



Appointment of Chairs/Deputy Chairs of QAA Subject Benchmark Statement Advisory Groups

Overview

This document sets out the expectations and principal responsibilities of Chairs and Deputy Chairs of Subject Benchmark Statement Advisory Groups, the application process and the qualities and attributes that are considered when appointing individuals to these roles.

QAA published an open call for expressions of interest in September 2024 for the roles of Chair and Deputy Chair of Advisory Groups that will revise Statements in the following subject areas:

- Architecture
- Art and Design
- History of Art, Architecture and Design
- Social Work
- Sociology
- Social Policy.

This will be followed by an open call for expressions of interest to join the Advisory Groups as members in October 2024.

QAA is committed to ensuring that the roles of Chair and Deputy Chair reflect the rich diversity of the subject communities they represent. We recognise the positive benefits of equity, diversity, and inclusion. Our aim is to be truly representative of all sections of society, and for all to feel respected, free to be themselves no matter what their identity or background, and able to give their best. We value the differences that a variety of backgrounds, experiences, perspectives, and skills bring and strongly encourage suitably qualified applicants to apply.

Expectations and commitment

The roles of Chair and Deputy Chair require a high level of commitment to ensure that the Subject Benchmark Statement (SBS) is developed and published to an agreed timeframe. Chairs will be required to chair Advisory Group meetings and delegate responsibilities for writing sections of the SBS to sub-groups within the main Advisory Group. Experience of editing, consolidating multiple contributions into a single report, writing clearly and succinctly for a range of different audiences, and working to deadlines are essential elements of the Chair's role.

Please review the sections below to find out more about the responsibilities of Chairs/Deputies, and the qualities and attributes QAA seeks in successful candidates and how they might be evidenced.

Reviewing and publishing existing Subject Benchmark Statements usually takes between 15 and 18 months and you will need to make a commitment for the whole period of the review.

Please note that there is no remuneration for the roles of Chair or Deputy Chair on a QAA Advisory Group. Meetings take place online using Microsoft Teams.

Principal responsibilities

The Chair and Deputy Chair(s) of Subject Benchmark Statement Advisory Groups will work closely with the QAA Liaison Officer¹ assigned to each Advisory Group to select Group members and ensure broad representation from a range of stakeholders from all four countries of the United Kingdom.

The Chair will manage all aspects of the work of their Advisory Group as they review and write the revised Statement. The Chair will work alongside the Liaison Officer and the designated QAA Coordinator² to ensure the Statement meets QAA requirements and is completed and published to the agreed timeframe.

The Deputy Chair(s) will deputise for the Chair where required and will have specific responsibilities for the operation of the Advisory Group that will be agreed in advance with the Chair and Liaison Officer, for example chairing sub-groups to write sections of the Statement.

The Chair has responsibility for signing off the draft version of the Statement that goes out for public consultation and the final version that is published by QAA on behalf of the sector.

Please note that Chairs and Deputy Chairs can only be drawn from higher education providers who are QAA Members. If you are unsure about your eligibility, please consult the online list of current [QAA Member organisations](#). We are also happy to advise, please contact us on membership@qaa.ac.uk.

Key dates and milestones

These are the key dates and milestones anticipated for the review:

Nov 2024	Chair briefing events <ul style="list-style-type: none">21/11/2024, 10.30-11.30 - History of Art, Architecture and Design, Social Work, and Sociology29/11/2024, 11.30-12.30 - Architecture, Art and Design, and Social Policy
Jan/Feb 2025	First Advisory Group meetings
Feb-July 2025	Review and drafting phase including regular (usually monthly) Advisory Group meetings
Sep-Nov 2025	Consultation phase including an open consultation with the subject community and other interested parties
Nov 2025-Jan 2026	Post-consultation analysis of responses and adjustment of the Statement
Mar-Apr 2026	Publication of revised Statements

¹ Liaison Officers are members of QAA staff, usually with an academic background, who are familiar with SBS and other sector reference points and who are experienced in supporting SBS Advisory Groups through the life cycle of SBS revision.

