



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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