

## THE ORIENTAL INSTITUTE

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## Job/role descriptions for academic post holders within Oriental Studies

Director of Outreach  
Chair of subject group committee  
Chair of joint degree committee  
Examinations Coordinator  
– Graduate and Undergraduate Course Coordinators  
Equality and Diversity Officer  
Chair of Examiners

### Undergraduate roles

Director of Undergraduate Studies  
Director of Undergraduate Admissions  
Undergraduate Admissions Subject Coordinator  
Year Abroad Coordinator  
**Chair of Language Teachers Committee**

### Graduate roles

Director of Graduate Studies  
Director of Graduate Admissions  
**Graduate Training Coordinator**

### *Links to useful sites:*

Academic posts at Oxford – roles and responsibilities

<https://www.admin.ox.ac.uk/personnel/staffinfo/academic/types/>

## **Director of Outreach**

The Director of Outreach will deliver a comprehensive outreach programme of information, guidance and support to prospective undergraduate and graduate students and their parents, carers and teachers, focusing on and working towards the University's Access Targets ([www.admin.ox.ac.uk/edc/otherdocuments/accessagreement/](http://www.admin.ox.ac.uk/edc/otherdocuments/accessagreement/)) and other strategic priorities relating to access and admissions at the University of Oxford and within the wider higher education context.

The postholder will have the opportunity to be original and creative, as existing work is reviewed and new ideas are researched and implemented. The postholder will effectively design a range of high quality, appropriate engagement opportunities, activities and events for potential students, parents and carers and teachers, and other key influencers. The focus of the role is the delivery of a number of outreach activities to enhance student experience by promoting diversity and equality, and focusing on realising aspiration and raising attainment.

Currently the Faculty is involved in the University Open Days in July and September, a joint MML/OS open day in May and the Uniq Summer School Programme. Smaller events are currently planned by the various subject groups and the Director of Outreach can be a key player in combing these events and publicising them further.

Attending UG, Graduate and subject group committee meetings will help in understanding the needs of the Faculty and supporting colleagues in their outreach efforts.

## **Chair of subject group committee**

(job description as per Standing Orders 2019/20) <G:\Oriental Studies\Standing Orders\Standing Orders 2019-20\Standing Orders 2019-20 draft.docx>

In addition to the above:

Chair subject group committees and feed back to GSC and USG as appropriate

Recruit colleagues to serve in subject-group offices

Serve as intermediary between subject-group members and the faculty, and faculty members and colleges.

Review course handbooks and course descriptions on the website

Approve sabbatical leave in the first instance

Lead responsibility for managing the teaching of courses in its subject group

Review exam and setting conventions

The Chair of the subject group committee is supported by a minutes secretary who is a member of the faculty office or academic administration team.

## **Chair of joint degree committee:**

(job description as per Standing Orders 2019/20 <G:\Oriental Studies\Standing Orders\Standing Orders 2019-20\Standing Orders 2019-20 draft.docx>)

MML/OS: chaired by OS for 19/20

CL/OS:

ThR/OS: chaired by Martin Goodman for 19/20

### ***In addition to the above:***

Be the first point of contact for student complaints regarding examination matters

The Faculty is a member of three joint degree committees. The Chairing of these committees is rotated every two years between the faculties. For 2019/20 they are as follows:

Joint Committee of Oriental Studies and Theology and Religion: Oriental Studies (chaired by Prof Martin Goodman and minuted by Chris Mitchell)

Joint Committee of Classics and Oriental Studies: Classics (chaired by Classics and minuted by Andrew Dixon)

Joint Committee of Oriental Studies and Medieval and Modern Languages: Oriental Studies (chaired by Adriana Jacobs and minuted by Chris Mitchell)

Although these committees should meet termly, in reality they rarely meet more than once a year, with business in HT and TT dealt with by email correspondence.

The Chair of joint degree committees is supported by a minutes secretary, who is a member of the academic administration team of one of the faculties

## **Examinations Coordinator**

Each subject has a graduate and undergraduate exam coordinator. The main responsibilities are to:

Write exam scripts for each of the exams on offer, uploading them on secure WebLearn

Ensuring that exam scripts are print-ready as per Exam Schools deadlines

Appoint exam markers

Liaise with external examiners and the Chair of the exam board

A sound knowledge of exams regulations and setting conventions is essential to ensure exam are set correctly

The main period of work takes place during Hilary Term and the early weeks of Trinity Term.

