University of **Reading**

Duties and responsibilities of Programme Directors and Programme Leads for Branch Campuses

Useful definitions:

<u>**Programme Director**</u>: The academic member of staff who provides academic leadership and direction to the programme and is responsible for providing support to the Programme Lead to achieve the aims and learning outcomes for the programme at the branch campus.

Programme Lead: The academic member of staff at the branch campus who is responsible for the delivery of the programme according to the stated aims, learning outcomes, structure and content relevant to the geographical context. The role may be undertaken by the Head of Section at the branch campus or by a designated individual.

Note: The Programme Director is ordinarily based at UoR in the UK and the Programme Lead at the branch campus. However in some instances this may be different and the Programme Director may be located at the branch campus.

Duties & Responsibilities:

The Programme Director is responsible for:

- Providing academic leadership, direction and support to the Programme Lead at the branch campus;
- Ensuring that the Programme Lead is familiar with the teaching and assessment schedule for core and optional/elective modules at all stages of the programme;
- Working with the Programme Lead to include a report on programme delivery at the branch campus within Annual Programme Reports, Periodic Review and external accreditation events as relevant
- Managing the relationship with, and ensuring the appointment of, Programme External Examiners who are aware of the programme delivery at the branch campus
- Liaising with School Directors of T&L, and relevant staff from other Schools which provide modules or other resources to the programme

- Managing the relationship with existing and potential accreditation bodies and ensuring they are aware of, and approve, the branch campus delivery.

The Programme Lead is responsible for:

- Working with the Programme Director to ensure the achievement of stated programme aims and learning outcomes
- Providing programme leadership for all student facing programme matters
- Providing academic leadership to the teaching team delivering the programme at branch campus
- Ensuring that programme student handbooks are updated as appropriate in line with the University guidelines and with any changes in programme content and operation, and ensuring that they contain all requisite materials;
- Attending Student-Staff Liaison Committees (SSLCs) at branch campus and ensuring the proper representation of these to the respective Programme Board
- Dealing with programme-specific student complaints
- Investigating instances of student neglect of work and academic engagement
- Assisting, as requested, Senior Tutors in the process of dealing with Extenuating Circumstance Requests
- Assisting the Head of Section and the marketing team at the branch campus in the preparation of all programme-specific marketing material
- Assisting the Head of Section to ensure adequate resourcing and presence at Open Days or Recruitment Fairs
- Attending programme-specific Open Days to ensure an informative, welcoming, and relevant experience for prospective students and their guests.
- Representing the programme at Graduation ceremonies and receptions
- Handling, in association with Admissions Tutor, enquiries from prospective students and parents
- Managing and resourcing appropriate Welcome Week introduction sessions for new students, to ensure a welcoming and informative induction.
- Managing and resourcing appropriate Week 6 activities for students across the life of the programme
- Managing and evaluating the programme-specific end-of-year student programme and module evaluation process
- In the absence of a nominated careers officer and/or placement officer, liaising with prospective employers and external organisations
- Reporting to the Head of Section at branch campus on the performance of the programme.