

Collaborative academic lead role requirements

1. Introduction

- 1.1 The School appoints a collaborative academic lead to oversee school-based collaborative partnerships. Their primary role is academic relationship management and ongoing oversight of the operation and quality of the collaboration.
- 1.2 The role of the collaborative academic lead is proportionate to the size and nature of the collaboration. This supplement sets out the minimum expectations of the role, which are flexible enough to meet the needs of a wide range of collaborations. Specific responsibilities of the collaborative academic lead for individual collaborations are set out in the Collaborative Operational Document, and agreed at academic approval.
- 1.3 Where there is large or complex provision, for example where more than one School is involved in the collaboration, a lead collaborative academic lead may be appointed to ensure consistency across the provision. For international collaborations, the lead manager may be appointed from NTU Global.

2. Appointment criteria and time allowance

- 2.1 The collaborative academic lead is appointed by, and reports directly to, the Head of Department.
- 2.2 A collaborative academic lead is appointed in advance of the academic approval of the collaboration, and is appointed for the duration of the academic approval period. The School may opt to either extend the tenure of the existing collaborative academic lead following a periodic collaborative review, or appoint a new collaborative academic lead.
- 2.3 A collaborative academic lead is expected to meet the following criteria:
 - a. broad expertise in the subject area of the collaboration to which they are appointed;
 - b. appropriate standing, expertise and experience to undertake the role;
 - c. experience of collaborative arrangements, or other types of partnership (where possible), and/or knowledge and understanding of quality management in UK higher education;
 - d. experience of the enhancement of student learning opportunities;
 - e. appropriate cultural understanding, where the collaboration is international.

- 2.4 The following restrictions on appointment apply:
- a. A collaborative academic lead is expected to be impartial in judgement, and therefore should not have any direct, current ties with the collaborative partner;
 - b. A former student, or member of staff at the partner cannot be appointed as the collaborative academic lead unless a minimum of five years has elapsed before the intended date of appointment;
 - c. A collaborative academic lead should not have acted as a consultant for the partner within the last three years.
- 2.5 A collaborative academic lead is given sufficient time to undertake the duties associated with the role. This is included in the Management of Academic Workload (where appropriate) and is clearly communicated to the newly appointed collaborative academic lead.
- 2.6 The time allowance is reviewed annually by the Head of Department.
- 2.7 Due to the flexible and proportionate nature of the role, it is not possible to specify the time allowance required. Consideration of an appropriate time allowance should take into account the specific details of the role as set out in the approved Collaborative Operational Document.
- 2.8 Upon appointment, the collaborative academic lead is issued with the following by the School:
- a. The Collaborative Operational Document;
 - b. The Centre Document (where applicable);
 - c. Relevant course documentation;
 - d. A copy of the role requirements.
- 2.9 The collaborative academic lead is supported in their role by:
- a. An induction provided by CADQ;
 - b. Guidance for collaborative academic leads provided on the CADQ website;
 - c. Annual workshops provided by CADQ;
 - d. NTU Global (for international collaborations).

3. Minimum expectations

- 3.1 The minimum expectations of the collaborative academic lead role are as follows:
- a. Manage the ongoing academic relationship with the partner on a day to day basis;
 - b. Oversee the standards and quality of the collaboration, and of student learning opportunities;
 - c. Identify, implement and support enhancements to the collaboration;
 - d. Ensure the collaboration operates in accordance with the approved Collaborative Operational Document;

- e. Review and update the Collaborative Operational Document on annual basis, and seek approval for any changes from the School Academic Standards and Quality Committee;
 - f. Engage in joint staff development activity, or provide staff development for the partner, where appropriate.
- 3.2 Specific details of the role, including the number, and nature of any visits to the partner, are set out in the Collaborative Operational Document, and are reviewed annually.

4. Reporting

- 4.1 The collaborative academic lead produces a short, action focused annual report which draws on findings from visits and ongoing dialogue with the partner throughout the academic year. Prior to visiting an international partner, the collaborative academic lead should liaise with NTU Global to establish whether there are any business or operational concerns that need to be taken into account.
- 4.2 The purpose of the report is to summarise engagement with the partner during the reporting year, and to reflect on the overall health of the collaboration.
- 4.3 The annual report is shared with the partner, and received and considered by the course committee and the School Academic Standards and Quality Committee.
- 4.4 Collaborative academic leads have the option to complete an online engagement log. The purpose of the log is for collaborative academic leads to record significant streams of work, themes and discussions with the partner. The engagement log provides the basis for the annual report, supplies evidence for periodic review, and supports partnership continuity when a new collaborative academic lead is appointed. Collaborative academic leads are therefore strongly advised to maintain the engagement log throughout their tenure.

Policy owner
CADQ

Change history			
<i>Version:</i>	<i>Approval date:</i>	<i>Implementation date:</i>	<i>Nature of significant revisions:</i>
Sept 2016	30.09.16	01.10.16	None
Sept 2017	12.09.17	01.10.17	None
Sept 2018	12.09.18	01.10.18	Major changes to the role including title, role expectations and reporting requirements.
Sept 2019	11.09.19	01.10.19	None
Sept 2020	16.09.20	01.10.20	None
Sept 2021	07.09.21	01.10.21	Change of Supplement number from SB5 to SB3.

Equality Analysis		
<i>Version:</i>	<i>EA date:</i>	<i>Completed by:</i>
Sept 2016	04.09.16	CADQ