Unit Director Responsibilities

1. Main job purpose

The Head of School, or delegated representative, appoints unit directors. Each taught unit has a unit director.

Unit directors manage the day-to-day running of the unit and are responsible to the Head of School for:

- the maintenance of academic standards of the unit;
- the review and development of the unit.

Unit directors are the first point of contact for student queries regarding the unit.

Liaison with the relevant Programme Director(s) is vital.

2. Provision of Information

The unit director is responsible for providing the information about the unit to the timescales outlined in the annual Education and Student Cycle as follows:

i) updating the unit specification, including the Key Information Set data for units that contribute to undergraduate programmes;
ii) supplying timetabling information;
iii) reviewing and overseeing the content of the unit handbook and any associated unit material;
iv) preparing and submitting Risk Assessments and safety documentation where relevant, to the Head of School or nominated individual (The programme director may do this with any necessary coordination with the unit director).

3. Assessment and feedback

Unit directors are responsible for overseeing the assessment design and processes for the unit, in liaison with the relevant programme director(s). Unit directors are responsible for:

i) ensuring that the assessment for the unit is mapped to the unit intended learning outcomes;
ii) ensuring that assessed work is returned to students within the agreed timescales and with appropriate feedback;
iii) the design and management of assessment tasks, including the collation of examination questions and preparation of the examination paper for the unit, where relevant;
iv) compiling the final marks for the unit, and ensuring the integrity of the unit mark for each student.

4. Unit Feedback, Review and Development
Unit directors are responsible for the review and development of the unit within the context of the discipline and the programmes the unit contributes to. Unit directors will:

i) contribute to the Annual Programme Review(s);
ii) ensure unit feedback from students and staff is collected and analysed and that appropriate actions taken are reported back;
iii) consider and suggest developments to the unit. Where the change requires faculty approval, the unit director will be involved in the process of seeking approval.

Major revisions approved by Education Committee, September 2015