



<b>POLICY:</b>	Programme Leader Of An Undergraduate Fulltime Degree Programme Within A Faculty
<b>FIRST DRAFT:</b>	
<b>ADOPTED:</b>	AFCS 2007#03
<b>AMENDMENTS:</b>	None to Date
<b>REVIEW:</b>	May 2018

**PROGRAMME LEADER  
OF AN UNDERGRADUATE FULLTIME DEGREE PROGRAMME WITHIN A  
FACULTY**

All policies, guidelines and protocols of Mary Immaculate College, will reflect the Colleges commitment to the promotion of equality and will be fully compliant with the provisions of prevailing equality legislation.

Where the Dean of the Faculty, through the Faculty Management Committee, decides that an undergraduate fulltime degree programme should have a Programme Leader, the following procedures for appointment and general duties and responsibilities will apply.

**1. ELIGIBILITY**

1.1 Candidates must: -

- be in full-time, continuous employment with Mary Immaculate College;
- hold a contract of sufficient duration to enable them to discharge their duties as Programme Leader;

1.2 Candidates must possess relevant expertise and must normally be teaching on the relevant programme.

1.3 Previous experience in academic administration, especially in module/programme design and development is desirable but not essential.

**2. DURATION OF APPOINTMENT**

2.1 The period of appointment (normally 3 years) as Programme Leader in each case shall be determined by *An tUachtarán* in consultation with the Dean.

2.2 The appointment can be terminated by the President after consultation with the Dean.

**3. SELECTION PROCESS**

3.1 The Dean will invite applications through advertisement within the Faculty, as outlined above in Section 1. If there is no suitably qualified applicant, then the Dean assumes responsibility for leadership of the programme.

- 3.2 An interview will be held to select the Programme Leader.
- 3.3 The Interview Board will be appointed by *An t-Uachtarán* of the College.
- 3.4 The Interview Board will then make a written recommendation to *An t-Uachtarán*, who is hereby authorised to make such appointments.

#### **4. REMUNERATION**

- 4.1 No remuneration is offered.
- 4.2 A Programme Leader is not entitled to promotion, re-grading, re-assignment, or an increase in salary.
- 4.3 Remission of workload may be allowed by the Head of Department in consultation with the Dean in a manner which is consistent across Departments.

#### **5. GENERAL DUTIES OF PROGRAMME LEADER**

A Programme Leader will be responsible (under the guidance of the Dean) for the following:

- The effective functioning of the programme;
- Acting as the contact person for students of the programme;
- The co-ordination, administration and promotion of the programme as required;
- Advising in relation to programme content when necessary;
- Reporting on a regular basis to the Dean and Faculty Management Committee;
- Promotion of inter-departmental and inter-faculty cooperation;
- Representing the programme at *An Bord Acadúil*, the Faculty Board and engaging in any other academic fora as required;
- Engaging in quality and accreditation processes when required.