

University of St Andrews - School of Medicine Handbook  
**SCHOOL OF MEDICINE APPOINTMENTS**  
**DIRECTOR OF TEACHING / DEPUTY DIRECTOR OF TEACHING**

**DIRECTOR OF TEACHING**

1. **Context.** The appointment holder promotes quality enhancement of, and leads development of strategy and policy for, all Learning, Teaching and Assessment of existing UG and PGT courses and modules housed within the School and researches and develops opportunities for new UG and PGT courses.

2. **Purpose, Responsibilities and duties.** These duties stem from the University document; [‘The Role of a Director of Teaching’](#) and School of Medicine specific requirements. Where appropriate, these duties are filled in conjunction with, or by delegation to, relevant role-holders (e.g. the Director of Postgraduate Taught studies (DoPGT), the Academic Lead for Assessment (ALfA) or deputy DoT).

- a. Owns effective delivery of all taught programmes within the School:
  - i. Monitors the quality of delivery and all processes relating to UG and PGT learning, teaching and assessment.
  - ii. Review and report teaching work allocation related to UG and PGT teaching and assessment, working with Divisional Heads to ensure appropriate distribution.
  - iii. Advertise and appoint Module Controllers for Taught Programme modules as required.
  - iv. Identify, facilitate and/or develop teaching and educational training for staff that is relevant to the needs of the School.
  - v. Promote Quality Enhancement of L, T & A, including interactions with CEED.
  - vi. Responsible for overseeing library provision for all taught courses, in liaison with the School's Library Representative and Library Liaison Officer.
  - vii. In conjunction with the Dean of Medicine and in liaison with the Medical Assessment Team, appoint and engage with external examiners.
- b. Owns the correct implementation of University policies relating to learning and teaching for all taught programmes within the School:
  - i. Advise whether any initiatives require approval via appropriate channels (i.e. School Teaching Committee, Curriculum Approvals Group).
  - ii. Front line resolution of academic appeals and academic complaints.
  - iii. Attends Module Boards and External Examiner meetings.

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c. Develop School strategy and policy for learning, teaching and assessment of UG taught courses and ensure alignment with PGT provision via the DoPGT:

i. Attend School Operations Group and School teaching Committee to ensure appropriate stakeholders consulted.

ii. Contribute to generation of annual School Strategy document.

d. Leads the School response/reports to the Proctor's office on all matters relating to learning and teaching for taught programmes (via Learning Teaching Committee, Annual Academic Monitoring, Reflective Analyses etc.)

i. Write the School Self Evaluation document and Annual Academic Monitoring reports and attends meetings as required by the Academic monitoring process.

e. Owns all processes that impact academic progression of all taught students within the School:

i. Chair the School of Medicine Academic Progress Committee. See Terms of Reference.

ii. Work closely with the Pro Deans on student support and welfare.

iii. Convenes School Academic Misconduct panels as requested by the Academic Misconduct Officer.

f. Ensures accuracy of relevant publications and data sets relating to learning and teaching of taught courses:

i. In conjunction with Dir of Admissions ensure all publications (prospectus, course catalogue etc.) are up to date and accurate.

ii. Maintain Key Information Set data.

### **3. Interactions:**

a. The DoT reports to HoS and liaises with Proctor, School of Medicine taught course directors, DoPGT, Pro-Dean, ALfA, Learning Technology Team, and Teaching and Student Support Team.

b. Is a member of the School Operations Group, Teaching Committee, SSCCs and may be called to the School Ethics Committee.

### **4. Tenure / scale:**

a. The tenure is 3 years. The appointment is for 3 years in the first instance. An extension is possible for either another full period of 3 years, or 1 year at a time. The maximum tenure is 6 years.

- b. A part time appointment amounting to 35% to 40% FTE<sup>1</sup> / 600 hours per annum.

**5. Eligibility / Qualifications:**

- a. Role holder would be required to be available to the School at key times in the academic calendar to effectively fulfil role (e.g. pre, post and during assessment period, Wednesday afternoons as required to attend University LTC meetings).
- b. May also be a Head of Division. May not be a Programme Director concurrently.

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<sup>1</sup> This is an estimate in steady state and over a whole year. The role may be more demanding at specific points of the calendar or for a new appointee.

**DEPUTY DIRECTOR TEACHING (QUALITY ASSURANCE & ENHANCEMENT) (QAE)**

6. **Context.** The exact duties of a Deputy DoT can be agreed between the DoT and their deputy but must be approved by the School Operations Group. The role specification below indicates the nature of the Deputy position at time of press and can therefore be subject to change according to School strategic priorities.

The main remit of the current role is to work in partnership with the DoT to lead and promote quality assurance and enhancement of learning and teaching within the School of Medicine. This role is directly related to QAE and is not a full deputy for all aspects of the DoT role.

7. **Purpose, Responsibilities and duties:**

The role holder will be expected to deputise for the Director of Teaching and should consider the Director of Teaching appointment specifications.

- a. Assist DoT in development of strategy and policy for learning, teaching and assessment of taught courses. Quality Assurance.
- b. Regularly update the DoT on all relevant matters of QAE relating to learning and teaching.
- c. Provide regular reports to the School Teaching Committee on QAE matters.
- d. Work with the stakeholders listed above to develop strategies for enhancing the student experience.
- e. Aid the development and implementation of initiatives aligned with School strategy to enhance the delivery of learning and teaching.
- f. Advise whether any initiatives require approval via appropriate channels (i.e. School Teaching Committee, Curriculum Approvals Group).
- g. Monitor the progress and success of initiatives to enhance the delivery of learning and teaching.
- h. Engage with the relevant leads on internal and external academic monitoring processes related to the QAE of learning and teaching.
- i. Engage with wider University community to identify QAE opportunities.

8. **Interactions:**

- a. Reports to DoT. Deputise for the DoT at University and School Forums and Committees related to QAE as appropriate
- b. Is a member of the Teaching Committee and both SSCCs.
- c. Liaises with; Head of the School's Education Division, Course Director(s), ACT QA Officer, Clinical Programme Lead, Module Controllers, Speciality or subject lead(s) (e.g.

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Academic Lead for Assessment, theme leads, Anatomy leads), School President and Class Representatives

### 9. Tenure / scale.

- a. The tenure is 3 years. The appointment is for 3 years in the first instance. An extension is possible for either another full period of 3 years, or 1 year at a time. The maximum tenure is 6 years.
- b. A part time appointment amounting to 20% FTE.

### 10. Eligibility / Qualifications:

- i. The role holder must be able to fulfil the duties of this appointment within the constraints of other commitments and existing contracted hours.
- ii. May not be a Programme Director concurrently.

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#### Version Control Record *(expand table as required)*

Date	Revision Description	Major Changes
14/12/2020	Revised version	