UNIVERSITY OF RUHUNA

<u>VACANCIES</u>

<u>DIRECTOR (PART TIME) – CENTRE FOR QUALITY ASSURANCE</u>
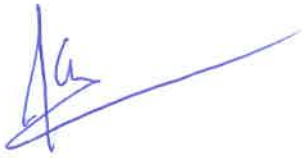## <u>UNIVERSITY OF RUHUNA</u>

Applications are invited from suitably qualified candidates within the University system for the post of Director (part time) of the Centre for Quality Assurance, University of Ruhuna up to **09.09.2021.**

The Candidates should be Senior Academics/Professors with significant experience in administration (at least three years), with experience in Quality Assurance processes. Candidates also should have a thorough knowledge of the external review process.

<u>APPLICATION FORMS AND OTHER DETAILS:</u>

- The Quality Assurance Unit is under the purview of the Vice Chancellor.

- This appointment is for three years, with the concurrence of the UGC and is eligible for one more term of three years.

- The Director CQA should be free from other administrative responsibilities to implement QA processes effectively.

- Please refer to the university website for the Terms and References of the post (Annex 1), (www.ruh.ac.lk), and for further details can be obtained from Web of the University Grants Commission. (www.ugc.ac.lk) (UGC Commission Circulars No. 04/2015 and 09/2019).

- Application, Personal Statement and copies of all relevant certificates should be submitted by email to the email address of **recruitment_ruh@admin.ruh.ac.lk** (You will receive a reply when you submit your application successfully)

- You can download further information and application from the university web site, www.ruh.ac.lk up to 09.09.2021.

- If you face any difficulty in submitting your application via email; applications could be sent by registered post to reach the Vice-Chancellor, University of Ruhuna.

- Applicants outside the University of Ruhuna should channel their applications with the recommendation of the Heads of their respective Institutions, using form 'A' and attaching the scan copy of the same.

- Applicants from University of Ruhuna should be sent applications through the respective Head of the Department and Dean of the Faculty.

- Salary: According to the provisions of salary entitlements of the UGC circulars for the post of Director/CQA.(part time basis).

- Please send the completed application with the Curriculum Vitae and personal statement to reach the Vice Chancellor's Office on or before **09.09.2021**.

- Applications received after the closing date and incomplete applications and applications not submitted in the prescribed format of the University of Ruhuna will be rejected without intimation.

Professor Sujeewa Amarasena
Vice Chancellor (19.08.2021)

Attached: Annex 1

B. Terms of Reference

The responsibilities of the Director, CQA should include the following:

1. Develop regulations for the CQA and obtain approval from the University Council for the same

2. Prepare operational guidelines for the CQA in accordance with the general guidelines developed by QAC of the UGC, and customized for the university's governance structure / organogram and specific implementation arrangement.

3. Develop a 3-year Strategic Plan for the CQA; obtain approval from the University Senate and Council and concurrence of the QAC of the UGC, before implementation.

3

4. Develop the annual work plan for the CQA and obtain approval from the University Senate and Council at the commencement of each calendar year.

5. Develop the annual budget for QA activities in the university along with the university's annual budget estimates submitted to the Treasury, and obtain Finance Committee and Council approval

6. Ensure that the CQA is established on the university website and details are updated regularly

7. Report regularly on QA activities and progress to the University Senate and Council

8. Circulate notices of QA activities in the university to the university community and other universities

9. Conduct University and Faculty level awareness programs on QA

10. Initiate and support preparation of SER for institutional Reviews

11. Motivate and support study programs to prepare SERs for Program Reviews

12. Provide necessary training and workshop for Self-Assessment Report (SER) preparation

13. Motivate and support academic staff to showcase best practices in QA.

14. Develop relationships and liaise with international agencies and universities on QA activities.

15. Support academic staff in the process of preparing proposals for the conduct of new degree programmes, and ensure that applications submitted to the UGC for approval in this regard are compliant with the Sri Lanka Qualifications Framework

16. Report on university QA activities at the UGC Standing Committee on QA

17. Submit an annual report of the CQA to the QAC of the UGC

18. Convene and facilitate all meetings of the CQA and FQACs

19. Assist manual preparation on QA aspects in Faculties

20. Make available to all staff and external stakeholders the results of external and internal reviews, including student surveys