Further Particulars

Associate Dean of Education for the Faculty of Science

There are two Associate Deans for Education: one for Science and one for Arts & Divinity. They report to the Deans, who delegate their authority to act on a range of Education matters, including but not limited to the following.

- Membership of: Learning and Teaching Committee
  Academic Monitoring Group
  Curriculum Approvals Group (for routine business)
  Faculty Executive Group
  Honours Entry Board
- Leadership and promotion of activities designed to enhance pedagogy across the university, for example by playing a key role in projects related to teaching space and teaching quality; and by taking the academic lead on the Academic Open Forum, Teaching Practice Forum, University wide pedagogical initiatives etc
- Leadership of working groups to write, review and improve regulations, policy and practice across the university, drafting papers for committees and presenting and implementing new procedures in liaison with Schools, Registry, Student Services, the Library and others
- Sign-off of all module and Degree results on behalf of the Deans
- Sign-off of all Study Abroad grade conversions on behalf of the Deans
- Liaison with student representatives and collaborating with the student Director of Education and other members of the sabbatical team.
- Handling appeals (including Honours Entry) in liaison with the Dean.
- Responding to External Examiners’ Reports on behalf of the Deans (Institutional Responses).
- Academic leadership on the Laidlaw Scholarship Programme.
- Chair of the SALTI steering group.
- Attendance at external events and conferences related to Education, on behalf of the Deans and Proctor.
- Membership of Interview Panels for new appointments as required.
- Membership of other working groups, panels, committees, etc as required.
- Nomination of colleagues as necessary to carry out University duties such sitting on panels or working groups.
- Other related roles and responsibilities as required by the Dean.

In order to carry out these duties, the Associate Deans are expected to

- Develop a close knowledge of the University’s policies, rules and regulations related to Education
- Establish good, supportive relations with Schools, especially DoTs
- Work positively and collaboratively with colleagues in the Proctor’s Office, Registry, CAPOD/CEED, SALTI, CHER, ITS, Library and other Units
• Show initiative, identifying solutions to problems and suggesting initiatives and improvements within the University’s L&T operations.
• Report regularly to the Deans, escalating issues and seeking advice as necessary
• Keep the relevant colleagues informed of developments and decisions as appropriate.

Associate Deans will occupy academic posts at the level of SL, Reader or Professor. In this instance they will be fully seconded to the role of Associate Dean for a period of three years, with cover provided for their absence from the School, normally by a fixed-term post of Associate Lecturer or Lecturer. The detail of this should be negotiated between the HoS and the Master.

The role is a busy one throughout the year, with particular ‘hot-spots’ during the semesters. Nevertheless, it is intended that a research day should be possible once a week in most weeks of the year.

Annual leave can be taken outside the University vacations depending on diary commitments and internal events; all periods of leave must however be coordinated with other members of the Proctor’s Office team and agreed by the Dean.

**Appointment Process for Associate Deans**

The appointment of the Associate Dean for Education in Science is anticipated to commence as soon as possible. The process for appointment will be as follows:

• Requests for informal discussions with the Proctor may be made along with any expressions of interest.
• Formal applications must be submitted by 24th February. Applications should consist of a CV and a letter or statement outlining how the applicant’s interests, experience and training aligns them for the role.
• Applications will be shortlisted for interview by the Proctor.
• Interview will be by panel to include the Proctor and up to three other members of the Proctors Office.