Last Updated: October 2017

The Role of the Programme Convener

The role of the Programme Convener is central to the leadership and management of academic programmes and in enhancing the quality of learning and teaching at a subject level. The programme Convener leads the programme team; and works closely with the Chair of departmental Learning, Teaching and Quality groups (LTQG) to enhance quality, as well as with academic administrative staff to ensure the day-to-day needs of students are met. Programme Conveners are appointed by, and accountable to, the Head of Department.

The Programme Convener role provides leadership for the programme team by:

- Advising, and liaising with, the Head of Department on all programme-related matters
- Chairing the programme board and, where applicable, the exam and resit boards. The Programme Convenor will also call other meetings when necessary in accordance with the academic regulations
- Delegating programme duties and responsibilities to the programme team (including module and Academic Guidance Tutors) and programme support staff as appropriate
- Organising the annual teaching arrangements for the programme, in consultation with the programme team, the Head of Department and other senior staff in accordance to the agreed workload model
- Ensuring that arrangements for student induction, module choice briefings and academic guidance tutoring are in place for the programme

Overseeing key quality processes

- Overseeing key aspects of the programme's work, e.g. the work of the Programme Examinations Officer (as applicable)
- Leading the programme through the continuous programme review, formalizing a final programme annual review each year for presentation to LTQG and to the departmental committee
- Ensuring modifications to the approved programme are processed according to university procedures and in a timely manner
- Approving entries relating to the programme for publication in student recruitment literature, handbooks, programme webpages and larger entries on social media
- Acting as first point of contact for cases of academic misconduct and recommending cases to the departmental disciplinary officer as appropriate
- Confirming any change in the academic status of a student registered on the programme in accordance with student records procedure
- Overseeing the confirmation of student module choice in accordance with the advertised deadlines
- Overseeing the Credit Accumulation and Transfer Scheme (CATS)

Working in partnership

- Liaising with other roles in the interest of the programme including, but not limited to, the Timetabling team, Registry and Academic Office, the library co-ordinator and Academic Engagement Librarian, E-learning, Communications, Recruitment, International, Student Support, departmental Disability Adviser, LTQG Chair and departmental Academic Services Manager
- As a member of LTQG, participating in curriculum development, the review and evaluation of teaching and assessment methods, the review of module evaluation forms, and in the approval of PARs

- Working with departmental administrative staff to ensure the teaching arrangements are communicated to Academic Office and Timetabling
- Co-ordinating the Academic Guidance Tutor arrangements of students on the programme, in consultation with the programme team and the LTQG Chair, as appropriate and supported by the Programme Administrator
- Overseeing processes that improve retention on the programme and enhance the quality of teaching
- Ensuring that students receive programme induction and briefing and/or advice on module choice

Management

- Working with the Head of Department and other members of the department senior team where applicable in the hiring, inducting and managing of visiting lecturers

The workload allowances for programme convening are set out in the workload model.