

JOB DESCRIPTION

Vacancy reference:	
Post Title:	Academic Director of Teaching and Learning, NUIST-Reading Academy
Grade:	Grade 7-9
School/Department:	ISLI
Reports to:	Reading-based Vice Dean, NUIST-Reading Academy
Responsible for:	Academic delivery at NUIST-Reading Academy

Purpose

NUIST-Reading Academy is the University of Reading's joint institute in China, in partnership with Nanjing University of Information Science and Technology, which offers eight undergraduate and two postgraduate taught programmes. More than one thousand students are enrolled with the University of Reading in Nanjing, and a proportion transfer to Reading UK for some of their studies. Teaching in Nanjing is delivered on an enhanced franchise model by academic staff employed by NUIST, which also has local responsibility for the provision of student services.

The ADTL for NUIST-Reading Academy is responsible for academic quality and standards in respect of Nanjing-based students. The role is based in the UK but includes regular visits to work with staff and students at NUIST. The ADTL is responsible to University Board for Teaching and Learning and the Student Experience (UBTLSE). A key focus of the role is to guarantee a comparable student experience, and equal academic standards, to what is offered to UoR students on other campuses.

Main duties and responsibilities

The ADTL (NUIST Academy) is expected to fulfil, in collaboration as appropriate, all the following responsibilities:

- Provide guidance to NUIST academic staff on the delivery of undergraduate and postgraduate teaching as set out in the operational handbook
- Give academic leadership in the following areas:
 - Promotion of collaboration in teaching and learning between the University and NUIST
 - Supporting NUIST Academy academic staff to ensure delivery of teaching is continuously improved and developed
 - Working closely with the Vice Deans of Teaching and Learning at NUIST Academy to ensure that academic standards, and quality management and assurance, are maintained
 - Ensuring that relevant UoR teaching and learning policies are followed at the Academy
 - Coordinating across UoR Schools and NUIST on assessment matters and the application of assessment policy
- Coordinate the maintenance, review and enhancement of academic provision at NUIST Academy, taking a cross-programme approach to ensure consistency, and making recommendations to UBTLSE as appropriate
- Maintain oversight of teaching operations so that best practice is observed both by Nanjing- and Reading-based staff
- Engage in, and contribute to, UoR processes for the annual monitoring of collaborative provision
- Apply the University of Reading's Academic Engagement and Fitness to Study policy, as appropriate, in the case of Nanjing-based students

- Chair joint meetings of UoR-based PDs and NUIST-based Programme Leads (PLs) to enhance communications

The ADTL may also have a role approving suspensions, extensions and exceptional admissions arrangements for undergraduate and taught postgraduate students in NUIST Academy.

This document outlines the duties required at present of the role to indicate the level of responsibility. It is not a comprehensive or exhaustive list and the Reading-based Vice Dean may vary duties from time to time which do not change the general character of the role or the level of responsibility entailed.

The ADTL attends the following committees:

- NUIST Project Board
- UBTLS
- Other University committees and working groups related to T&L as required

Supervision received

Reports to the Reading-based Vice Dean, NUIST-Reading Academy

Supervision given

None

Contact

At NUIST, the role works closely with the Vice Deans of Teaching and Learning at NUIST Academy, as well as other Academy staff. In the UK, the role works closely with SCTLs, Teaching and Learning Deans, Programme Directors, CQSD, Examinations, the support centres and professional staff in ISLI, as appropriate.

Terms and conditions

The appointment is based in ISLI and fills between 0.5 and 0.7 FTE in workload, on average, across the academic year. The precise distribution of time in role will depend on the nature of other commitments in each teaching term or semester. The appointee should expect to make three or four visits to Nanjing each year.

The role does not include teaching at NUIST, but it is possible to combine the ADTL role with NUIST-based teaching responsibilities.

PERSON SPECIFICATION

Job Title	School/Department
Academic Director of Teaching and Learning, NUIST-Reading Academy	ISLI

Criteria	Essential	Desirable
Skills Required	<ul style="list-style-type: none"> Proven ability to manage academic programmes effectively Proven ability to communicate effectively with key stakeholders Proven ability to work closely with colleagues at senior management level Performance driven 	
Attainment	<ul style="list-style-type: none"> Educated to postgraduate level A teaching qualification such as FHEA, PGCE or equivalent experience 	<ul style="list-style-type: none"> SFHEA
Knowledge	<ul style="list-style-type: none"> A knowledge of University processes for programme design and management An understanding of the University's main processes for quality assurance of programmes and their delivery An understanding of the principles of the quality assurance and delivery of TNE provision 	
Relevant Experience	<ul style="list-style-type: none"> Management of programmes, either as Programme Director, DDTL, SDTL or equivalent Experience of managing TNE or collaborative provision 	<ul style="list-style-type: none"> Previous experience in a senior academic leadership role Experience managing provision at NUIST-Reading Academy Experience working in China or in a Chinese context
Disposition	<ul style="list-style-type: none"> Ability to work closely with others, including professional and senior academic staff, and to provide effective leadership Proven communication skills commensurate with a leadership position Diplomacy and an ability to influence colleagues in Reading and the partner university A keenly articulated sense of academic and international values Willingness and ability to travel to China on University business 	

Completed by: David Carter	Date: May 2022
----------------------------	----------------