

III Department/Chair Transformation and Quality Assurance Coordinator (TQAC)

Power and duties of Transformation and Quality Assurance Coordinator (TQAC)

The head shall:

- a) Devote one-fourth (25%) of his/her time and energy to the post with 3 credit hours of exemption;
- b) Benchmark similar departments and propose their best practices to the DC and TQAH;
- c) Assist the preparation of institute/school specific standards and working documents (manual, guideline, forms and formats) on the academic, research and community services, in cooperation with the concerned offices;
- d) Assist the introduction of transformation tools such as Educational Development Army (EDA), Kaizen, ISO's quality management and Balanced Score Card (BSC) planning in the department;
- e) Support in the preparation of awareness rising forums for institute community on transformation tools and quality assurance standards pertaining to academic, research and community services;
- f) Ensure proper implementation of the transformation tools and standards for assuring quality of the academic, research and community services in the department;
- g) Support, audit, feedback and follow up issues pertaining to transformation tools, quality assuring standards in the areas of academic, research and community services of the department;
- h) Coordinate course, program, and department self-assessment;
- i) Coordinate program, and department peer review, external review and accreditation audit
- j) Coordinate preparation of an enhancement plan following both internal and external audits of course or program in the department;
- k) Assist in developing academic standards for resources like classroom technology, laboratories, workshops etc and follow-up of their implementation;
- l) Promote a sense of urgency of institutional transformation and culture of quality in the department;
- m) Conduct department level student/staff/stakeholders satisfaction survey with regard to quality and reports to all relevant bodies;
- n) Keep department level records of all activities pertaining to academic, research and community services quality and implementation of transformation tools and report to the department head and TQAH;

- o) Be member of DC;
- p) Assist the department head and TQAH on matters related to transformation and quality assurance in the department and institute;
- q) Carry out other activities related to the position as may be assigned by the department and TQAH.

Appointment and accountability

- a) TQAC is appointed by the department head based on an open competition through publicly announcement vacancy;
- b) TQAC is accountable to the department head and TQAH;
- c) The department in appointing the TQAC shall ensure transparency.

Requirement

The TQAC must:

- a) Have a leadership experience in educational, business, public, and/or private organization;
- b) Have an understanding of national and international trends, issue, and demographics affecting the university, institute and department;
- c) Have a demonstrated capability in institutional advancement; and
- d) Have a proven experience in teamwork.

Term of office

The term of office of the TQAC is for three years

Termination of service

The TQAC may be relieved of his/her responsibilities by:

- a) Resignation;
- b) Release on grounds of incompetence, sever misconduct, sever illness or upon death;
- c) Absence from duty for more than 21 consecutive days without official acquiescence; or
- d) Expiry of terms of office.