

University of Glasgow

Academic Standards Committee - Friday 14 November 2008

Report from Faculty Quality Assurance & Enhancement
Officers Group – Revised Remit and Membership 2008-09

Marjory Wright, Clerk to the Group

The Faculty Quality Assurance and Enhancement Officers group serves as a forum to identify, discuss and advise at a strategic level on issues relating to the University's Quality Assurance and Enhancement processes and to develop quality assurance in teaching consistent with the aims of the University.

Remit:

- To share information on policy issues and other matters affecting quality assurance and enhancement.
- To advise in the development of and to promote best practice in matters relating to quality assurance and enhancement such as Annual Monitoring, Departmental Review, Programme and Course Approval, Student Feedback Mechanisms and External Examiner issues.
- To promote faculty-wide engagement with the requirements of the Code of Practice on the Annual Monitoring Process.
- To receive and discuss Faculty Annual Monitoring Reports prior to the submission of a Summary Report to Academic Standards Committee.
- To identify quality assurance and enhancement issues requiring wider debate, or of more general interest, to the Academic Standards Committee.
- To identify enhancements that may be worthy of promotion to the wider University community.
- To monitor University responses to issues emerging from quality assurance/quality enhancement processes in the faculties and their effectiveness in promoting quality enhancement.
- To discuss policy and, where necessary, recommend changes to policy or take appropriate action on issues referred to the group by Academic Standards Committee and Education Policy and Strategy Committee.
- To offer a mutual support network in solving faculty quality assurance problems.
- To participate in the enhancement and allocation of the University's teaching spaces through representation on the Teaching Room Allocation/Timetabling User Group (Super Users Group).
- To report to the Academic Standards Committee as appropriate.

No. of Meetings:	5 per session
Convener:	Director of Senate Office
Membership:	Faculty Quality Assurance and Enhancement Officers Members of the Senate Office involved in Quality Assurance A representative of the Students' Representative Council
By Invitation:	Other Officers of the University may occasionally be invited to attend to provide advice on particular issues.
Clerk:	A Member of the Senate Office

The Role of the Faculty Quality Assurance and Enhancement Officer

Quality Assurance is formally the responsibility of the Dean. However, it is usual for the Dean to delegate the majority of this responsibility to the Faculty Quality Assurance and Enhancement Officer. The Faculty Quality Assurance and Enhancement Officer should report to the Dean and ensure he/she is well briefed on current issues. In return, the Dean should provide support and backup to the Faculty Quality Assurance and Enhancement Officer.

The responsibilities of the Faculty Quality Assurance and Enhancement Officer will vary slightly depending on Faculty practices but may include¹:

1. To be familiar with current QA&E procedures and requirements and Scottish Funding Council's quality enhancement framework, including the Enhancement Themes, and to advise the Dean and other Faculty members on the implementation of QA&E policy and practice within the Faculty. (Guidance should be sought from Senate Office, if necessary.)
2. To advise Departments on best practice in matters relating to quality assurance and enhancement such as Annual Monitoring, Departmental Review, Programme and Course Approval, Student Feedback Mechanisms and External Examiner issues.
3. To monitor Departmental quality assurance and enhancement procedures (i.e. each should have a QA&E Officer, a QA&E manual detailing policies and procedures, and a departmental Statement of procedures that is kept up to date and in accord with Senate Policy).
4. To provide advice to Departments on the preparation of good documentation by raising awareness of good practice.
5. To ensure that departments adhere to the published deadlines for the submission of Annual Monitoring Reports, requesting the support of the Dean where delays are excessive.
6. To monitor all Annual Monitoring Reports within the Faculty and to provide a summary report to the Faculty Quality Assurance and Enhancement Officers Group. (Faculty Quality Assurance and Enhancement Officers normally discuss the summary reports prior to the compilation of a composite report summarising key issues for submission to Academic Standards Committee.)
7. To be a member of the Faculty Quality Assurance and Enhancement Officers Group and to report to the Faculty Quality Assurance and Enhancement Officers on any issues raised within the Faculty.
8. To be a member of the Faculty's Learning and Teaching Committee or equivalent and, where appropriate, to convene (or be a member of) the

¹ The following three documents were used in the preparation of this 'job description'

- o Job Description: Faculty Quality Assurance Officer from the Faculty of Law and Financial Studies (1992)
- o The Role of the Faculty Quality Assurance Officer by Ron Emanuel (1994)
- o Faculty/PSPU Quality Assurance Officer - draft terms of reference by David Forrest (1997)

Faculty's Quality Assurance and Enhancement Committee, and to report to Faculty on matters relating to quality assurance and enhancement.

9. To report back, as appropriate, to the Faculty's Learning and Teaching Committee or equivalent, the Faculty's Quality Assurance and Enhancement Committee, or to Faculty itself, on the outcomes of issues referred to the University for action via the Faculty Quality Assurance and Enhancement Officers Group.
10. To raise matters related to faculty-owned learning and teaching space with the Faculty Secretary.
11. To provide feedback to the Senate Office on proposals and practices.
12. To undertake such other duties as are reasonable in relation to quality assurance policy and good practice

Prepared by: Karen Robertson