



## **NOTICE**

### **POST OF DIRECTOR (PART TIME) CENTRE FOR QUALITY ASSUARANCE (CQA) UNIVERSITY OF PERADENIYA**

Applications are invited from senior academic /Professor with significant experience in administration (at least 3 years), as well as in the QA processes and have a thorough knowledge of the external review process, for the above post at the Centre for Quality Assurance (CQA) of University of Peradeniya.

The appointment will be for a period of three (03) years and the position carries an honorarium of 25% of the basic salary per month based on the 09/2019 UGC Commission Circular instructions.

A self made application along with an updated Curriculum Vitae and a one page statement of how you would contribute towards the advancement of the Centre for Quality Assurance (CQA) should be submitted to the undersigned through the proper channel, on or before 23<sup>rd</sup> August 2024.

The responsibilities of the Director, CQA are given in the annexure. (According to the Commission Circular 09/2019)

Please note that applications submitted after the deadline will be rejected.

A handwritten signature in blue ink, appearing to be 'H. De Silva'.

**VICE-CHANCELLOR  
UNIVERSITY OF PERADENIYA**

29.07.2024

31/7/2024

## **Annexure**

### The responsibilities of the Director, CQA

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-year 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 compliant 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