

Module/Unit Leader Role Description

The core role of the Module/Unit Leader is to engage with all elements of the module/unit where responsibility is held, including development, delivery, assessment, quality assurance and enhancement and the student experience. Within UHI, modules and units vary widely in terms of geographical spread, student numbers and where appropriate professional body accreditation and this diversity will be reflected in terms of how the role is discharged.

1. Lead the design, development, delivery and review of a range of modules/units for which responsibility is held, ensuring that innovative teaching and assessment approaches are embedded as appropriate.
2. Provide academic leadership to those involved in module/unit provision – across academic partners where appropriate - including in regard to inducting new team members and ensuring that modules/units are delivered effectively, efficiently and consistently across the module/unit team as appropriate.
3. Actively evaluate, and respond to, the level of student satisfaction for students on the modules/units for which they are responsible.
4. Ensure that module design, materials and delivery comply with UHI's current academic standards and quality regulations, the UHI blended learning standards and those of any relevant professional bodies.
5. Resolve problems affecting the quality of module/unit delivery and student progress, referring more serious matters to the subject network leader, programme leaders, PAT and others as appropriate.
6. Participate fully in the exam board process, including participation at module level exam and/or progression boards,
- 7.
8. Liaise with external examiners and internal and external verifiers where appropriate.
9. Ensure module/unit results are entered in SITS.
10. Oversee the preparation and submission of exam papers as appropriate
11. Contribute to the design, development delivery and review of programmes that seek to utilise modules/units where the role holder has responsibility, including, as appropriate validation/revalidation processes.
12. Be responsible for quality, audit and other internal and external reviews within the context of individual module/units including, in particular, preparation of the module/unit Self Evaluation Document (SED).
13. Advise on module splits, where modules are delivered across the partnership, for example in situations where there is a generic element which is networked and a contextualised element which is delivered locally in multiple partners.
14. Attend course committees.
15. Brief PATs on module specific issues.