familiar with the practices in the faculty and with the format and nature of the paperwork involved;
5. with relevant faculty staff agree the most appropriate and apposite FQT documentation for student members and agree with student members the format by which it should be delivered, to help ensure that they are not overburdened in the role;

6. lead FQT review activities and help prepare a report listing key recommendations for action, points for commendation and identifying good practice in relation to the maintenance of academic standards and enhancement of the student experience;
7. chair FQT meetings and approve agendas, papers and minutes;
8. prepare the FQT annual overview report (template provided) for submission to Faculty Board and AQSC. The Annual FQT Report should cover the activities and outcomes from the FQT review activities from that year;
9. liaise with Faculty Education Directors regarding implementation of recommendations and regulatory practices relating to teaching, learning and assessment;
10. receive FQT reports and following consideration will report to AQSC and Education Committee any arising issues and areas for commendation.

At University level the FQT Chair will:

11. attend meeting of the University Academic Quality and Standards Committee, approximately six times a year;
12. receive reports from its working groups in relation to codes of practice and education policies and relevant updates and amendments;
13. oversee and monitor the External Partnerships register and approve new partnerships for onwards transmission to Education Committee;
14. through AQSC, consider sections of the QAA Code of Practice and recommend to Education Committee amendments to University policy as appropriate acting upon the recommendations of other sub-groups of Education Committee
15. through AQSC and the Teaching Fellowship Advisory Group highlight good practice, enhancement initiatives and promote education champions across the University.
16. contribute to University strategic fora on educational matters in terms of quality assurance and enhancement, including as part of discussions on policy formation.