Programme Leader Remit

For most of our Schools, the Programme Leader is responsible for the overall coherence, learning and teaching, planning, evaluation, and enhancement of an academic programme[1]. The role requires collaborative working with Academic and Professional Services' colleagues and students, and effective and inspirational leadership, most of which can be achieved through effective convening of the Programme Board of Studies.

We recognise that for colleagues who are new to the role and/or institution, these responsibilities require support and development in the role, which is offered through local level in the schools and also through DLTE. Please get in touch with us via dlte@napier.ac.uk if you would like to discuss this role or support more.

Please note that this remit is intended to be used as a generic guide rather than a set of prescriptive requirements.

Student Recruitment and Induction:

- Engage in recruitment activities and work with the university recruitment team.
- Manage Recognition of Prior Learning (RPL) requests.
- Plan and provide induction activities for the programme, including for direct entrants.

General Programme Management:

- Seek feedback from students informally and formally through convening the Student Staff Liaison Committees.
- Ensure effective coordination and coherence of the programme by working with module leaders, gather ongoing feedback from colleagues to inform curriculum developments.
- Convene and coordinate Programme Board of Studies, to ensure the ongoing development, planning and operational management and enhancement of the programme.

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[1] We acknowledge that this definition may also change depending on the School.

- Develop and update in accordance with university deadlines provision records in the Curriculum Management Environment (CME); programme documents; timetables and handbooks.

- Create and curate a Programme-level Moodle site and then work with module leaders to ensure a consistent and coherent Moodle presence for all modules within your programme. Support for this is available through our Learning Technologists.

- Monitor student progression and success, and coordinate support for non-progressing students.

- Alongside PDTs and module leaders act as a point of referral for students to university support systems.

- Engage in scholarly activity and promote research-teaching linkages, for example through the Centre for Higher Education Research (CHER).

- Actively coordinate arrangements and support for student transfers.

Assessment and Feedback:

- Promote innovative pedagogic practices and ensure coordinated programme-wide assessment and feedback.

- Provide leadership and communication to module leaders to ensure quality learning, teaching, and assessment.

- Respond to External Examiner issues and reports.

Quality Enhancement:

- Ensure that the programme is showing full engagement with a minimum of three of the five main themes of ENhance by 2025.

- Monitor the ongoing academic quality of the programme and contribute to ongoing enhancement through the annual monitoring and review process, including regular review of the Programme Enhancement Plan.

- Utilise a range of evidence and feedback to integrate learning and teaching enhancements within the programme.

- In liaison with the School Academic Lead for Quality, lead on periodic ILR activity and PSRB (re)accreditation events for the programme.