

## University of Glasgow

### Chief Adviser Remit and Role

#### *Introduction*

The Chief Adviser is a member of academic staff with experience of advising and is selected from the advising team for the degree programme(s). He/she has the key role of leading and coordinating a team of Advisers of Studies in supporting students in their degree programme.

#### *Key Tasks may include:*

1. Acknowledging and upholding the University of Glasgow Principles for the Provision of Advice and Information to Students
2. Leading and coordinating the team of Advisers of Studies
3. Developing, maintaining and enhancing the knowledge, skills and practice relevant to their role, by engaging with:
  - centrally provided training, workshops and seminars
  - College, School or service specific events and activities in or outwith the University
  - guidance and advice from experienced colleagues
  - opportunities for sharing good practice
4. Keeping abreast of University policies, procedures and codes of practice
5. Providing formal training and instructions to Advisers of Studies
6. Providing advice and support to Advisers of Studies
7. Providing information and advice to staff and students about the Advising Service
8. Representing the degree programme(s) at meetings of Chief Advisers
9. Participating in induction sessions for students
10. Organising and chairing meetings of Advisers of Studies
11. Liaising with University Services
12. Working with administrative and secretarial staff, where provided, to ensure the smooth operation of face-to-face meetings of Advisers of Studies with the appropriate students
13. Monitoring the performance of Advisers of Studies and taking appropriate action to address identified issues
14. Periodic monitoring, evaluation and review of the degree programme's Advising Service [every 5 years]
15. Working with staff in other services to ensure that all information and support provided to students (e.g. on the University's website, and in electronic and print media) is consistent and up-to-date
16. Co-operating with those charged with the development, monitoring, evaluation and review of initiatives aimed at enhancing the student experience
17. Change of programme
  - Approve significant changes of programme (eg involving change of College)
18. Fitness to Study Leave of Absence

- To participate, as required, in Fitness to Study Review Panels or similar
- 19. To assist with Open Days and Applicant Visit events as well as informal applicant visits arranged by External Relations
- 20. To interview applicants/readmissions as appropriate
- 21. Assist with interviewing students applying for internal or external transfer as appropriate
- 22. To qualify students for graduation with designated degrees prior to graduation ceremonies and 'in absentia' graduation

*Programme-specific functions*

[The definitive role and remit for each degree programme will include the additional key tasks that are specific to that programme here.]