



## NAKHCHIVAN UNIVERSITY

### • JOB DESCRIPTION

#### Post

- Head of Quality Assurance Sector.

### AIMS AND RESPONSIBILITIES OF THE ROLE

- To lead the development, implementation and review of the university's quality assurance systems and processes for taught courses and research degrees.

### TANGENTIAL WORKING LINES

- Academic Staff
- Administrative Staff

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- *The range of responsibilities and duties of this role will include the following, although priorities may change in line with the development of the role and other duties may be allocated from time to time.*
  - To oversee and manage quality assurance and enhancement activities throughout the University.
  - To play an active role in ensuring that quality assurance and enhancement issues are appropriately considered throughout the University.
  - To manage preparations for external assessments of the University's academic provision.
  - To lead and manage the production of relevant quality assurance literature, reports and other documentation.
  - To develop, implement and maintain formally published regulations, in hardcopy and

electronic form.

- To advise upon and develop memoranda of agreements for all collaborative arrangements relating to credit bearing HE activity of the University.
- To manage the establishment and operation of collaborative links with partner institutions, and to act as secretary to the University's Collaborations and Innovations Panel.

#### • JOB DESCRIPTION

Post

- Assistant of Quality Assurance Sector.

#### AIMS AND RESPONSIBILITIES OF THE ROLE

- To work collaboratively and authoritatively with academic staff in the university

#### TANGENTIAL WORKING LINES

- Academic Staff
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- *The range of responsibilities and duties of this role will include the following, although priorities may change in line with the development of the role and other duties may be allocated from time to time.*

- To promote the culture of academic quality within the university

- To monitor, review, evaluate and continuously develop the university's quality together with its quality assurance and enhancement strategies, frameworks and procedures.
- To advise on program and course approval and development;
- To oversee the allocation of teaching development grants and organize teaching enhancement activities;
- To compile publications on learning and teaching enhancement.
- To develop and maintain the University's Student Charter, in liaison with the Students' Union and relevant senior institutional staff.