

# Interim Associate Dean for Teaching Excellence and Student Outcomes

## Job Description / Person Specification / Advert

### Overall Role Purpose

Reporting directly to the Vice-Dean for Teaching, Learning and Students, the Associate Dean for Teaching Excellence and Student Outcomes is a key member of the Faculty Teaching, Learning and Student Experience (TLSE) Leadership Team, and is responsible for the leading the Faculty's input into the Teaching Excellence Framework (TEF), and the institution's "Positive Outcomes". The role will work with the Faculty eLearning Team, School Directors of Education, Programme Leaders and faculty and central TLSD teams to enhance the faculty's teaching quality, foster teaching innovation and enhancement through the continued development of the Faculty Teaching Academy. In addition, this role will provide ongoing leadership and engagement with TEF criteria, data, rating, and panel feedback via the University TEF working group.

The post will be for a period of 6 months and will carry an honorarium. We expect that the post holder will carry out their Associate Dean responsibilities in two days per week. The appointee will continue to hold their substantive appointment and will revert to this following the 6 months.

### Key Duties/Responsibilities

The key duties and responsibilities of this interim role will be to:

- Provide leadership for the development and implementation of the Faculty Teaching Academy; linking to TLSE priorities based on relevant data from e.g., TEF, NSS, PTES, APP – to provide a pipeline of ongoing academic development and support for teaching excellence in line with Faculty plans, M2035 priorities, and alongside the already developed Academic Development Programme.
- Ensure that a peer-review process is piloted, evaluated and rolled out across the Faculty to contribute to a continuous improvement and enhancement of our teaching delivery and make visible good teaching practice through promotion of case-studies via the Teaching Academy.
- Work with the AD for Inclusive Education and Engagement to ensure that Inclusive Education, including the Faculty's Access and Participation Plan (APP) commitment, and the Student Success Hub outputs, are integral to the teaching excellence and education development offer from the Teaching Academy, and where appropriate support the development of interventions and pilots across the teaching and student enhancement space, ensuring scalability across the Faculty.
- Provide leadership for the Faculty's ongoing input into the Teaching Excellence Framework planning and preparations, working with the UoM TEF Working Group to identify priority areas for TEF2027 submission, and the Faculty TLSE leadership, to identify how to systematically collect and use teaching and learning-related data to monitor and improve the student experience and student outcomes.

- Be responsible for ongoing review of the following to identify features of excellence:
  - the impact of the policies, practices or initiatives on the student experience or outcome at School/Programme level (*e.g.*, Educational Gains Pilot and Roll-out)
  - annual monitoring or periodic reviews, external examiners, PSRB, monitoring or evaluation of educational strategies
  - Student or staff feedback and surveys.
- Champion a culture of continuous improvement and teaching excellence.

### General

- Represent the Faculty on University groups (*e.g.*, TEF Working Group, Educational Gains Working Group, Survey Working Group), as requested by the Vice Dean of TLSE.
- Contribute to the development and delivery of the Faculty's professional development framework, particularly in relation to the Academic Development Programme
- Be a proactive and engaged member of the Faculty TLSE Strategic Leadership Team and share responsibility for its leadership and success.
- Understand the influence of his/her portfolio of activity on carbon emissions and wider environmental impacts. Responsible, in collaboration with colleagues, for developing plans to reduce carbon emissions and to identify and address barriers to further this reduction.
- Lead on embedding more sustainable practice and empowering action within sphere of influence and control.
- Promoting equality, diversity and inclusion in all activities and interactions in accordance with the policies of the University
- These key duties and responsibilities provide a framework for the role rather than serving as a definitive list. Other reasonable duties may be required commensurate with the nature of the post.

### Person Specification

Candidates must be able to demonstrate that they meet the requirements of this person specification in order to be considered for the role. This is a highly collaborative role and requires the post holder to be able to build effective relationships with members of the TLSE community across the Faculty to build a One Faculty approach and focus to our teaching excellence initiatives.

- A demonstrable commitment to ensuring that students have access to a high-quality teaching and learning environment through the provision of excellent teaching and establishing a continuous improvement culture
- Is able to communicate a clear vision of the teaching and learning goals of the University and Faculty and can align these with the key themes of TEF
- Excellent interpersonal skills with the ability to work across organisational boundaries to ensure that the Teaching Academy, peer-review process and TEF2027 initiatives lead to teaching excellence and are integral into how the Faculty approaches to teaching excellence

- Is operationally minded and is able to translate strategy into an effective plan for delivery
- Has demonstrated the ability to implement and manage change effectively through the roll-out of processes and initiatives
- Evidence their own continuing development in teaching and learning practice either through an Advance HE Fellowship or other evidence relating to CPD
- An open and honest individual with a high level of integrity and is able to share in the pleasure of others achievements.

### **Time Commitment**

This secondment is for 6 months in the first instance with the possibility for this to be extended. The appointee will continue to hold their substantive appointment and will revert to this following the secondment. The FCM allocation for this role is 0.4FTE per week.