

# Post of Deputy Director – Centre For Quality Assurance (CQA), (Internal Applicants Only)

The Center for Quality Assurance (CQA) of the University of Colombo is responsible for overall guidance and monitoring of Quality Assurance procedures in accordance with the document on Quality Assurance Commission circular 09/2019 that sets out its work and functions.

This is a part-time position, for a period of 3 years. (No. of Vacancies – 01)

## QUALIFICATIONS AND EXPERIENCES:

- Applications are invited for the above position from the permanent members of the academic staff of the University of Colombo at or above the level of Professor or Senior Lecturer, Grade I, preferably with substantial experience and knowledge in the discipline of quality assurance.

Please send your self-prepared application (with a covering letter addressed to the Vice-Chancellor) along with the certified copies of relevant certificates (educational, professional, experience, etc.) by hand to the Senior Asst. Registrar/ Academic Establishments, University of Colombo, 94, Cumaratunga Munidasa Mawatha, Colombo 03 through the respective Head of the Department and the Dean of the Faculty as per the directives given in the [University of Colombo Circular No. 70](#) dated 14.09.2020 on or before 22-08-2022, emailing the copy of the application to the [recruit.temp@ace.cmb.ac.lk](mailto:recruit.temp@ace.cmb.ac.lk). The Post applied should be indicated on the top left-hand corner of the envelope.

Applications received after the closing date will not be considered. Incomplete applications will be rejected.

---

## TERMS OF REFERENCE

The Deputy Director position at the Centre for Quality Assurance (CQA), University of Colombo, Sri Lanka is a position based on a 1-year contract period with a view of extending it for a maximum of another two years. The following include the specific tasks/ responsibilities of the selected individual:

- i. Develop regulations for the CQA and obtain approval from the University Council for the same
- ii. 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.
- iii. 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.
- iv. Develop the annual work plan for the CQA and obtain approval from the University Senate and Council at the commencement of each calendar year.
- v. 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.
- vi. Ensure that the CQA is established on the university website and details are updated regularly
- vii. Report regularly on QA activities and progress to the University Senate and Council
- viii. Circulate notices of QA activities in the university to the university community and other universities
- ix. Conduct University and Faculty level awareness programs on QA
- x. Initiate and support the preparation of SER for Institutional Reviews
- xi. Motivate and support study programs to prepare SERs for Program Reviews
- xii. Provide necessary training and workshop for Self-Assessment Report (SER) preparation
- xiii. Motivate and support academic staff to showcase best practices in QA.
- xiv. Develop relationships and liaise with international agencies and universities on QA activities.
- xv. 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
- xvi. Report on university QA activities at the UGC Standing Committee on QA
- xvii. Submit an annual report of the CQA to the QAC of the UGC
- xviii. Convene and facilitate all meetings of the CQA and FQACs
- xix. Assist manual preparation on QA aspects in Faculties
- xx. Make available to all staff and external stakeholders the results of external and internal reviews, including student surveys

---

Vice-Chancellor

University of Colombo

94, Cumaratunga Munidasa Mawatha, Colombo 3.