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# Procedure, Criteria and Nomination Form for appointing Curriculum Managers

# – to be followed by Academic Departments

Appointment process

This procedure applies to the appointments below, which are made for a period of at least 3 years. If the nomination is temporary and/or to cover a maternity leave, then a new nomination form will be required once the cover role has ended.

* Course Director
* Co-Course Director
* Deputy Course Director
* Year Leader
* Co-Year Leader
* Deputy Year Leader
* Rotations Director
* Electives Director
* Pathway Leader
* Rotations Leader
* EMS Director
* Strand Leader
* Deputy Strand Leader
* Co-Strand Leader
* Module Leader
* Deputy Module Leader
* Co-Module Leader

**To appoint a new curriculum manager, the nominees Head of Department should complete the nomination form on page 2 (including their own signature and ensuring the request and addition of the nominee’s signature). The form should then be returned to the relevant Programme Management team, in an electronic format, see details on page 2.**

Programme Management will seek approval from the Chair of the relevant Course Management Committee and where appropriate the Chair of Learning, Teaching and Assessment Committee. Once the approval process is complete, Programme Management will update the Curriculum Mangers list and notify the nominee, nominee’s Head of Department, Exams Office, Secretary of the CMC, Rotations Office where relevant, Student Participation, Educational Development, Student Records and Course Director/Year Leader.

The Secretary of each Course Management Committee is then responsible for ensuring that committee members receive details of curriculum managers at the first meeting of the academic year for information and note where replacements or, in exceptional cases, re-nominations are required.

Appointment criteria

Where a nominee does not satisfy the criteria in full, the nominees Head of Department must provide an explanation of why the nominee is nevertheless considered qualified.

**Module Leaders / Co-Module Leaders/ Deputy Module Leaders, Strand Leaders / Co-Strand Leaders / Deputy Strand Leaders / Rotations Leaders *– require HoD and CMC Chair authorisation***: should normally:

* have completed the PGCert in Veterinary Education or a similar induction course, and/or be Fellows of the HEA.
* have served as a ‘Leader’ or ‘Deputy’ Leader or else shadowed a Module Leader.
* be a recognised authority in the subject area.
* be permanent members of RVC staff, or of a collaborating institution.

**Year Leaders/ Co-Year Leaders/ Deputy Year Leaders, Rotations Director, Electives Director & EMS Director *– require HoD and CMC Chair authorisation***: should normally

* have completed the PGCert in Veterinary Education or a similar induction course, and/or be Fellows of the HEA.
* have served as a Module Leader or Strand Leader, preferably for the course in question.
* be permanent members of RVC staff, or of a collaborating institution.
* have been confirmed in post following the completion of probation.

**Pathway Leaders *– require HoD and CMC Chair authorisation***: should normally

* have completed the PGCert in Veterinary Education or a similar induction course, and/or be Fellows of the HEA.
* have served as a Module Leader or Strand Leader, preferably for the course in question.
* be a recognised authority in the subject area.
* be permanent members of RVC staff, or of a collaborating institution.
* have been confirmed in post following the completion of probation.

**Course/ Co-Course/ Deputy Course Directors *– require HoD, CMC and LTAC Chair authorisation***: should normally

* have completed the PGCert in Veterinary Education or a similar induction course, and/or be Fellows of the HEA.
* have served as a Module Leader, Strand Leader or Year Leader for the course in question.
* be permanent members of RVC staff, or of a collaborating institution.
* have been confirmed in post following the completion of probation.
* be a recognised authority in the broad subject area.
* be actively engaged in HE pedagogy outside the College, e.g. as external examiners, validation panel members, or external reviewers, or through membership of the Education Committee, or similar, of a subject association



**Curriculum Managers Nomination Form**

**(to be completed by Academic Departments)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name of nominee** |  | **Temporary/ maternity cover?**  ***(tick if applicable)*** | |  |
| **Name of person to be replaced** |  | | | | |
| **Course** |  | | | | |
| **Module, Strand, Elective, Rotation or Year Group:** |  | | **Start date: (mm/yy)** |  | |

|  |  |  |  |
| --- | --- | --- | --- |
| **Role**  (select one only): | **Module Leader**  **Deputy Module Leader**  **Co-Module Leader**  **Strand Leader**  **Deputy Strand Leader**  **Co-Strand Leader** | **Course Director**  **Deputy Course Director**  **Co-Course Director**  **Year Leader**  **Deputy Year Leader**  **Co-Year Leader** | **Rotations Director**  **Rotations Leader**  **EMS Director**  **EMS Deputy Director**  **Electives Director**  **Pathway Leader**  **AHEMS Director** |

**SIGNATURES:** The following signatures are required before a curriculum manager can be confirmed in place.

(The appointment is made for a period of at least 3 years, unless the nomination is temporary and/ or to cover a maternity leave)

1. **Nominees Head of Department**: print name and signature Date:

**Appointment Criteria** (to be completed by Head of Department if relevant): if the nominee does not meet, in full, the appointment criteria please state why the nominee is nevertheless considered suitably qualified:

Sally meets all the appointment criteria.

1. **Nominee:** print name and signature Date:

***Once completed please send this nomination form to the relevant UG or PG Programme Administrator, see list below for details.*** [***https://www.rvc.ac.uk/about/the-rvc/academic-quality-regulations-procedures/curriculum-managers***](https://www.rvc.ac.uk/about/the-rvc/academic-quality-regulations-procedures/curriculum-managers) ***Please check with Hannah Croall (UG Programme Manager) or Lisa Harber (PG Programme Manager) if you’re unsure who your Programme Administrator is.***

**For processing by the Programme Management team only:**

3. Course Management Committee Chair: print name and signature Date:

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4. For nominations of Course / Co-Course and Deputy Course Directors only:

Chair of Learning, Teaching and Assessment Committee: print name and signature Date:

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