

NEW SCHOOL STRUCTURE

DUTIES OF THE DIRECTOR OF DOCTORAL STUDIES

The Director of Doctoral Studies will report to the Head of School and be part of the School's senior management team.

The duties of the Director will be combined with those of an academic member of faculty and could also be combined with those of another Director or Head of Department in the School.

The Head of School will be responsible for academic members of the School. However, the Head of School may delegate some line management activities to the Director although the Head of School will retain accountability to the University for their management and development.

The Director will work closely and collaboratively with Heads of Department (where applicable), fellow Directors from within and across Schools, Pro-Vice-Chancellors and Doctoral School and other relevant Professional Services colleagues, to promote how prospective and existing research students might contribute to the School's and University's research and knowledge exchange aims and priorities for mutual benefit.

The specific purpose of the role of Director of Doctoral Studies will be to assist the Head of School in ensuring that the University's and School's strategic and operational plans for research students and postdoctoral staff are achieved, to include meeting the growth agenda. S/he will play an essential role in ensuring that standards set for doctoral students and supervision are maintained. S/he will also provide leadership in developing new initiatives and formulating policy on matters relevant to research students and postdoctoral staff.

The key duties of the Director will be to:

- 1. Marketing, Recruitment and Admissions:** (i) Ensure efficient mechanisms for the recruitment and admission of research students into the School, working in conjunction with the Doctoral School and other professional services offices; (ii) work closely with the Head of School, School Administrative Officer and Doctoral School and other professional services offices in ensuring effective marketing and student recruitment, particularly through the School website and University events, including open days; (iii) work with the School Administrative Officer in developing relevant content for publication in print, web and other forms; (iv) work with the Alumni and Development Office on building relationships with the School's alumni.
- 2. Standards, Progress & Assessment:** (i) Work with colleagues across the School to ensure institutional policies and procedures and codes of practice, notably the *University Handbook for Research and Professional Doctorate Students* and *University Handbook for Directors of Doctoral Studies*, are upheld with regard to selection, induction, monitoring, examination processes and conduct; (ii) oversee the annual progress reports and annual review meeting for postgraduate research students; (iii) co-ordinate arrangements for research and transferable skills training in order to meet the expectations of the *Joint Skills Statement of the Research Councils*; (iv) support arrangements for research supervisor training and encourage take up in accordance with University policy and provision via the Doctoral School; (v) monitor submission and completion rates of doctoral theses across the School/at departmental level.

3. **Postdoctoral Staff:** (i) Support and embed the principles of the *Concordat for Early Career Researchers* within the School, particularly in terms of the recruitment, retention, professional development and access to facilities of all postdoctoral staff regardless of contractual status; (ii) work with principal investigators to develop postdoctoral staff through the constructive use of appraisal and developmental review.
4. **Student advising:** Provide advice to colleagues with postgraduate student advisory roles within the School.
5. **Staff development:** Contribute to the formulation and implementation of plans for the development of staff in areas relevant to doctoral studies and postdoctoral staff.
6. **Employability:** Contribute as a key player to the University's employability agenda for students.
7. **School Management Team:** Contribute as a key player to the School's management team in its planning, implementation, monitoring and review of strategic and operational plans, liaising with other colleagues as appropriate, taking the lead for doctoral studies and postdoctoral staff.
8. **School and University Committees and working groups:** Participate in and/or chair formal School and University Committees as required, contributing expertise in relation to doctoral studies and postdoctoral staff to the wider university.
9. The Schools will be a new entity and therefore the duties of the Director may be developed and/or revised by the Head of School in conjunction with the Pro-Vice-Chancellor and with advice from Human Resources.

Period of Appointment:

The normal expectation will be for a Director to undertake the duties for three years, with the possibility of an extension for up to a further three years. The Head of School will appraise the Director annually and confirm continuation in the role on an annual basis.

Time Allocation:

The Head of School will reasonably determine the nominal workload for the Directors in his/her School.

Process of Appointment

The Head of School will discuss a forthcoming vacancy for the Directorship with the Pro-Vice-Chancellor and subsequently invite expressions of interest to undertake the duties of the Director from senior academic members of the School which, for the Director of Doctoral Studies will normally be the Professoriate and Readers. The Head of School, in consultation with the School's senior management team, will consider such expressions of interest as well as the whole pool of the Professoriate and Readers from which the Director could normally be appointed.

The Head of School and senior management team will assess each such member of staff within the pool against relevant criteria, to determine the most appropriately qualified

person. Thereafter, a recommendation will be made to the Pro-Vice-Chancellor who, on satisfying him/herself that the right appointment will be made in the best interests of the University and that a fair and robust process for the selection has been followed, will confirm that the appointment may be made. At this stage, the Head of School will offer the appointment to the individual member of staff. If the individual declines to take on the duties, a further selection will be made. Human Resources will confirm the appointment in writing.

Criteria for assessing candidates for the Directorship

- a. Experience of and commitment to academic leadership and management.
- b. Academic credibility with significant experience of successful research student supervision.
- c. Sound understanding of good practice in the supervision of research students.
- d. Sound understanding of quality assurance and enhancement issues.
- e. Sound awareness of the changing expectations of key external agencies, e.g. the Research Councils.
- f. Understanding of current issues in Higher Education, in particular the skills agenda and the 2008 'Concordat to Support the Career Development of Early Career Researchers'.
- g. Excellent inter-personal and communications skills.
- h. Team player with a co-operative approach to colleagues.
- i. Adaptable to change.
- j. Resilient under pressure.

Remuneration:

Undertaking the duties of the Director will be remunerated by an allowance of £2,000 per annum.

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