THE ROLE OF THE LINK TUTOR

Overall Purpose of the Role

The primary role of the Link Tutor is to facilitate regular two-way communication between the programme-level staff teams within the collaborative partner and key staff in the University/School. Link Tutors keep in touch with partner staff and students on relevant programmes electronically and through face-to-face visits.

Link Tutor duties are carried out under the direction of the Dean of School, but also involve close liaison with, and support from other key members of School staff such as the School Director of Learning and Quality, School Quality Officer and the appropriate Heads of Department. The pivotal role of the Link Tutor will also be supported by the collaborative partner Programme Leader and Higher Education Co-ordinator (or equivalent).

Key Responsibilities

- oversight of programme(s) delivered by collaborative partners on behalf of the School;
- fostering a culture of collaboration between the partner and University staff;
- maintaining regular contact/dialogue with staff and students engaged with the University’s collaborative programme(s);
- ensuring the implementation of University and School policy initiatives;
- identifying issues and action required, arising from operational aspects of the provision and University quality assurance processes;
- where appropriate, organising cross-moderation exercises and liaison with external examiner(s).

In carrying out the above, it is expected that the Link Tutor will ensure regular dialogue with the collaborative partner via visits (as appropriate), conference links and email. As a minimum, Link Tutors are expected to:

- visit the collaborative partner at least once during each academic year to meet with senior managers and teaching staff.
- as part of the visit(s) a meeting must take place with students studying on programme(s) within the School’s area of provision.;
- provide feedback on the collaborative partnership and review how issues arising from dialogue between staff, Programme Committees and student meetings are being addressed by the partner/School/University. A Collaborative Partner Report should be completed every session (see Appendix M5) and circulated to the Collaborative Partner and key School/University personnel.
• attend meetings of University Link Tutor fora for staff development and disseminate good practice;

• be a member of the School Learning and Quality Committee (or other School collaborative fora/committee) so as to maintain knowledge of developments and subsequent dissemination to partners;

• report regularly to a senior manager within the School e.g. School Director of Learning and Quality/Director of Collaborations. As part of the monitoring process, the Link Tutor is required to prepare an **Annual Report** to inform the School SMRD (see below, and **Appendix M6**);

• be proactive in identifying where staff development needs of collaborative partner staff can be met through School/University activity;

• be proactive in ensuring that student concerns (and opportunities) are addressed by the University/School/College as appropriate;

• provide guidance to collaborative partner staff concerning the planning of new provision, review of existing provision and interim changes;

• coordinate (where appropriate) activity across collaborative partners;

• liaise (as necessary) with other key members of University staff (RAPU, IPO, LQU, OSA, ILS Marketing, Recruitment and Admissions).

**Visiting the Partner**

The visit schedule should include all of the following activities. Provision can be made to cover this agenda by means of more than one visit.

- Meeting with partner senior management (at least once each year)
- Meeting with programme managers and teaching staff
- Tour of partner facilities
- Scan of locally produced publicity and promotional materials
- Check of application forms and supporting document
- Staff development activities
- Meeting with students
- Teaching on the programme, where appropriate

Meetings with senior managers should take place at least once each year, and should review the collaboration in general, any major issues, and plans for future expansion, marketing etc. Participants should involve the CEO/Principal and/or Deputy CEO/Principal, the local Link Tutor/Programme Leader, Director of Academic Affairs (or equivalent) and Head of Department for the programme.
Collaborative Partner Report

This report should be completed under a number of key headings (see Appendix M5).

A copy of the report should be sent to the School Director of Learning and Quality, and to the School Quality Assurance Officer and/or to the School Collaborations Coordinator, for the attention of the School Learning and Quality or Collaborations Committee, as appropriate. It should also be sent to the external partner, LQU, IPO and RAPU for information. If appropriate, the report should also be circulated to ILS (OSCARS) and OSA to consider any issues relating to their area of work e.g. learning resources and student registration.

Link Tutor’s Annual Report

Link Tutors are required to prepare an Annual Report summarising their views of the operation of the collaborative programme(s) at a particular partner or group of partners (see Appendix M6). This Annual Report should draw on information and views gathered during the Link Tutor’s visit(s) and dialogue with the partner(s) during the previous year. Its purpose is to inform the writing of the School Monitoring and Reporting Document (SMRD). It should be submitted to the School Director of Learning and Quality, and should also be copied for information to the International Partnerships Manager/RAPU and the LQU Quality Managers.

Summary

In each academic session, the School/University will receive a partner-specific report arising from at least one visit and continuing dialogue with that partner.

The School/University will also receive an Annual Report reflecting on the totality of collaborative provision for which a Link Tutor is responsible.

Link Tutors will also be invited to Multi School Partnership meetings were appropriate.