NORTH WEST DOCTORAL TRAINING CENTRE

Role of the Pathway Leader
(Updated June 2015)

The purpose of this guide is to outline the responsibilities and role of the pathway leaders for the nineteen pathways across the North West Doctoral Training Centre (NWDTC).

What is a Pathway Leader?

Pathway Leaders have been chosen amongst their colleagues within their pathways and their institutions. This will have been mainly based on their experience, relevance and past/current links with the ESRC.

There are two types of pathway leaders. Within each institution there will be one nominated **Institutional Pathway Leader** for each Pathway the institution is involved in. This means that, in most cases, there are three Institutional Pathway Leaders per pathway. Of these Institutional Pathway Leaders, one will be nominated to be the overall **NWDTC Pathway Leader**.

The NWDTC Pathway Leaders will represent their pathway at NWDTC committees and studentship competition panels.

Pathway Leaders will normally represent their pathways for a minimum period of two years to help maintain continuity from one year to the other. Normally, the leadership will rotate every two years from one institution to another. Members of the pathways will be able to nominate the replacement of their NWDTC Pathway Leader after two years. The NWDTC Director can be contacted for input and advice on these appointments if necessary.

If a NWDTC Pathway Leader fails to attend meetings, committees or doesn't fulfil her/his role, the pathway members would investigate the underlying issues behind it and consider whether or not the role should be allocated to someone else. This would be dealt with at pathway level but can be escalated to the NWDTC Director should there be problems with the reallocation of the role.

Institutional Pathway Leaders Responsibilities

The Institutional Pathway Leaders will be responsible for:

- Proactively ensuring that the commitments laid out in the NWDTC bid are fulfilled according to schedule;

- Communicating and liaising with the staff within their own institution concerning important NWDTC news and procedures;

- Disseminating information from the NWDTC central office to the relevant staff at their institutions;

- Communicating with fellow Institutional Pathway Leaders to ensure there is a coherent strategy for their pathway;

- Arranging internal review and ranking processes/panels for their institution's NWDTC applications;

- Supporting the recruitment process by contributing to overall ranking of all institutions applications;

- Reporting back any issues within their institution to their NWDTC Pathway Leader;

- Ensuring that they represent their institution and pathway at any relevant NWDTC events;

- Ensuring that they participate in regular calls/meetings organised by their NWDTC Pathway Leader;

- Leading on cross institutional MA/RT provision for their pathway from their institution;

- Contribute to review of master's provision and submit any changes for consideration to the NWDTC Academic Management Committee for review of eligibility;

- Contribute to the NWDTC re-commissioning bid process in 2015/16 on behalf of your discipline and your institution.

Overall Pathway Leaders Responsibilities

The NWDTC Pathway Leaders will be responsible for:

- Proactively ensuring that the commitments laid out in the NWDTC bid are fulfilled according to schedule;

- Communicating and liaising with their institutional Pathway Leaders concerning important NWDTC news and procedures;

- Communicating with fellow NWDTC Pathway Leaders in view of the NWDTC strategy;

- Coordinating the recruitment process by marking/ranking the NWDTC studentship applications cross institutions. Further, to represent their pathway at the NWDTC studentship committees to present their applicants to the NWDTC Academic Management Committee;

- Reporting back any issues within their pathways to the NWDTC Academic Management Committee;

- Ensuring that they represent their pathways at Pathway Forums and other events;

- Ensuring that they organise regular calls/meetings of all Institutional Pathway Leaders to discuss the progress of the pathway and disseminate relevant information to their own pathway;

- Leading on cross institutional MA/RT provision for their pathway;

- Coordinating the organisation of events, conferences and students meetings as appropriate;

- Contribute to, and oversee, review of master's provision;

- Ensuring that good practice is shared across institutions within the NWDTC;

- Contribute and coordinate aspects of the NWDTC re-commissioning bid process in 2015/16 on behalf of your pathway.

List of Institutional Pathway Leads

An up-to-date list of all Institutional Pathway Leaders and NWDTC Pathway Leaders can be found at: http://www.nwdtc.ac.uk/documents/NWDTCPathwayLeads.pdf

If there are any changes to this list, please notify Hayley Meloy at hmeloy@liv.ac.uk directly.

Key meetings (for overall pathway lead to attend, or suitable representative)

- October 2015: Pathway Forum (see website for date and location)

- 11th December 2015: NWDTC CASE Application Committee (Liverpool)

- January 2016: Pathway Forum (see website for date and location)

- 11th March 2016: NWDTC Studentship Committee (Manchester)

CASE Studentship Application Dates for 2015/16

- 9th November 2015: Deadline for CASE applications to be submitted to Institutional Pathway Leads

- 20st November 2015: Deadline for pathway leads to forward chosen CASE applications to be forwarded to NWDTC Administrator Hayley Meloy

- 11th December 2015: NWDTC CASE Application Committee

- By 18th December 2015: CASE Award decisions announced

- 26th February 2016: Deadline for finding students for successful CASE studentships

Standard Studentship Application Dates for 2015/16

- 1st February 2016: Deadline for students to submit studentship applications to School PGR Administrators

- 26th February 2016: Deadline for Pathways to put forward their top applicants

- 11th March 2016: NWDTC Studentship Committee

- By 25th March 2016: Successful and Reserve candidates notified of outcome