The Exam coordinator is supported by and works closely with the exams administration team, who can offer procedural advice and guidance.

## **Graduate and Undergraduate Course Coordinators**

Each subject has a graduate and undergraduate course coordinator. The main responsibilities for on-course student matters including:

Organise teaching for the courses in the relevant subject

Monitor and discuss progress of students, report to colleges if necessary

Report collection results on OxCort

Write end of term result on OxCort

Attend Undergraduate Study Committee/Graduate Committee, CRROS, subject group (and language group) meetings

Manage induction process for all years

Write and update prospectus pages

Check handbooks

Give presentations and talks to prospective students during open days

Deal with student concerns and queries

Liaise with College tutors

Work with language instructors, coordinate oversight of teaching and delivery of courses

Organise information on Further and Special Subjects

## **Equality and Diversity Officer**

The proposal is for a role to be one of the recognised offices of the faculty, for a defined period. The main responsibilities would be of two types:

(a) proactive, seeking to identify how the Faculty can improve its processes, activities, behaviours and so on in order to provide an environment which truly and fully reflects people's diversity, and promoting awareness of issues among staff and students. This will include advising on appropriate training, policies and procedures, and how these are communicated and embedded. The Equality and Diversity Officer will be able to report and make recommendations directly to the Faculty Board.

(b) reactive, providing a point of contact and assistance to anyone, student or staff member, who is concerned about an action, situation, process or structure which they feel may have a negative effect on equality. This might include, for example, an instance of perceived racially-motivated inappropriate behaviour, or a document which appears to discriminate unfairly between men and women.

It is expected that this officer would work closely with others in the wider university to ensure compliance with standards, and promote common approaches where appropriate, take active part in discussion, and adopt good practice.

The Faculty will be seeking accreditation under the Athena Swan gender equality scheme, and the Equality and Diversity Officer may be asked to take the lead on this.

24/01/2019

## **Chair of Exam Boards (Preliminary, Final Honour Schools and Graduate)**

The Chair of Examiners works closely with the paper setters, course coordinators and the academic administration team, taking advice and guidance from the Proctors' office where necessary.

The main period of work takes place during Hilary and Trinity Term when exam papers need to be checked against exam regulations and approved; and at the start of the Long Vacation when the final examiners' meetings take place.

Attend Undergraduate/Graduate Studies Group committee meetings

Approve the appointment of markers and setters

Chair the first examiners meeting in early January

Approve exam papers set by Exam Coordinators

Liaise with paper setters and proctors

Must be available in early January and July (weeks 9 and 10) to chair examiners meetings and deal with the aftermath of the meetings.

Write the chair's report during the Long Vacation

A sound knowledge of exam regulations and setting conventions is essential

Wherever possible, individuals who have been course or programme directors or their equivalent in the year of the examination concerned should not be appointed as the chair of the board of examiners.

## **Director of Undergraduate Studies**

Coordinate the induction process for incoming First Year students

Chair Undergraduate Studies Group committee meeting twice per term

As a member of the Faculty Board, attend meetings and report issues

Chair CRROS

Review student numbers and future targets and report these to the Faculty Board

The DUS works closely with the academic Administrator for Undergraduate Studies and the Director of Undergraduate Admissions, subject and course coordinators.

## **Director of Undergraduate Admissions**

(referred to as Undergraduate Admissions Coordinator (UAC) by the University's Admissions Team)

Attend USG

Preparing for and administering the UG Admissions process, including managing the interview schedule; working closely with course coordinators, colleges and academic admin staff

### **Prepare for the admissions round in Trinity Term and in the summer**

Ensure everyone involved in interviewing has completed all mandatory training prior to interviewing.

