

SCHOOL OF MEDICINE APPOINTMENTS
DIRECTOR OF SHORT COURSES

1. **Context.** The appointment holder leads development, delivery and quality control of Short Course. There are 4 general types of short course:
 - a. Courses which are affiliated to or a subset of Medicine's PG T or UG programmes.
 - b. Stand-alone / non-affiliated courses run by the School of Medicine.
 - c. Courses run by the University where Medicine may contribute staff or content.
 - d. Courses run in the School's premises by third parties.
2. The Director of Short Courses will agree and deliver targets (course numbers / student FTE / income) with HoS and School Manager annually. The Director of Short Courses will be supported by the Teaching Team (PG T and short Course Co-ordinator) for marketing, preparing and running courses. The short course coordinator will liaise with LT, Finance and Ops / Facilities Team to facilitate the whole process.
3. **Delivery types.** The finance section of the Short Course Handbook describes the funding models in detail:
 - a. **The 'School Model'.** The School lays on a course with salaried staff plus the full package of infrastructure. Income is retained by the school except an incentive payment to the course leader, paid into a University personal account to reflect additional work done.
 - b. **The 'Client Model'.** The school rents space at pre-agreed rates to a 3rd party who runs their own course on School of Medicine premises on the proviso that the client meets the School's educational and reputational expectations. These are likely to be 'closed' courses where the client invites selected participants.
 - c. **The Partnership (hybrid) Model.** The School establishes a partnership with a course provider that is mutually beneficially to both parties and a 'cost / profit share' agreement is established; either a flat rate or a percentage of profit. This might include the school paying a fee to an external expert to deliver a course or a service provider who wishes to utilise some or all the services listed above. These options will usually have a bespoke funding model which may include profit share. This model is appropriate for honorary staff who lead courses.
4. **Purpose, Responsibilities and duties.**
 - a. In conjunction with DoT, develop the School's strategy for Short Courses.
 - b. Provide guidance to Course Leaders in the development and implementation of new and existing courses.
 - c. Represent the School at University level on Short course matters.

- d. Contribute to the School Self Evaluation document and Annual Academic Monitoring reports and attends meetings as required by the Academic Monitoring process.
- e. In conjunction with Course Directors, ensure all publications (prospectus, course catalogue etc.) are up to date and accurate.

5. **Interactions:**

- a. This role holder will be responsible to the Director of Teaching, they will chair the Short Course steering committee and interact with MSc and UG Course Directors where a short course is spun out from an academic programme.

6. **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.

7. **Eligibility / Qualifications:**

- a. Estimated workload is 350 hours per annum. Role holder would be required to be available to the School at key times when courses are being run on site.