

## **JOB DESCRIPTION**

**Unit Name:** Internal Quality Assurance Unit (IQAU)

**Reports to:** The Rector

**Employment Status:** *Full-time*

### **General job description;**

IQAU is a permanent assessment unit responsible for quality assessment at the university. It has operational autonomy and access to all institution records. Its task is to evaluate all the quality elements according to ENQA standards, to periodically evaluate the teaching process and the efficiency of the teaching and research activities, as well as the administrative one.

### **Main tasks;**

- At the beginning of each academic year, he/she prepares the work plan for the unit and informs the rector;
- In line with the strategic plan of the institution, he/she assesses the academic and administrative services of the university for improving the quality compared to last year;
- Analysing the content of study programs after receiving feedback from students, lecturers, hired students and the labor market;
- Assessing the international approach and internationalization in the form and content of the programs it provides;
- Assessing individual and institutional research and scientific activity and addressing the involvement of students, in particular the ones from the second and third cycles, in concrete and contemporary research;
- Making a multi-dimensional assessment of the teaching and support staff on the basis of clear, specific and recognized indicators;
- Making the preparation of the report on the teaching process and performance of the lecturer at the end of each semester.
- Performing the review of performance indicators by removing or adding new indicators;
- Performing a review of institutional academic activities, as well as research work of basic and main units.
- Reviewing and evaluating the participation of the administrative staff in institutional activities and training;
- Making assessment in function of purpose, facilities, material resources, logistics and other services to students and community in general, in function of study programs, institutional strategy and training objectives;
- Making assessment of funding and human resources in function of the main processes of teaching and research, as well as assisting students according to the contemporary requirements and needs of academic life and employment;
- Focusing on assessing the national and international dimension of the institution, co-operation with homologue institutions at home and abroad, the joint academic offer at regional and international level, as well as public relations in general;

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- Following the assessment of the institution's opening and relationship with the local, national, regional and wider labor market to identify, increase the opportunities and quality of employment of students at all levels and study programs;
- Making the assessment of the effectiveness and consistency of institutional, academic and research developments with the goals, objectives and development objectives of the University;
- Assessing academic, research, administrative, managerial aspects based on general and specific indicators (general and specific performance indicators);
- Coordinating the work and following step-by-step the preparation of Internal Evaluation Reports in case of the accreditation of programs or the institution;
- Providing any kind of support for the necessary information towards external experts in cases of evaluation, control, monitoring and accreditation;
- In cooperation with SSCCO (Student Support and Career Counseling Office) collects and analyzes statistical data for graduate students.
- Organizing periodic meetings with the unit members or with other units that are related to the process being implemented;

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