Organise assessors and markers; liaising with colleges over the likely number of places;

Review guidelines and interview timetables and send out in the form of circulars;

Make academic decisions on enquiries from potential applicants;

Prepare test scripts (OLAT), liaise with the Undergraduate Admissions Officers and the Admissions Testing Service;

Contribute to the preparation of data systems

### **Administer the admissions round in Michaelmas Term**

Organise test marking

Manage the process for shortlisting

Reallocate and redistribute, interview, manage open offers, support feedback to applicants

Report on the admissions round to the Undergraduate Studies Committee and the Faculty Board and contribute to the university-wide reporting of admission statistics

Undertake a review of the admissions process and, working with all colleagues involved in admissions, make suggestions for procedural improvements for the following year.

The Director of Undergraduate Admissions is supported by the Academic Administrator for Undergraduate Studies (and other administrators during the main admissions period in November).

## **Undergraduate Admissions Subject Coordinators**

(one per Arabic, Chinese, EANES, Hebrew and Jewish Studies, Japanese, Persian, Sanskrit and Turkish)

UG Admissions Subject Coordinators are responsible for the management of applications of prospective students applying for Oriental Studies and joint courses.

Suggest candidates for deselection at Colleges and to reallocate candidates when necessary.

The Faculty makes recommendations to Colleges about deselection. If a College decides to deselect a candidate that the subject group think should be interviewed, the ASC will reallocate the candidate at another College. The ASC will enter the recommendations for deselections onto ADSS by the deadline given (see timetable)

Check the availability of interviewers and prepare the interview timetable.

Once the subject group has decided on interviewers, ASCs can prepare the timetable for their subject and submit it to the AA(UGS). Alternatively, the ASC can report the list of interviewers to the AA(UGS) who will then make a timetable. Restrictions (such as: interviewers should not interview applicants to their own College) should be indicated to the admin team promptly.

Arrange subject meetings, if necessary. Report the outcome of these meetings to the AA(UGS) who can communicate this to Colleges.

Arrange second and third College interviews, if necessary. This will have to be done on the day/days of the interviews, and can be done in consultation with the AA(UGS) who can organise the practicalities.

The UG Admissions Subject Coordinators must be available during the main admissions process in Michaelmas Term, including, where necessary on Saturdays and after main working hours; and during confirmation week in August for decision-making regarding the reallocation of students who have not met their requirements.

The UG Admissions Subject Coordinators is supported by the Director of Undergraduate Admissions and the Academic Administrator for Undergraduate Studies

## **Year Abroad Coordinator**

(one per Arabic, Persian, Turkish, Chinese, Japanese and Hebrew)

In Trinity Term, coordinate year abroad information events

During the Long Vacation, liaise with overseas providers, informing them of number of students, mitigating circumstances, and other relevant details

Agree a syllabus of study with the hosting university

Attend termly subject group meetings

Keep in regular contact with the host universities and students abroad

The Year Abroad Coordinator is supported by Trudi Pinkerton, who arranges insurance for students and supports the year abroad information events.

## **Director of Graduate Studies**

The Director of Graduate Studies (DGS) shall chair meetings of the Graduate Studies Committee, and is responsible for preparing the agenda and ensuring that a record is kept of all its meetings. They may invite other persons to attend specific meetings.

The DGS shall advise the Faculty on all matters concerning graduate studies;

The DGS shall sign on behalf of the Faculty such reports, on the appointment of examiners and the award of degrees, as have been approved by the Board.

The DGS shall approve on behalf of the Faculty all other reports on changes to graduate student circumstances or status (GSO forms) except those referred to in ii. above;

The DGS shall review student numbers and future targets as part of the annual student number planning exercise, and report to the Board.

Taken from Standing Orders 2018/19 [G:\Oriental Studies\Standing Orders\Standing Orders 2018-19\Standing Orders 2018-19.docx](#)

## **Director of Graduate Admissions**

Deal with graduate admissions queries throughout the year

Deal with admissions for both January and March deadlines

Attend awards and scholarship meetings

Help with admissions interviews

Report on the admissions round to the Graduate Studies Committee and the Faculty Board and contribute to the university-wide reporting of admission statistics

Undertake a review of the admissions process and, working with all colleagues involved in admissions, make suggestions for procedural improvements for the following year.

The Director of Graduate Admissions is primarily supported by the Academic Administrator for Graduate Studies

**Graduate Training Coordinator**

**MSt supervisor**