**ROLE DESCRIPTION**

**Associate Dean (Postgraduate)**

**Division of XXXX**

**General**

The Associate Dean (Postgraduate) will provide support and advice to the Pro-Vice-Chancellor, Heads of Department (or equivalents) and academic staff in the Division of XXXX on matters related to postgraduate coursework programmes and postgraduate research programmes, and in accordance with the strategic directions and policies of the University. This role reports to the Pro-Vice-Chancellor (XXXX) and works closely with the Division’s Associate Dean (Academic) and with the Dean, Graduate Research School.

This position is 0.XX FTE with administrative support provided by the Divisional Office.

**Main Objectives**

* Provide support and advice to the Pro-Vice-Chancellor on academic developments for postgraduate coursework programmes and postgraduate research programmes (Masters research, PhD and named doctorates)
* Provide academic and administrative leadership in activities related to postgraduate programmes
* Have a strategic overview of postgraduate programmes in the Division and provide input, leadership and support for Divisional/University strategic planning and development of postgraduate programmes
* Support and monitor the postgraduate programmes of the Division, in relation to programme governance, curriculum development, quality assurance, viability, and the implementation of University/Divisional policies and strategic plans
* Support the Heads of Department (or equivalents) and academic staff in the Division to develop and grow their postgraduate programmes and rationalise/divest papers and programmes where appropriate
* Facilitate cross-Departmental and cross-Divisional approaches to postgraduate programmes and associated matters

**Key Tasks**

* Work with Heads of Departments (Heads of Schools, Heads/Directors/Coordinators of Programmes) and Postgraduate Coordinators on postgraduate matters
* Provide oversight of the postgraduate qualifications in the Division
* Advise on the preparation and review of postgraduate proposals and documents for the Division’s Academic Board and its pre-screening committee (Academic Proposals Committee/Academic Committee/Standing Committee/Academic Network)
* Be a member of the Divisional Academic Board and its pre-screening committee
* Provide high-level oversight of the importance of external moderation for postgraduate taught papers, research projects and dissertations
* Monitor the appropriateness of postgraduate student advising and course approval processes; and the marketing of postgraduate programmes, in particular new ones
* Provide oversight of Annual Programme Reports and Graduating Year Reviews of postgraduate programmes/ subjects/ endorsements in the Division, including adequacy of marketing
* Represent the Division on the Board of Graduate Studies
* Approve the appointment of examiners for Masters students (and when required referees) as well as approve the final results sheet
* Oversee the PhD approval and admissions process for the Division
* Oversee the Postgraduate Scholarship programme for the Division, working closely with the Pro-Vice-Chancellor
* Represent the Division on the Graduate Research Committee and PhD Scholarships Panel
* Work closely with the Dean Graduate Research School and advise the Dean on Divisional postgraduate research matters
* Network with Associate Deans (Postgraduate) from other Divisions on a regular basis
* Participate in Divisional Executive meetings (Heads of Departments meetings or equivalent)
* Chair Divisional working parties and committees as requested by the Pro-Vice-Chancellor
* Represent the Division at the University level on postgraduate matters and on appropriate University Committees
* Act for the Pro-Vice-Chancellor in some formal duties when required
* Undertake other duties as specified by the PVC, or in accordance with the Division’s strategic directions and policies

**Person Specification**

The Associate Dean (Postgraduate) will:

* be an experienced member of the Division’s academic staff with leadership skills and outstanding teaching experience and excellent research ability
* have an interest and experience in the development of curricula, governance of academic programmes and strategic planning; and a sound knowledge of academic-related University policies
* have excellent organisational, communication and interpersonal skills and an ability to work collaboratively across Departments/Schools/Divisions

**Key Relationships**

Directly responsible to:

* Pro-Vice-Chancellor

Functional relationships:

* Deputy PVC (if position exists)
* Divisional Associate Dean Academic
* Dean, Graduate Research School
* Divisional Executive, including other Associate Deans at Divisional level (and within Schools or Programmes where exist)
* Deans, Heads of Departments, Heads of Schools, Heads of Programmes, Directors of programmes and Postgraduate Coordinators (as appropriate to the Divisional structure)
* Staff in the Divisional Office
* Academic and support staff and students in the Division
* Student Advisors in the Division and in Student Development
* Divisional Specialist for University Board of Graduate Studies, Secretary to the Board, and Manager Academic Committees
* Associate Deans (Postgraduate/Postgraduate Research) in other Divisions
* Managers in the Graduate Research School
* Deputy Vice-Chancellor (Academic)
* Deputy Vice-Chancellor (Research & Enterprise)
* Director, Quality Advancement Unit
* Director Distance Learning, Director Summer School & Continuing Education
* Head of Office of Student Success
* Head of Student Experience and the five Group Leaders (student records, examinations, student development, timetables and admissions)
* Director International Office
* Director Communications
* Director Marketing

**Division-specific Key Tasks**

**Sciences (currently 0.4 FTE) – called AD (Postgraduate)**

*All Key Tasks covered above*

**Humanities (currently 0.5 FTE) – called AD (Graduate Studies)**

***To be re-named AD (Postgraduate)***

* Chair the Division’s Graduate Studies Committee and bring items from the Committee to the Divisional Board
* Oversee Masters’ degree approval and admissions processes for the Division
* Oversee and approve changes to Masters and PhD enrolments
* Oversee and support the management of individual postgraduate students who encounter problems during the course of their programme of study
* Assess applications for postgraduate conference funding

**Health Sciences (currently 0.3 FTE to become 0.4 FTE) – called AD (Postgraduate Studies)**

***To be re-named AD (Postgraduate)***

* Convene the Division’s Postgraduate Studies Board and be a member of the Otago Medical School Academic Board; and convene and/or participate in any committee or working party or project of those Boards related to postgraduate matters
* Act as Pro-Vice-Chancellor nominee for sign-off on PVC variations, admissions to programmes and examination aspects for the BBiomedSc(Hons), BMedSc(Hons) and BRT(Hons) programmes
* Act as Pro-Vice-Chancellor nominee for sign-off for postgraduate programmes for non-standard PVC variations, and “exceptional circumstances” consideration for admission approvals
* Review and approve programme deferrals and Special Consideration in examinations in postgraduate programmes
* Review and approve International Admissions into postgraduate programmes
* Handle all Level 2 breaches of Academic Integrity by postgraduate students (papers, research projects, dissertations and Honours theses) working when necessary with the Division’s Associate Dean (Academic)

***Commerce have split the AD (Postgraduate) into two positions and hence there are separate Role Descriptions for those positions:***

**Commerce (currently 0.2 FTE) – called AD Postgraduate Programmes (Taught Masters) *To be shortened to AD (Postgraduate Programmes)***

**Commerce (currently 0.2 FTE) – called AD (Postgraduate Research)**