Director of Postgraduates (Taught)

Role and Responsibilities

This is a template descriptor for the role of Director of Postgraduates (Taught) that can be modified within Schools to delegate activities.

The purpose of the Director of Postgraduates (Taught) is to lead in delivery of the postgraduate taught strategy for the School. The role is responsible for the Postgraduate Taught student journey from application to graduation.

The appointment is for 3 years in the first instance. An extension is possible for either another full period of 3 years, or 1 year at a time. The maximum tenure is 6 years.

Main aspects of the role of DoPGT

Leadership and responsibility

- Under the leadership of the Director of Teaching, be responsible for and lead the development and implementation of the School strategy for learning, teaching and assessment of PGT programmes; to include the quality monitoring, the coordination and the development of PGT programmes ensuring a positive overall student experience.

Admissions

- take oversight of the PGT recruitment and recruitment process
- liaise with admissions regarding recruitment planning, monitoring, the fulfilment of targets and with Registry on the timely processing of applications
- oversee advertising (including advertising scholarships) and recruitment
- answer (or forward) queries by potential students

Student experience

- coordinate the School’s welcome and induction programmes for new PGT students with the help of PG administrator(s) and PGT programme controller(s).
- oversee the advising/ pre-advising process and module access in both semesters
- deal with referred issues for students on PGT programmes closely collaborating with the DoT, the Misconduct Officer, the module co-ordinators, and the Pro Dean PGT where appropriate or necessary
- take part in decisions about academic extensions in PGT modules due to adverse personal circumstances.
- liaise with PGT students and assist as required with their activities
- resolve problems affecting the quality of programme or module delivery and student progress
- promote Quality Enhancement at PGT level
- work closely with the Pro Dean PGT and Student Services to support student welfare.
- ensure PGT student complaints and appeals are managed in accordance with University policy

Staff

- provide guidance and support to academic staff
a. relating to academic issues facing PGT students, such as, for example, special circumstances, extensions or leaves of absence.

b. in the development and implementation of new and existing modules and programmes.

c. in performing curriculum tasks, such preparing submissions to CAG

- liaise with staff from other Schools in instances where interdisciplinary PGT teaching is provided.
- approve teaching and module co-ordination allocation appoint in collaboration with the DoT.
- in conjunction with the Director of Teaching Administration

- monitor the quality of PGT learning, teaching and assessment
- oversee the PGT curriculum design and approval within the School
- oversee the advising of PGT students within the School and work with Registry and Student Services to follow up where there are academic alerts, welfare/pastoral or UKVI compliance concerns.
- attend meetings of the School’s Teaching Committee.
- liaise with DoT on PGT related issues for the School Management Group
- liaise with DoT on PGT learning, teaching and assessment for wider University representation
- liaise with the PGT student representative and meet with the PG Staff Student Consultative Committee
- liaise with School Library Representative to oversee library provision for all PGT programmes.
- contribute to University PGT working groups.
- oversee the proofing of programme information; ensuring that all material is correct on all platforms: i.e. updating Programme and Module information on the Website, PG Pamphlets, PG Catalogue
- responsible for ranking scholarship applications within the School
- facilitate matching dissertation topics and supervisors
- liaise with external examiners to determine any needs they might have and to make sure they get all the information they require.
- nominate new external examiners as required.
- contribute to the School Self Evaluation document and Annual Academic Monitoring reports and attend meetings as required by the Academic Monitoring process.
- chair PGT module boards and report module grades and degree classifications to Registry by the reporting deadline
- confer with the DoPGR on PGT to PGR transition where necessary
- chair the School’s PGT committee meeting
- ensure external examiners have all of the information they require to perform their roles and work with Registry to ensure that contracts of employment and payment of fees can be managed effectively
- monitor programme expenses and draft budget for approval by HoS
- collate School nominations for University scholarship selection and courses to produce support statements to Scholarship selection committee