Introduction
Oscail provides a range of online distance education programmes with a strong emphasis on online learning. It offers undergraduate programmes in the Humanities and Information Technology and postgraduate programmes in areas such as Operations Management, Information Systems Strategy, Internet Enterprise Systems, Sustainable Development and Clean Technologies.

The BA programmes consist of a BA in Humanities programme has an integrated series of modules in the following subject areas: Psychology, Sociology, History, Literature and Philosophy. There is also a specialist pathway leading to a BA in English and History. A BA in Psychology is currently in development.

Programme Chair of the BA Programmes
The primary role of the BA Programme Chair is to ensure the academic and pedagogical quality of the BA programmes. The Programme Chair’s role involves a mix of pedagogy, research, and administration.

The BA Programme Chair would require a background in areas such as curriculum design, instructional design, assessment methods and programme evaluation. While this background can be in any one of the five subject areas/disciplines in the Humanities programme, applicants with extensive experience in the supervision of social science research projects would be particularly welcome.

Areas of Responsibility
Duties attaching to the post include, but are not restricted to, the following:

Programme Delivery
- Chair the Programme Board, including preparation of documentation for Board meetings
- Managing the assessment process, including:
  - commissioning examination and assignment writers
  - ensuring that assessments meet module and programme learning outcomes
  - appointing markers
  - liaising with External Examiners and Internal Examiners
  - preparing documentation for PABs (Examination Boards)
- Implementing quality assurance measures on the BA programmes and processing associated issues such as
  - Set up and actively manage the assignment monitoring process
  - Intervening appropriately when the assignment monitoring indicates that a tutor’s marking and/or feedback is not of the required standard
  - Hold annual student feedback sessions – both face-to-face and online
  - Set up and analyse the annual student module evaluation surveys.
- Overseeing tutor recruitment and training
- Organise and chair the annual subject review meetings (one for each of the five subject areas in the BA programmes).
- Processing exemption requests and organising, advising and chairing Annual Exemptions Boards
- Processing Assignment Mark Review Requests (assignment appeals)
- Implementing plagiarism detection policies and processing plagiarism cases
- Overseeing the annual production of the (Student) Course Handbook
- Processing/adjudicating on deferral and leave of absence requests
- Processing/adjudicating on late assignment submissions (extension process)
- Communicate with students who contact the Programme Chair with queries etc.
- Organise guest lectures/webinars with, for example subject experts, graduates doing interesting doctoral research etc.
- Chair the Oscail Humanities Research Ethics Board, which considers all final year research projects in Psychology and Sociology
- Produce the annual module reports, the Annual Programme Review reports and managing the multi-annual Programmatic Reviews for the Humanities Programmes.
- Engage in appropriate continual professional development focusing on effective delivery of third level programmes in an online distance education context

**Programme Development**
- Oversees the update of existing programme modules and the development of new modules in liaison with the Programme Board.
- Participate in the on-going development of the programme including new designated degrees
- Contribute to the development of policies and procedures related to programme development and delivery
- Engage in appropriate continual professional development focusing on elements of programme development in general and specifically in the online distance education context

**Programme and Service Management**
- Manage the Humanities Programme Team (currently four full-time staff members excluding the chair and 45 part-time staff members)
- Attend and participate in meetings related to programmes (for example, Oscail Teaching and Learning Committee, Oscail Research Committee, Oscail Continuous Improvement Working Group, Oscail Marketing Working Group, PBERCs, Progression and Award Boards, programme team meetings, etc)
- Be a member and participate in the Oscail Management Group
- Attend various promotional activities such as make presentations at Open Evenings, exhibitions and students fairs
- Represent Oscail on various DCU committees and working groups, as requested
- Attend and participate in Oscail and University forums as required (for example, general staff meetings, staff development activities, etc.)
- Engage in appropriate continual professional development focusing on effective staff management and development

**Research Activity**
- Pursue and develop an active personal research profile
- Seek funds to support research initiatives
- Contribute to research activities including conference organisation and attendance
- While an applicant research may be in any of the five disciplines in the Humanities programme, preference will be given to applications with a research background in online pedagogy, elearning, distance education and related areas.

The Programme Chair should also have a wide range of IT skills. These could include knowledge and experience in the use of online survey software, statistical analysis software, virtual learning environments and, ideally, of emerging elearning technologies.

Applicants for the post must hold an honours degree in a relevant discipline and would ideally be qualified to PhD level. They should also have both lecturing and administrative experience, ideally in adult, distance or online education. While applicants can come any of the five disciplines in the Humanities programmes, applicants with a strong track record in research methods in the social sciences and with substantial experience in the management of academic programmes are of particular interest.

**Salary Scale**

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<th>Salary Scale:</th>
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<tbody>
<tr>
<td>Lecturer (above bar): €50,159 - €81,403</td>
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<tr>
<td>Lecturer (below bar): €41,502 - €51,724</td>
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<tr>
<td>€37,352 - €46,552*</td>
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*Applies to new entrants to the public sector after 01 January 2011

Appointment will be commensurate with qualifications and experience

**Closing Date:** 16th August 2013

**Informal enquiries to:** Seamus Fox, Head, Oscail – DCU Distance Education
E-mail: seamus.fox@dcu.ie Tel: +353 (0)1 700 5502

**Application forms are available from:**
Human Resources Department, Dublin City University, Dublin 9.
Tel: +353 (0)1 700 5149 Fax: +353 (0)1 700 5500
E-mail: hr.applications@dcu.ie

*Dublin City University is an equal opportunities employer*