CALLING APPLICATIONS FOR THE POST OF DIRECTOR (PART-TIME)/ CENTRE FOR QUALITY ASSURANCE, EASTERN UNIVERSITY, SRI LANKA

Applications are invited from suitable Senior Academic staff of the Eastern University, Sri Lanka for the post of Director (Part-time)/Centre for Quality Assurance (CQA) as per to UGC Commission Circular No. 09/2019 dated 07.10.2019.

1. **Eligibility**

   The applicant should the knowledge with significant experience in administration (at least 03 years), as well as in the QA processes and have a thorough knowledge of the external review process. He /She should not be Dean or Administrative, Head of Academic Department.

2. **Tenure**

   Maximum period of **three years** and will be eligible for reappointment for not more than one more term of three years.

3. **Remuneration:**

   An honorarium of 25% of the basic salary per month and a telecommunication allowance approved by the Council of the University as per the Commission Circular No. 06/2015 will be paid.

4. **Terms of Reference:**

   Refer the *Annexure I*

   Interested Senior Academic staff members, who could devote significant time for this, may apply with an updated CV and a proposal for 3 year- strategic plan for the CQA (to rectify identified short comings) through the Head of the Department/Unit and the Dean of the Faculty to the Vice Chancellor **on or before 25.10.2023 before 4.00 p.m.** For more information please refer the UGC Circular 09/2019 dated October 7, 2019.

A. Pahirathan
Registrar
25.09.2023

REGISTRAR
Eastern University, Sri Lanka

Terms of Reference

1. Develop regulations for the CQA and obtain approval from the University Council for the same

2. Prepare operational guidelines for the CQA in accordance with the general guidelines developed by QAC of the UGC, and customized for the university's governance structure / organogram and specific implementation arrangement.

3. Develop a 3-years Strategic plan for the CQA; obtain approval from the University Senate and Council and concurrence of the QAC of the UGC, before implementation.

4. Develop the annual work plan for the CQA and obtain approval from the University Senate and Council at the commencement of each calendar year.

5. Develop the annual budget for QA activities in the University along with the University's annual budget estimates submitted to the Treasury, and obtain Finance Committee and Council approval.

6. Ensure that the CQA is established on the university website and details are updated regularly.

7. Report regularly on QA activities and progress to the University Senate and Council.

8. Circulate notices of QA activities in the university to the university community and other universities.

9. Conduct university and faculty level awareness programs on QA.

10. Initiate and support preparation of SER for Institutional Reviews.

11. Motivate and support study programs to prepare SERs for Program Reviews.

12. Provide necessary training and workshop for Self-Assessment Report (SER) preparation.

13. Motivate and support academic staff to showcase best practices in QA.

14. Develop relationships and liaise with international agencies and universities on QA activities.

15. Support academic staff in the process of preparing proposals for the conduct of new degree programmes, and ensure that applications submitted to the UGC for approval in this regard are complaint with the Sri Lanka Qualifications Framework.

16. Report on university QA activities at the UGC Standing committee on QA.

17. Submit an annual report of the CQA to the QAC of the UGC.

18. Convene and facilitate all meetings of the CQA and FQACs

19. Assist manual preparation on QA aspects in Faculties.

20. Make available to all staff and external stakeholders the results of external and internal reviews, including student surveys.