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Erasmus+ Programme  
of the European Union



## **Main duties and responsibilities of staff members at Quality Assurance and Accreditation Department**

### ***Azerbaijan Tourism and Management University***

The Quality Assurance and Accreditation Department at ATMU has three core positions. Those positions are:

- The head of quality assurance and accreditation department
- The head of quality assurance division
- The head of accreditation division

Responsibilities for each position are provided separately below:

#### **1. Head of Quality Assurance and Accreditation Department**

##### ***1.1. Administrative responsibilities***

- Reports to the Rector.
- Responsible for the execution of the university's internal ethical regulations and procedures.

##### ***1.2. Functional responsibilities***

- Works with senior managers to ensure that Quality Policy and targets set by ATMU's strategic plan are performed effectively and in a timely manner;
- Leads and manages activities of quality team to ensure that quality tasks are delivered effectively;
- Plays a leading role in shaping the quality management framework and achieving quality targets at ATMU;
- Leads the initiation, development and implementation of major quality enhancing projects;
- Plays a leading role in maintaining and developing relationships with external quality assurance organizations.
- Provides advice and guidance to senior managers for maintaining effective and efficient quality processes;
- Ensures that quality procedures are effective, measurable and achievable.

#### **2. Head of Quality Assurance Division**

##### ***2.1. Administrative responsibilities***

- Reports to the head of the department;
- Responsible for the execution of the university's internal ethical regulations and procedures;
- Performs the duties of the head of the department while he/she is officially on vacation or when there is no appointment to that position;
- Maintains and archives quality assurance documents.

##### ***2.1. Functional responsibilities***

- Periodically reviews and monitors quality assurance activities within ATMU;
- Develops and implements quality regulations and disseminates them among academic and administrative staff;

- Acts as the key contact person, who provides reports on the quality of any particular activity undertaken in the university;
- Responsible for overseeing the quality management system that covers all activities internally and externally;
- Provides a framework for annual and periodical monitoring or review of quality targets set by respective departments, faculties and programs;
- Works collaboratively with other employees responsible for the achievement of quality assurance targets;
- Makes necessary preparations for internal and external evaluation of academic services;
- Provides an induction on quality assurance systems and processes to new staff members;
- Responsible for conducting surveys among students;
- Responsible for annual and periodical monitoring of academic activities;
- Initiates, designs and coordinates any other quality assurance activities within ATMU.

### **3. Head of Accreditation Division**

#### *3.1. Administrative responsibilities*

- Reports to the head of the department;
- Responsible for the execution of national accreditation regulations and procedures at ATMU;
- Maintains and archives (re)accreditation documents.

#### *3.2. Functional responsibilities*

- Responsible for preparing all documents for periodical reaccreditation submission;
- Prepares the framework and procedures for annual accreditation and monitoring;
- Responsible for periodically reviewing and monitoring study programs;
- Collaborates with other departments to prepare periodical reports;
- Ensures that all changes in accreditation regulations are communicated to relevant departments and organizes trainings, if necessary;
- Manages accreditation plans and assigns tasks across departments;
- Periodically reviews and reports the state of readiness for continued accreditation evaluations;
- Collaborates with other faculties or departments to prepare self-assessment reports for periodical reaccreditation;
- Plans and coordinates activities and assigns tasks among relevant staff members to prepare for reaccreditation.
- Responsible for compiling information about ATMU staff's domestic and international research, teaching and learning activities.

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