#

# Convenor of Graduate Studies: School of Humanities/Sgoil nan Daonnachdan

**Role Remit:**To lead and develop postgraduate strategy in liaison with the HoS and HoSA within the School of Humanities in accordance with the College and University Strategy

**Experience:**

The convenor of Graduate Studies should have some experience in supervising and teaching Postgraduates and ideally should have PGT convening experience at a programme or Subject level.

**Personal Skills:** Establishing a good working relationship with the HoS, HoSA, members of ScMG and Subject PG convenors is essential. The role requires the convenor to be able to mediate and facilitate communication effectively upwards and downwards. Although the role itself has no formal management remit, it does require good leadership and team skills and a sensitivity to subject traditions and expertise., and College interests in effective co-ordination and the standardisation of processes.

**Workload:**

It is expected that the duties and responsibilities associated with the role of Convenor of Graduate Studies will be taken into account by the relevant Head of Subject in line with the proposed College workload model when allocating teaching and administrative duties at subject level.

**Main Duties:**

1. To report to HoS and to liaise with HoSA and Dean of Graduate Studies as appropriate
2. To convene the Graduate Studies committee of the School of Humanities
3. To assist in the formulation of School of Humanities Graduate Studies Strategy in line with the wider College Strategy and University strategic themes as appropriate.
4. To chair the School committee dealing with consideration and approval of new PGT courses and major changes
5. To review PGT provision, to advise on the creation of new PGT programmes and courses, and to be consulted on the suspension of PGT programmes within the School.
6. To monitor and circulate date from RIO on all applicants to all programme convenors on a monthly basis, and to ScMG.
7. To liaise with HoS/HoSA on school conversion activity and encourage subject level follow up
8. To liaise with HoS/HoSA, Development and Alumni Office and RIO on marketing and to support subject specific activity where relevant.
9. To have oversight of the allocation of PG internship duties and to assist college where necessary in the monitoring of work schedules
10. To monitor data in relation to PG surveys and liaise with HoS and HoSA, convenor of T&L and Programme convenors on courses of action to be taken.
11. To attend induction and open day events organised at college level on behalf of the school, and to organise and present at induction and open day events hosted by the school.
12. To advise as appropriate on quality assurance issues relevant to PG study and monitoring
13. To liaise with the school’s internationalisation officer and others on MoAs, MoUs, and joint programmes.
14. To liaise with HoS and HoSA and subject convenors on GTA matters and opportunities
15. To offer advice and act in a liaison capacity on student complaints between Subject and College.
16. To liaise with relevant school administrative staff in order to ensure the smooth administration of PG activities.
17. To contribute as appropriate as a reviewer to PDR within the School of Humanities
18. To attend relevant committees. Eg. College Grad Studies Board (2 per semester); College Higher Degrees Board of Studies (1 per semester); College staff-student liaison committee (1 per semester): college Scholarship committee (1 per year); School Graduate Studies Committee (as convenor, minimum of 1 per semester); School Management Group (1 per fortnight); School Staff-Student Liaison Committee (1 per semester); College appeals sub-committee (irregular); College travel scholarship committees (irregular) and other meetings and committee attendance as appropriate to the role.
19. To act as a source of advice/information to convenors on regulations pertaining to postgraduate matters

LA/SM 2.09.16