² Coordinators are members of a QAA administrative team who support the work of the Chair and Liaison Officer by helping with project management and maintaining the Advisory Group's dedicated SharePoint site.

How to submit an expression of interest

If you would like to be considered for the roles of Chair or Deputy Chair, please [submit an expression of interest via our online form](#) evidencing how you meet the person specification. Please do not only submit a list of past roles and publications, but instead use the space available to draw out the best examples of evidence that support your claims to the required attributes and experience.

A Word version of the expression of interest questions is available on the QAA website to help you when preparing your submission.

PSRBs and Subject Associations are welcome to encourage suitably qualified candidates to submit an expression of interest. However, please note that QAA may engage relevant PSRBs, learned societies and subject associations in the shortlisting and nomination process and consequently we would ask all parties to avoid any potential conflict of interest.

The deadline for expressions of interest is midday on Friday 18 October 2024.

If you would like any further information, please contact membership@qaa.ac.uk.

Person specification

Attributes and experience	Potential sources of evidence
<p>Academic and pedagogical credibility within the subject community, and an understanding of the role of sector reference points in securing academic standards.</p>	<p>Leadership within a discipline area.</p> <p>Significant contributions to teaching and learning within an institution and/or discipline community.</p> <p>Senior or Principal Fellowship of the Higher Education Academy, or National Teaching Fellowship</p> <p>Experience of course design, including the use of Subject Benchmark Statements, for initial approval (re)validation, review and external accreditation.</p> <p>Experience as an external examiner or acting as a reviewer for professional, statutory and regulatory body (PSRB)/learned society accreditation of a degree programme.</p> <p>Familiarity with the significance and use of sector reference points relating to the maintenance of academic standards, including credit and qualifications frameworks.</p> <p>Prior experience of benchmarking, especially past involvement with the development of a QAA Subject Benchmark Statement or equivalent.</p> <p>Experience with PSRBs or learned societies especially in relation to developing/setting or applying professional standards or standards for accredited higher education provision.</p>
<p>Leadership and experience of projects, groups and/or committees</p>	<p>The effective leadership of groups and committees, including agenda-setting, delegation of work, summing up discussions, resolving conflict when there is disagreement within groups/committees and encouraging contributions from quieter members. This could be demonstrated through:</p> <ul style="list-style-type: none"> • Occupying a post of responsibility within your current or previous organisation. • Membership of faculty or institutional committees within your current or previous organisation, and experience of chairing meetings. • Chairing, or membership, of a working group or equivalent on behalf of a sector agency. • Serving as the Chair or committee member of a relevant learned society or subject association, or a relevant sub-committee of that organisation. • Membership of a PSRB education committee with responsibility for the development of standards. • Examples of delegation within large teams to manage workloads and meet deadlines.

<p>An understanding of wider issues affecting the sector and subject communities relating to social justice, employability and emerging technologies</p>	<p>Knowledge of other contemporary issues affecting the sector including:</p> <ul style="list-style-type: none"> • Engagement with equality and inclusivity agendas, and with the promotion of diversity and accessibility in relation to the student body. • Experience of introducing sustainability and employability into the curriculum and their impact on the future employment of graduates from the discipline. • Experience of introducing emerging technologies into the curriculum, and an understanding of their impact on learning and teaching practices.
<p>Project management of report/policy document production, including editing and writing</p>	<p>The timely completion of projects through the efficient management of processes and deadlines.</p> <p>Confidence in the use of Microsoft 365 and related online collaborative tools, for example, Microsoft Teams and SharePoint for meetings and developing documents, including an understanding of access permission and version control.</p> <p>Experience of editing reports and or policy documents, and in particular consolidating multiple contributions into a single document.</p> <p>An ability to write clearly and succinctly for a range of different audiences.</p> <p>Experience of managing and collating all or part of an evidence-based submission on behalf of a department or provider for example REF, TEF and Athena SWAN.</p>

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