

Senior Academic Advisor– role profile

The University of Bath is committed to supporting the educational, academic skills, health & wellbeing, and employability development of all students. Our Academic Advising system has an important role to play in delivering on this commitment and forms a key part of our support network for Taught Students. Its key principles are outlined in the Quality Assurance Code of Practice statement: [QA33](#). Heads of Department are responsible for the delivery of academic advising with support from the Senior Academic Advisor(s).

The role of Senior Academic Advisor is integral to an effective Academic Advising system and provides leadership, coordination and oversight to departmental Academic Advisors. It is primarily a staff, rather than a student, facing role. Whilst specific responsibilities may differ by department, an indicative role profile is provided below.

Key responsibilities are:

1. To make sure that the Academic Advising system is communicated to staff and students
2. To make sure that Academic Advisors understand the support available to students and staff
3. To coordinate and monitor the Academic Advising system within the department to ensure its effectiveness
4. To be a member of the Senior Academic Advisors' Forum

To oversee the departmental academic advising system in accordance with the expectations outlined in QA33, including:

1. Working with Directors of Studies, Heads of Department, and programme teams to assign Academic Advisors to all taught students in a timely manner. [QA33 2.2]
2. Working with Directors of Studies to ensure that the students of Academic Advisors who leave or are on periods of absence from the campus are assigned alternative staff to act as their Academic Advisors. [QA33 3.3]
3. Briefing new Academic Advisors on the role and the training and guidance available. [QA33 3.16]
4. Communicating the expectations of the Academic Advising system to staff and students. [QA33 3.13]
5. Ensuring Academic Advisors are aware of the expectations and mechanisms for recording attendance at Academic Advisor meetings, and that these expectations are being met. [QA33 4.2 and 4.3]
6. Acting as a coordinating point for general communication between the academic department and central student support services, including dissemination of information about institutional support and services. This is facilitated by the Senior Academic Advisors' Forum. [QA33 3.15 and 4.4]

7. Acting as a primary point of contact for Academic Advisors and other staff within the academic department: providing advice on advising-related matters, suggesting relevant discussion topics in advance of academic advising meetings, and signposting colleagues to further sources of information and advice such as that concerning student wellbeing, the IMC process or monitoring students' performance. [QA33 3.14 and 3.16]
8. Monitoring of departmental Academic Advising through appropriate mechanisms (e.g., SAMIS notes), to ensure effectiveness of support and compliance with the expectations of QA33. This should include gathering and where appropriate acting on feedback shared by Academic Advisors and students. Academic Advising system is considered annually by SSLCs. [QA33 4.2 and 4.3]
9. Regularly review the departmental Academic Advising system and consider changes to enhance its effectiveness. As part of this, submit an annual report on behalf of the Head of Department to the Department/School LTQC for consideration to support the identification of good practice, success, and areas for improvement in relation to the Academic Advising system. [QA33 4.3]
10. Representing the department at the Senior Academic Advisors' Forum: taking an active role in discussions, supporting the institution in the continued implementation and development of Academic Advising and QA33, and sharing best practice from across the institution. [QA33 3.15]
11. Contributing to the student induction and re-induction processes. [QA33 1.2 and 1.3]

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