

ROLE DESCRIPTION

Vacancy reference:	
Post Title:	
Grade:	
School/Department:	
Reports to:	
Responsible for:	

Purpose

The ADTL for the University of Reading Malaysia (UoRM) is responsible to the University Board for Teaching and Learning, through its Chair, for leadership of UoRM in teaching and learning.

Main duties and responsibilities

The ADTL (UoRM) is expected to fulfil, in collaboration as appropriate, all the following responsibilities:

Ensure that Sections at UoRM play their full part in fulfilling the aims for both undergraduate and postgraduate teaching as articulated in the Business Plan and management documents derived from it

Give leadership in the following areas:

Development of new undergraduate and taught postgraduate programmes, and support Sections in the preparation of accreditation paperwork for submission to Malaysian Qualifications Agency (MQA) and other appropriate regulatory and accrediting bodies (both Malaysian and internationally)

Recruitment of undergraduate and taught postgraduate students, and work with the Marketing Team on the development of an appropriate student recruitment strategy

Development of new teaching methodologies, and liaison with UoR in the adoption of methodologies developed and delivered in the UK

Develop collaboration in teaching and learning between Sections at UoRM.

Liaison with professional bodies responsible for the accreditation of degree programmes at UoRM

Work closely with Head of Student and Academic Services to ensure quality management and assurance is maintained

Administer University-level warnings to undergraduate and taught postgraduate students for Neglect of Work and Unsatisfactory Progress, and refer such cases to the Sub-Committee on Neglect of Work and Unsatisfactory Progress as necessary

Approve suspensions, extensions and exceptional admissions arrangements for undergraduate and taught postgraduate students

Support UoRM staff in their Continuing Professional Development, liaising with CQSD UoR to ensure delivery of teaching is continuously improved and developed

This document outlines the duties required at present of the role to indicate the level of responsibility. It is not a comprehensive or exhaustive list and the Provost may vary duties from time to time which do not change the general character of the role or the level of responsibility entailed.

The ADTL sits on the following committees:

- Member of UoRM Executive Board (EB)
- Member of UoRM Academic Board (AB)
- Chair the UoRM T&L Committee.
- Member of UoR UBTLSE.
- Other university-level and UoRM-level committees and working groups related to T&L as required.

Supervision received

Reports to the Provost, UoRM.

Supervision given

None.

Contact

At UoRM, you will be the first point of contact for staff and students. You will be responsible for the day-to-day running of the UoRM, ensuring that the UoRM is a safe and secure environment for all staff and students. You will be responsible for the financial management of the UoRM, ensuring that the UoRM is a financially sound organisation. You will be responsible for the strategic management of the UoRM, ensuring that the UoRM is a leading institution in its field. You will be responsible for the operational management of the UoRM, ensuring that the UoRM is a well-run organisation. You will be responsible for the academic management of the UoRM, ensuring that the UoRM is a high-quality institution. You will be responsible for the student management of the UoRM, ensuring that the UoRM is a student-friendly institution. You will be responsible for the staff management of the UoRM, ensuring that the UoRM is a staff-friendly institution. You will be responsible for the external relations of the UoRM, ensuring that the UoRM is a well-regarded institution. You will be responsible for the internal relations of the UoRM, ensuring that the UoRM is a harmonious institution. You will be responsible for the overall management of the UoRM, ensuring that the UoRM is a successful institution.