**JOB DESCRIPTION**

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| **Job Title:** Dean of Graduate Studies |
| **Department/College:** Vice-Chancellors Office |
| **Directly responsible to:** Pro-Vice-Chancellor, Research |
| **Major Duties:** 1. To formulate policy relating to postgraduate admissions, teaching, learning, research and assessment in consultation with the appropriate Pro-Vice-Chancellor(s) and senior administrative staff;
2. To advise the Senate on the regulations and actions necessary to promote and govern postgraduate studies at Lancaster and at overseas locations;
3. To approve on behalf of the Committee of the Senate, the appointment of examiners for the degrees of M.Phil and Ph.D;
4. To consider, and if satisfied, to approve on behalf of the Committee of the Senate examiners’ recommendations that postgraduate certificates, diplomas and higher degrees be awarded or that resit examinations or re-submission of dissertations or theses be permitted;
5. To ensure that the academic provision, supervision, support and facilities (the Student Experience) places Lancaster at the forefront of Graduate education. In part this will be through the continuation of Graduate School Forum events;
6. To represent the interests of postgraduate students within the university, including in relation to their role as Graduate Training Assistants;
7. To ensure that the University achieves required Postgraduate research submission and completion rates;
8. To ensure that funding for Postgraduate studentships is maximised;
9. To regularly review the University’s Postgraduate teaching portfolio;
10. To ensure that Postgraduate students receive the appropriate level of Research and Skills development. This will be coordinated through the University Research Training Programme Steering Committee and will involve the management of central resources for research and skills development training (i.e. “Roberts money”);
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| 1. To coordinate University level and cross faculty bids for postgraduate funding (e.g. institutional bids to individual Research Councils);
2. To contribute to national and international debates, respond to external consultations and keep up to date with external developments/initiatives which have implications for postgraduate studies at Lancaster;
3. To coordinate University level relations with external bodies (e.g. QAA, HEFCE, Research Councils) and facilitate interaction between Faculty Graduate Schools;
4. To deal with postgraduate complaints that cannot be handled in faculty in line with the University Complaints Procedure;
5. To contribute to discussions on target numbers and fees levels;
6. To undertake other duties and responsibilities commensurate with the post, as reasonably directed by the Vice-Chancellor and Pro-Vice-Chancellor, Research.

The Dean for Graduate Studies will work with an Advisory group with a core membership of:* Associate Deans for Postgraduate Studies
* Head of the Graduate College
* Representatives of the Registry and Secretariat
* Student representative

This is a 40% FTE post covering a senior colleague buyout for four years.  |

**PERSON SPECIFICATION**

* Personal commitment to promoting excellence in teaching and research across the University
* Substantial experience in teaching and supervision at postgraduate level
* Knowledge and understanding of quality assurance mechanisms and processes
* A sound understanding of the external environment, trends and developments, and how these affect the provision of teaching in the Higher Education sector
* Experience as a Faculty Associate Dean for Teaching
* Experience in project management
* Leadership and influencing skills
* Ability to manage people and resources effectively
* Experience of policy development and implementation
* Excellent organisational skills
* Well-developed interpersonal skills