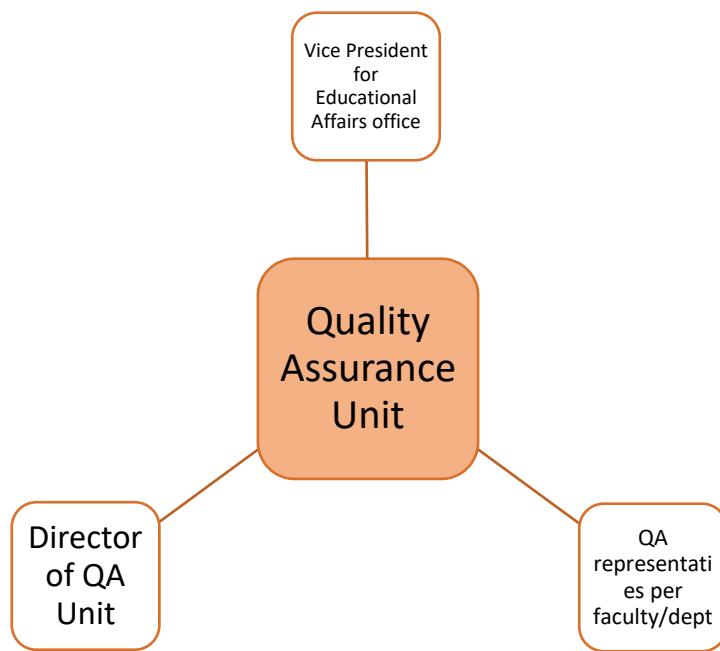


### **Structure of the Quality Assurance Unit**

The Quality Assurance Unit is headed by a director and supervised by the Vice President for Educational Affairs office. There are also Quality Assurance Representatives from each Faculty and Department that collaborate with the Unit in achieving its set goals.



The explicit aim of the Tishk International University quality assurance policy is to enhance the effectiveness of its core activities of learning, teaching, research performance, research training and management. The policy addresses all areas of the University's activities focusing on their contribution to and in alignment with the University's Strategic Goals.

### **Functions of Director of Quality Assurance Unit**

- Development of a quality assurance policy.
- Creation of awareness of the provisions for QA: Review the existing procedures and making them known to the stakeholders.
- Conduct annual evaluation of the University's Strategic Plan.



## QUALITY ASSURANCE

- Preparation of check lists of procedures for performance evaluation.
- Set up a Quality Assurance Implementation Committee.
- Conduct self-assessment programs that have completed their cycle.
- Develop a self-assessment manual.
- Keep stakeholders: staff and students well informed of evaluation results, efforts made and recommendations periodically.
- Analyse past accreditation reports of the University and highlight areas of remediation preparatory for next exercise.
- Monitor and assess quality, adequacy and currency of facilities and resources in departments and faculties.
- Monitor and ensure compliance to academic brief, staff student ratio, quality and mix, teaching and research quality.
- Administer and analyse results of Teaching Portfolio instruction.
- Develop and update criteria and format for assessing teaching quality and effectiveness through peer group and student review, and carry out students surveys twice annually
- Participate in the review of academic program curricular of the University and evaluation of proposal for new academic programs.
- Organize regular capacity building and skill acquisition for academic and non-academic staff.
- Provide orientation programs for newly recruited academic and non-academic staff
- External stakeholders are consulted on the quality of graduates and for advice on the Introduction of new courses and programs.
- Monitor academic promotion process of academic staff.
- Support professional development of academic staff.
- Report academic development of academic staff annually.
- Provide Quality Assurance activities to academic staff.
- Report Academic Research points of academic staff annually.
- Invite external reviewers to the University for Evaluation of academic development.