**RESPONSIBILITIES OF FACULTY PARTNERSHIP MANAGERS**

General

Under Ordinance XXVIII, Recognition of Institutions, the University appoints members of staff, Faculty Partnership Managers, to course committees at recognised institutions. The role provides a focus for the development, monitoring and enhancement of collaborative arrangements at Faculty (or named subject) level and maintains an overview of such provision taking account of the 5&50 and Faculty strategic priorities.

Key Responsibilities include:

1. Taking account of the Faculty’s Academic Plan, to support the development and implementation of the Faculty’s strategy for its collaborative provision in relation to both validated and franchised (or other collaborative models as relevant to each Faculty) provision for specified subject area(s), in consultation with the Faculty Leadership Team. This will be in line with the 5&50 strategic objectives in academic excellence, civic engagement and global impact.
2. To act as a point of contact for all the Faculty’s collaborative partners for the specified subject(s) as agreed with the Faculty Leadership Team and to bring forward to relevant Faculty and University committees, proposals for new programmes, subject networks or changes to existing networks/programmes in line with 5&50 and Faculty strategic plans.
3. To seek to identify and effectively resolve problems related to the Faculty’s collaborative provision in liaison with partner institutions and appropriate University Departments.
4. To work with relevant University departments to ensure that standards assurance and quality management activities are achieved in a co-ordinated and effective manner for the specified subject(s).
5. To ensure there are effective channels of communication with Course / Subject Directors in partner institutions, the outcomes of which are to be reported as part of the annual report.
6. To engage with and support the Faculty’s global engagement strategy for collaborative provision, as relevant to the Faculty.
7. To support the Annual Course Review process, by participating in the review of programme submissions, and to ensure that effective and appropriate follow-up action is taken to address issues identified at both institution and subject level.
8. To develop an effective channel of communication with students studying on University awards at partner institutions, to achieve feedback on the student experience.
9. To represent the Faculty on the University Collaborative Partnerships Forum and to Chair this Forum as required.
10. Any other duties appropriate to the grade and nature of the post.

Key Roles in relation to individual courses

**1 Admission and Enrolment** To provide advice and guidance on:

* Entry requirements
* Exemptions and accreditation of prior learning
* Registration procedures (franchised and outcentre provision)
* Rights and obligations of Associate Students

**2 Teaching and Learning** To provide advice and guidance on:

* Programme developments and proposed curriculum changes
* Policy and regulation
* University regulations

**3 Assessment ●** To review and agree:

- Arrangements for the internal and external moderation of assignments and examination papers and for the moderation of assessed work in line with Faculty policies

- Cross-moderation across common modules where appropriate

* Arrangements for the appointment of the external examiner(s) and to make recommendation(s) to the Faculty
* Arrangements for the Board of Examiners meeting(s) in accordance with University policy
* To communicate the overall timetable for the examination process to the partner institution
* To attend or ensure representation at formal Board of Examiner meetings, (note: chairing of Boards of Examiners is not part of the role)
* To discuss and co-ordinate the Faculty and partner institution response to the external examiner’s report and to monitor required action (franchised and outcentre provision)

**4 Resources ●** To review CVs for new staff in the partner institution associated with the provision

* To review and report on the other resources and facilities available to support programme delivery, as required

**5 Student Support ●** To review arrangements for the academic and pastoral support of students

**6 Quality ●** To receive agendas, papers and minutes for all course committee meetings

* To receive the agenda and minutes of all staff/student consultative committee meetings. (The Faculty Partnership Manager has the right to attend any staff/student consultative committee meeting)
* To ascertain student views on the course(s)
* To advise on and, where necessary, attend student appeals
* To provide support for University staff development events for staff in partner institutions

**7 Publicity Material ●** To monitor the accuracy of all relevant published information developed by partner institutions, taking necessary remedial action as required

**8 Reporting ●** To provide an annual report for consideration as part of the Annual Course Review exercise (validated courses)

* To provide other reports to University or Faculty committees or panels as required

**9 Involvement in University** To be involved in:

**Processes** **-** Initial course planning, evaluation, monitoring and revalidation activities, and in these contexts to provide advice and guidance to the course team and to draw to the attention of the University any concerns in relation to the proposed programme development

**-** Amendments to current programmes

**-** Annual Course Review

- Audits and working groups arising from the work of the Forum

**Other Duties**

* To undertake specified teaching or other duties as agreed with the Head of School (depending on the Faculty arrangement)
* To participate in external reviews relating to collaborative activity