



Job description

Job Title:	Dean of Academic Partnerships
Responsible to:	Pro-Vice-Chancellor – Education
Responsible for:	Associate Dean of Academic Partnerships
Appraisal by:	Pro-Vice-Chancellor – Education

Purpose of the post

The Dean of Academic Partnerships is one of the principal officers of the University. On behalf of the PVC - Education, s/he plays a crucial role in delivering the University’s strategic objectives for education through collaborative partnerships. With delegated authority from the PVC - Education, the Dean of Academic Partnerships leads the implementation and monitoring of the University’s policies and processes for maintaining academic standards and ensuring the quality of learning opportunities within partner institutions. The Dean of Academic Partnerships is line managed by and reports to the PVC - Education who chairs the University’s Education Committee, and the Dean works with the Chair of Academic Quality and Standards Committee, the Associate Dean of Academic Partnerships, and the Deputy Academic Registrar (Academic Standards and Partnerships) to support the effective oversight of the University’s collaborative provision.

The post is a full-time appointment, with 20% of the post-holder’s time allocated either to maintaining and developing their research career (for post-holders with an Academic and Research contract), or undertaking scholarship relating to their substantive academic post (for post-holders with an Academic-only contracts). The Dean of Academic Partnerships may only undertake other activities in their department with the express permission of the PVC - Education.

The appointment of the Dean of Academic Partnerships is governed by Ordinance 8.

Duties of the post

Education strategy and the student experience

1. To support the PVC – Education in the development and effective implementation of the University’s strategic framework for its collaborative educational partnerships, working with other members of the University’s Senior Management Team as needed on this development and implementation.
2. To support the PVC - Education in ensuring the effective implementation within partner institutions of the University’s strategic objectives for its educational provision. In this capacity, to be a member of the Senate and other relevant University-level committees, as set out in the University’s Ordinances.
3. To support the development and enhancement of excellence in education within partner institutions by encouraging innovation in learning, teaching and assessment (whilst assuring academic quality and standards), and supporting the enhancement of the student experience by identifying and disseminating examples of good practice, working closely with the PVC - Education, the Deputy Deans (Education), and the Associate Dean(s) of Academic Partnerships in these areas.

4. To promote a culture of scholarly activity at partner institutions and support academic staff professional development.
5. To be a proactive member of Partnership Management Boards, including contributing to the setting and monitoring of strategic objectives for each partnership.
6. To support the development of University strategy and policy relating to education (for example serving on and/or chairing task and finish groups), as directed by the PVC - Education.

Academic quality and standards

7. To oversee the assurance and enhancement of the quality of the University's taught academic provision (undergraduate and postgraduate) delivered at or by partner institutions, including programme approval, monitoring and review.
8. To oversee the quality of the student learning experience at collaborative partners and to ensure parity of academic standards between the University and its partners.
9. To chair meetings of the Partnerships Education Committee, and to approve items on behalf of the Board under delegated powers, including:
 - a. Change of module title or content.
 - b. Change of assessment of a module within the existing approved range.
 - c. Introduction and discontinuation of modules.
10. To be co-Chair of the University Campus Suffolk (UCS) Joint Academic Committee (JAC) and to act with delegated authority from the PVC - Education in the approval of UCS External Examiner appointments, review of UCS External Examiner reports and other UCS JAC matters as agreed from time to time.
11. To oversee the scrutiny and approval of assessment and examinations matters at collaborative partner institutions, including the appointment of External Examiners, the review of External Examiner reports, the composition of Boards of Examiners and Assessment Boards, and chairing meetings of Boards of Examiners for taught courses at collaborative partners other than at Writtle College and UCS, and to oversee the operation of Boards of Examiners and Assessment Boards at Writtle College and UCS.
12. To be Chair or co-Chair of individual partnership Curriculum and Quality Groups and to represent the University on partner institution HE committees and other appropriate bodies, as and when required.

Student case work

13. To make decisions on individual student cases on matters covering academic progress, alleged academic offences, temporary withdrawal, change of course and special syllabus requests, in accordance with the University's agreed procedures for partnership provision, following consultation with Academic Standards and Partnerships senior staff.

Other duties

14. To line manage, support and work closely with the Associate Dean(s) of Academic Partnerships and, following approval from the PVC - Education, to negotiate and agree annually a reasonable division of duties with the Associate Dean(s).
15. To undertake ceremonial duties, including attending Graduation ceremonies at partner institutions.
16. To undertake other such duties as may be assigned from time to time by the PVC – Education or his/her nominee.

Key relationships and contacts

The key internal relationships of the Dean of Academic Partnerships are with the PVC - Education, the Chair of Academic Quality and Standards Committee, the Associate Dean(s) of Academic Partnerships, the Deputy Academic Registrar (Academic Standards and Partnerships), the staff within the Academic Standards and Partnerships Office, and with HE staff at collaborative partner institutions.

These duties are a guide to the work that the post holder will initially be required to undertake. They may be changed from time to time to meet changing circumstances and do not form part of the contract of employment.

The Dean of Academic Partnerships will also represent the University nationally and internationally to a wide range of key stakeholders.

Person specification

Qualifications/Training	Essential	Desirable
<ul style="list-style-type: none"> The academic standing within the University to gain and retain academic credibility within the University's academic community. 	X	
Experience/Knowledge	Essential	Desirable
<ul style="list-style-type: none"> Knowledge of the key issues and challenges in higher education, nationally and internationally. 	X	
<ul style="list-style-type: none"> Substantial experience in a leadership position within an academic Department. 	X	
<ul style="list-style-type: none"> Experience of managing effectively one or more programmes within their department, or of other significant management responsibilities for educational provision at departmental or Faculty level. 	X	
<ul style="list-style-type: none"> Knowledge and experience of the University's policies and procedures for assuring academic quality and standards. 	X	
<ul style="list-style-type: none"> Knowledge and experience of the University's policies and processes as they relate to the management of student casework. 	X	
<ul style="list-style-type: none"> Knowledge and experience of the University's partner institutions. 		X
<ul style="list-style-type: none"> Experience of chairing meetings. 	X	
Skills/Abilities	Essential	Desirable
<ul style="list-style-type: none"> Substantial experience in a leadership position within an academic Department. 	X	
<ul style="list-style-type: none"> Well-developed analytical and problem solving skills. 	X	
<ul style="list-style-type: none"> Strong communication and negotiation skills, particularly the ability to persuade and inspire academic colleagues and members of 	X	

professional support services in order to achieve strategic objectives by working with and through others.		
<ul style="list-style-type: none"> ▪ The ability to establish positive and effective working relationships with colleagues at all levels of the University and its partner institutions. 	X	
<ul style="list-style-type: none"> ▪ A strong commitment to the University's mission of delivering excellence in both education and research, and to fostering and promoting the links between these two areas of activity. 	X	
<ul style="list-style-type: none"> ▪ A strong commitment to the University Values that underpin Essex's mission and Strategic Plan. 	X	
Other	Essential	Desirable
<ul style="list-style-type: none"> ▪ Willingness to travel within the eastern region, the UK and occasionally overseas. 	X	

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