

ROLE DESCRIPTION

Vacancy reference:	(To be populated by HR if being advertised)
Post Title:	Academic Director (Teaching and Learning), ADTL, Malaysia Campus
Grade:	Grade C and above
School/Department:	University of Reading Malaysia (UoRM)
Reports to:	Provost UoRM; it is expected that the ADTL will liaise on a regular basis with SDTLs and Dean (T&L) on the UK campus as appropriate.
Responsible for:	Academic delivery at Malaysia Campus

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 work closely with Academic Heads of Section (AHOS), Programme Leads and the Teaching and Learning Office (TLO) including the SSC and Programme Administrators (PA). At the UK campus, you will work closely with the School SDTLs and Teaching and Learning Deans as appropriate.

Terms and conditions

The appointment is equivalent to 0.5 FTE. This will be reviewed from time to time depending upon the nature of the duties undertaken.

Normal business hours at UoRM. You may be required to work outside these hours and/or at weekends from time to time.

The term of this appointment is for 2 years, which may be extended or renewed subject to mutual agreement. An honorarium will be paid.

Date assessed: 6th December 2020

Approved by UBTLSE: 5th January 2021