

## NEW SCHOOL STRUCTURE

### DUTIES OF THE HEAD OF DEPARTMENT

The Head of an academic department in a School will report to the Head of School and will be part of the School's senior management team.

The duties of the Head of Department will be combined with those of an academic member of faculty and could also be combined with those of a Director within 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 Head of Department although the Head of School will retain accountability to the University for the management and development of all academic staff within their School.

The Head of Department will work closely and collaboratively with Directors within the School, Pro-Vice-Chancellors and relevant Professional Services colleagues, in assisting with the management of the School in support of the University's strategic aims.

The specific purpose of the role of Head of Department will be to provide leadership in relation to discipline specific matters within the School.

#### **The key duties of the Head of Department will be to:**

1. **Teaching and Learning:** advise the School, faculty and other relevant colleagues on discipline specific matters in relation to the development, renewal and implementation of the curriculum, and the student experience, in support of the strategic goals of the University and School. Where appropriate, liaise with relevant professional and statutory bodies in relation to the curriculum.
2. **Research, scholarship and knowledge exchange:** advise the School, faculty and other relevant colleagues on discipline specific matters in relation to the delivery of innovative research and scholarship, and knowledge exchange, in support of the strategic goals of the University and School.
3. **Resource planning:** provide support to the Head of School in the planning of resources for the School, including staff planning, participation in staff recruitment and selection, and the allocation of work.
4. **Line management:** support the Head of School in the management and development of academic staff, e.g. participation in and/or organisation of: induction; mentoring; performance review; and promotions; in accordance with University policy.
5. **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 disciplinary lead.
6. **School and University Committees:** Participate in and/or chair formal School and University Committees as required.

7. The Schools will be a new entity and therefore the duties of the Head of Department may be developed 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 Head of Department 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 Head of Department 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 Heads of Department in his/her School.

**Process of Appointment:**

The Head of School will discuss a forthcoming vacancy for the Head of Department with the Pro-Vice-Chancellor and subsequently invite expressions of interest to undertake the duties of the Head of Department from senior academic members of the School which 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 Head of Department 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 Head of Department:**

- a. Experience of and commitment to academic leadership and management.
- b. Academic credibility with a track record of active, high quality research and excellence in teaching.
- c. Sound understanding of discipline specific developments and issues.
- d. Understanding of the external environment and current issues in Higher Education.
- e. Excellent inter-personal and communications skills.
- f. Team player with a co-operative approach to colleagues.
- g. Adaptable to change.
- h. Resilient under pressure.

**Remuneration:**

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

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