



POSITION DESCRIPTION

Job Title	Expression of Interest by Academics for the role of Critical Friends during Appraisals on a Part-Time basis
Department	Quality Assurance
Reporting to	Director, Quality Assurance

BACKGROUND TO ROLE

The College has developed a Quality Management System that ensures that the College meets the requirements of the National Quality Assurance Framework Internal Quality Assurance standards set out by the Malta Further & Higher Education Authority (MFHEA), as well as those of national and international regulators and agencies, as applicable.

MAIN OBJECTIVES

The Part Time Academic in the role of Critical Friends during Appraisals is mainly responsible for the conducting of teaching appraisal of full-time and part-time academic staff as per MCAST QA policies and procedures, as stipulated in the specific duties below.

KEY RESPONSIBILITIES

- Plan teaching appraisal of academic staff
- Organize preliminary meetings with staff to explain the appraisal process
- Conduct appraisal in-person and/or online of teaching, learning and assessment process
- Provide feedback to staff being appraised as part of the enhancement process
- Issue appraisal reports
- Identify CPD opportunities for lecturing staff
- Conduct CPD initiatives for lecturing staff
- Maintain a record of appraisal activity and issue reports to management
- Support QA and CPD departments in reviewing and updating related policies and procedures
- Carry out any other duties in line with the exigencies of the department and the college, as deemed necessary.