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 a monthly honorarium of 25% of the basic salary of the substantive post as at 31.12.2024, based on the instructions of UGC Commission Circular No. 09/2019.

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 31st December 2025.

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 not be considered.

VICE-CHANCELLOR

08.12.2025

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