

Role of Sub-Dean, Learning and Teaching

The Sub-Dean, Learning and Teaching assists the Dean to ensure the quality of learning and teaching in the Faculty. The role of the Sub-Dean, Learning and Teaching is to co-ordinate faculty policy with regard to improving the quality of learning and teaching, to ensure the dissemination of information on learning and teaching within faculties and to represent the Dean on university committees and working parties associated with learning and teaching.

Duties and responsibilities

- Develop and review faculty strategic plans and policies on learning and teaching to support the University Learning and Teaching Plan
- Provide leadership in the development of quality learning and teaching in the faculty
- Provide leadership in the use of the online learning environment for effective learning and teaching
- Promote the greater use of teaching evaluation and student feedback to improve learning and teaching performance in faculties
- Analyse and disseminate statistics on faculty performance on CEQ, SEQ and OES data and other learning and teaching related research
- Review faculty performance in learning and teaching evaluations and provide advice to the Dean and faculty board on ways to improve learning and teaching processes in the faculty
- Work with schools and staff in order to help them meet the Teaching Criteria for performance-based funding
- Participate in new course development processes and course reviews to ensure the inclusion of quality learning and teaching processes in course structures
- Develop a culture of learning and teaching scholarship and research within the faculty
- Act as Presiding Officer to the Faculty Learning and Teaching Committee
- Co-ordinate the activities of school based learning and teaching committees to effect improvements in learning and teaching faculty wide
- Assist staff with applications for teaching awards, on the learning and teaching aspects of promotion applications and on the development of teaching portfolios
- Promote staff development on learning and teaching within the faculty
- Represent the faculty on relevant university committees such as the Learning and Teaching Committee, the Scholarship in Teaching Sub-Committee, Carrick Awards Sub-Committee.
- Liaise with university bodies such as CELT, DIT, Library Services and Student Services to improve learning and teaching within the faculty.