ROLES AND RESPONSIBILITIES

COLLEGE TUTOR

This document outlines the typical duties expected of the post holder. The descriptions of the post cannot be exhaustive and the post-holder may be required to undertake other duties, normally these will be broadly in line with the listed key responsibilities. Roles and responsibilities may also be subject to change.

Summary of post:

College Tutors have an extra-departmental role. They provide guidance and assistance to students in regard to welfare issues and are also involved in College disciplinary matters involving students.

College Tutors report to the Vice Provost (Education) through the Director of Student Support.

Duties and Key responsibilities:

General

- To act in accordance with all College policies and regulations, including the key policies and procedures relating to the academic and examination regulations, complaints and appeals and student discipline.

- To be familiar with the following key document:
  - The QAA Quality Code for Higher Education in particular, Chapter B9: Academic Appeals and Student Complaints

- To act in accordance with the Imperial Expectations

Welfare

- Be available for any student to air any problems in confidence, especially where students have exhausted or lost faith in normal first line procedures.
- Be available to take up student cases direct with departments.
- Liaise with Registry and all other appropriate student-facing agencies to resolve individual problems.
- Strive to maintain the good structure that currently exists and promote harmony between different student-facing agencies, including organising Senior Tutor / Postgraduate Tutor meetings and providing them with advice.
- Assisting with training Personal Tutors.
- Liaise with others who have special responsibility for student issues, Wardens, Health Centre, Registry etc.
• Attend Committees of the Senate, President’s advisory committees and working parties, as appropriate, to represent general student interests and be concerned with quality assurance issues. All College Tutors are members of the Student Welfare Committee and the Wardens’ Committee.

• Member of appointment panels for Hall Wardens and Assistant Wardens.

• Be involved, together with other appropriate staff (e.g. Disability Advisers), in the allocation of welfare places in student halls to needy students.

• Be available for consultation by Wardens and the Accommodation Office in case of special problems.

• Be available to consider complaints about Wardens in case of special problems.

**Discipline**

• Deal with all disciplinary offences that fall outside the remit of the Heads of Departments, Hall Wardens and Imperial College Union, and those referred by the other responsible authorities.

• Liaise with Registry, Security and others on all College disciplinary hearings and be responsible for bringing charges against the offending student.

• Be available for consultation by other responsible authorities on disciplinary matters. Handling appeals, plagiarism offences and complaints.

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