Role Profile

Role	**Online Director of Study**
Department/School	
Reporting arrangements	Line managed by the Head of Department or School equivalent

Role Context

1. Directors of Studies for online course management will be appointed in a Department or the School where the development of specific online course(s) has been agreed by the University as part of its Online Programme Management (OPM) programme with the OPM partner. Appointments shall be made by the Faculty Board of Studies on the nomination of the Head of Department. For the School, the nominated Director of Studies will be appointed by the School Board of Studies.

2. In broad terms, Directors of Studies tend to concentrate on the effective academic and operational management of a course(s). The role is specifically focused on and has ultimate departmental responsibility for the successful creation and delivery of online courses and units as well as enhancing the online students' experience.

3. For the University, overall management for all online courses will be carried out at two levels. At an operational level there will be an Operational Oversight Group where the Director of Studies is a member. Strategic decisions relating to the contract with the OPM partner will be made by a Strategy Board chaired by DVC & Provost.

4. Each online course will be developed with the OPM partner. The OPM partner undertakes marketing and recruitment, instructional design and pastoral student support. The contract and partnership with the OPM partner is managed through the Learning Partnerships Office (LPO), with the Head of LPO being the institutional contact between the University and the OPM partner. The Director of Studies will work closely with the Head of LPO to establish effective communication channels with the partner, and to oversee and enhance relevant course KPIs. The LPO will have responsibility for key academic administrative processes for the online courses.

Note: The University shall wholly own all the IP of the course materials produced for distance learning or virtual learning courses and must be in a position to freely use the material for any purpose whatsoever (including the right to license). (Ordinance 22.3)

Role summary

To be responsible for the **day-to-day management** of an online course or courses.
To be a member of the Department Learning, Teaching & Quality Committee.
To be a member of the Online Programmes Oversight Group
To act as a key course contact for the Director of Teaching, the OPM partner, the LPO, the Centre for Learning and Teaching, the Library, Student Services and other colleagues.
To act as a key contact for students on the course(s).

To oversee, in collaboration with the Director of Teaching, the OPM partner and the LPO and other colleagues, as appropriate, aspects of the delivery of the course including*:*

- the creation and approval of the online instructional material for each unit
- the recruitment of Online Teaching Fellows (and/or Online Academics) and their professional development
- the functional direction of Online Teaching Fellows (and/or Online Academics)
- student induction
- student requests for IMCs and extensions to coursework deadlines*
- student requests to defer the start date of the course, step out or suspend*
- implementation of disability action plans (DAPs) for students with disabilities*
- timely and effective communication to and with students (ensuring adherence to agreed response times for online students)
- feedback to students
- course documentation (in particular the student handbook and course specification)*
- examination and assessment offence cases*
- student representation including online forums for SSLCs* and wider engagement activities
- pastoral support for students, working in close collaboration with Online Teaching Fellows and Student Support Coordinators

Working with the Director of Teaching to **provide support** for, as appropriate:

- the creation, design and approval of a new online course*
- taking advantage of technology developments to make course material effective and considering where this material could be incorporated into any on-campus provision
- the monitoring and review of courses and in particular, the timely review of identified key performance indicators*
- input into departmental admissions and recruitment plans
- preparation of accreditation documentation and visits
- liaison with the external examiner*
- assessment, marking and feedback
- the review of, and amendments to units and courses*

*Liaison with LPO
Areas identified with * will form part of the collaboration with Head of LPO / Learning Partnerships Office in their capacity to manage the contract, manage student information and carry out other academic administration functions for online course management.

Directors of Studies will hold office for three years and are eligible for re-appointment. The Board of Studies may terminate the appointment of a Director of Studies. A Director of Studies may resign the appointment by writing to the Board of Studies. It is anticipated that the online DoS will be at Senior Lecturer / Senior Teaching Fellow level.

Person Specification for the Role

Criteria	Essential	Desirable	Examples measured by
Qualifications			
A first degree and PhD in a relevant subject or equivalent level qualification and / or experience gained through extensive industrial or professional practice or University level teaching	X		
UG degree in relevant discipline or equivalent qualification/experience	X		
Membership of professional body (e.g. xx)		X	
Higher education teaching qualification or professional recognition (e.g. PGCert, FHEA or equivalent)		X	
Experience/Knowledge	X		
Substantial experience in relevant field	X		
Demonstrates depth and breadth of understanding of subject matter at a complex conceptual level	X		
Experience of teaching at UG/PG level	X		
Experience of developing and delivering teaching in an online environment	X		
Up to date knowledge of content and methods of teaching and /or supporting learning including the value and use of learning technologies, particularly in an online environment	X		
Skills			
Academic leadership skills	X		
Excellent written and verbal communication skills including presentation skills, particularly related to developing online content	X		
Excellent interpersonal skills, communication style and team working	X		
Evidence of positive working relationships within the University, community, business and other partners	X		
Ability to motivate, line manage and supervise Teaching Fellow staff, including those not physically based in the University	X		
Skills in using online and communication technology to enhance the learning experience	X		

Attributes			
Commitment to excellence in learning and teaching and to providing the highest quality experience for students	X		
Commitment to working within professional and ethical codes of conduct	X		