

## ACADEMIC DEVELOPMENT & QUALITY ENHANCEMENT OFFICE (PARTNERSHIP)

### APPENDIX 4: PARTNERSHIP TUTOR ROLE DESCRIPTION

**Purpose of role:** Partnership tutors act as the liaison point between their School and subject specialists at their allocated partner institution. They act as critical friends during course development and as controls on quality and alignment with University policy and practice during delivery of the course. This complements the role played by external examiners and allows us to ensure that standards are properly upheld for students studying on Sussex-validated courses. Partnership tutors may not always have the in-depth subject knowledge to fully support curriculum development of Sussex-validated courses at the partner institution, but they will co-ordinate provision of this expertise by their School, liaising with the Director of Teaching and Learning or Head of School as appropriate. In support of the goals described, Partnership Tutors may be asked to attend committees, working groups, or other events connected to their partner institution's activities and to read associated documentation.

**Appointed by:** Partnership tutors are appointed by their Head of School; the course(s)/pathway(s) covered by their role will be determined in consultation with ADQE.

**Appointment commencement period:** 1<sup>st</sup> September to 31<sup>st</sup> July.

**Tenure:** Minimum 2 years.

**Time commitment:** 0.1 FTE.

**Letter of appointment:** Upon appointment Partnership tutors will receive a letter from ADQE laying out their duties in more detail and identifying their counterpart in the partner institution. Precise duties will differ depending on the course(s)/pathway(s) Partnership Tutors have responsibility for or the nature of the partner institution they will be working with. These differences will have previously been outlined by ADQE to the Heads of School to enable them to make the most appropriate appointment to the post.

**Point of contact:** ADQE will keep in contact with Partnership Tutors throughout their tenure to clarify the role, answer any queries they have, and to update them on relevant information or invite them to meetings. Whilst Partnership Tutors (or their nominee) act as subject specialists as regards partner's course development, ADQE Managers will act as more generic academic advisers.

**Handover:** It is hoped that the outgoing Partnership Tutor will arrange for a handover to the new Partnership Tutor to enable learning gained from year to year to be preserved and to better help the new Partnership Tutor adapt to their role.

**Remuneration:** Schools receive £5000 per Partnership Tutor. This compensates the School for the time the Partnership Tutor spends on work related to the partner institution.

**Unavailability:** In the event that a Partnership Tutor will be unexpectedly unavailable during a time that they are required to undertake activities with their partner institution they should notify their line manager who should then notify ADQE and liaise with their Head of School to find a suitable temporary replacement.

**Role reports into:** Each partner institution has a University Steering Group overseeing its activity. Partnership tutors' reports and feedback will be discussed at these, but the nature

and scope of the Partnership Tutor role is ultimately overseen by the University Education Committee.

**Illustrative Partnership Tutor Activities (not an exhaustive list):**

- Advocating for partner curriculum changes at School Teaching and Learning Committee
- Reading the relevant sections of partner's Annual Monitoring Report to provide feedback to ADQE
- Meeting with staff and students at the partner institution at least once a term, ensuring that the conditions of (re)validation are being carried out and that staff are up-to-date with subject/sector developments and training
- Providing an annual report on the partner institution's activities in relation to the course(s)/pathway(s) overseen to identify best practice or areas requiring development
- Available as a Steering group member
- Available to attend Board of Study meetings
- Available as panel member for (re)validations
- Available as reader of a partner's full Annual Monitoring Report