



Office of Human Resource Director

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Job Description

Job Title: Quality Assurance Officer

Division: Academic Affairs

Reporting Relationship: Assistant Provost

Functional Relationship: Faculty Deans, Open and Distance Learning (ODL) Director, Academic Directors, National, Regional and International networks or agencies focused on teaching and learning in higher education.

Areas of Responsibility: Under the direction of the Assistant Provost participates in the planning, execution and regular evaluation of a strategic multi-year plan consistent with the university and the Academic division's strategic plan aimed at institutionalizing mechanisms that ensure the continuous development of the quality of teaching and learning at the University of Belize. The following key areas are prioritized at this time: curriculum planning, implementation and assessment, ongoing professional faculty development, improvements in teaching and learning, on-line and distance education programs and courses, information technology in the classroom, improving instructional skills among the teaching faculty, student evaluation, teacher evaluation, teacher support services, syllabi construction and review and other relevant quality assurance mechanisms. He/she reports to the Assistant Provost and works closely with the faculty through the Deans and other academic administrators.

1. **Program Development and Delivery**
 - 1.1 Participates in the development of a multi-year strategic plan based on a coherent set of accreditation standards for the achievement of specified Quality Assurance (QA) goals and consistent with the university's shared vision;
 - 1.2 Development of an annual work plan (drawn from the multi year plan) linked to budgetary allocations;
 - 1.3 Advices and proposes courses of action on curriculum, teaching and learning, development and implementation of quality assurance standards aimed at developing a culture of quality in teaching and learning;

- 1.4 Advices and proposes courses of action on mechanisms for the assessment of courses both on an individual basis and holistically based on Course Syllabus Review (CSR)s and on Program Specification documents;
 - 1.5 Advises and proposes courses of action on quality assurance mechanisms in ODL programs or courses developed or delivered by UB;
 - 1.6 Monitors and proposes courses of action where necessary for the improvement of the quality of internships;
 - 1.7 Ensure that all *new* course and academic program proposals are appropriately reviewed to meet the necessary quality standards established by UB through its *New Program Development Manual*;
 - 1.8 Monitors compliance with all quality assurance policies related to teaching and learning such as the Common Final Examinations policy;
 - 1.9 Coordinates, reports and advises on follow up action resulting from the student evaluation of instruction;
 - 1.10 Provides leadership in the establishment, periodic review and compliance of UB with its student assessment policies and procedures;
 - 1.11 Advices and proposes courses of action on policies and regulations governing the regular evaluation of faculty;
 - 1.12 Monitors compliance with the use of approved course syllabi of record and course outlines based on the approved template;
 - 1.13 Monitors compliance with the requirement for an approved Program Specifications Document for each UB program on offer.
 - 1.14 Manages and maintains information in the databases of the university's quality assurance systems; prepares annual reports showing quality trends and participates in programs for improvement.
2. **Evaluation**
- 2.1 Conducts an annual self performance appraisal based on outputs achieved per annual work plan;
 - 2.2 Provides regular reports on the implementation of the officer's annual work plan on a quarterly and annual basis.
3. **Professional Development**
- 3.1 Advices and makes provision for the establishment of a continuous professional development *program* specifically focusing on excellence in teaching and learning;
 - 3.2 In consultation with the Deans makes provision for other continuous professional training opportunities for the faculty to improve the quality of teaching/learning at UB.
4. **Budget/Inventory**
- 4.1 Participates in the development of the annual budget proposals for the QA office specifically as it relates to the officer's annual work plan;

- 4.2 Manages items of the QA budget relating to activities of his/her work plan;
 - 4.4 Is responsible for the equipment, materials and supplies allocated to his/her office.
5. **Affiliations**
- 5.1 Develops and maintains active working relationships with local, regional and international networks or agencies focused on excellence in teaching and learning in higher education
6. **Quality Assurance Committees and other Committees**
- 6.1 Actively participates in the quality assurance committee;
 - 6.2 Where applicable and so designated, represents the university on QA related committees.
7. **Other**
- 7.2 Is responsible for any other duty related to the function of a Quality Assurance Officer assigned by the Assistant Provost.

Qualifications:

- Minimum Master's Degree in Curriculum/Instruction, Educational Leadership and/or Assessment in Higher Education.

Experience:

- No less than 2 years' experience in Quality Assurance.

Other Assets:

- Bilingual (Spanish and English)

Salary:

- UB Pay Scale 8 (37,385 x 1,462 – 65,163)