



The
University
Of
Sheffield.

School Of Clinical Dentistry

Structure of the Dental School

Introduction

The structure of the School reflects the need to deliver an integrated undergraduate curriculum while at the same time providing excellence in research through a state of the art infrastructure built on shared core facilities. Responsibility for delivering the functions of the School has moved away from the traditional departmental structure to functional groups who oversee the delivery of our core missions (teaching and research) in a more integrated way. Most notably for example, our new curriculum is managed in Themes – each managed by a theme leader and a group of teachers who now organise and deliver an integrated component of the BDS programme. Similarly, research is organised into integrated Research Groups and led by a Director of Research who holds the budget for management of the core facilities.

The features of the structure

- Teaching in the School (primarily the BDS programme) is organised into themes, and theme leaders take responsibility for the delivery of the course. Development, implementation and evaluation of the curriculum will continue to be overseen by Teaching Committee, which will primarily be made up of the theme leaders.
- Students are important to the School and the position of Director of Student Affairs reflects our recognition of the importance of student well being and the student experience at the heart of what we do. It also recognises the increasing pressure on us to robustly assess professionalism among our students and also to record this assessment and report to the GDC. The DoSA oversees student affairs, including the personal tutor system and student progress as well as issues relating to fitness to practice. The DoSA sits on TC and TC will oversee student affairs, as it does now.
- Research is managed by the Director of Research, as a core activity. Research infrastructure and support are managed as core facilities and PhD student admissions and monitoring are centralised, thus avoiding repetition of activities in the separate units.
- The Director of Postgraduate Education chairs the PGT working party and oversees the provision of taught postgraduate courses including QA and admissions.
- Academic Units map closely to the clinical areas of the Charles Clifford Dental Hospital and Unit Heads take responsibility for maintaining the clinical infrastructure and facilities for the delivery of clinical teaching for all our students. To do this they work closely with the clinical leads on the hospital side and under the direction of the Director of Clinical Studies (who at present is also the Clinical Director of the Hospital). This ensures close working with CCDH
The seven Units of the School are:
 - Dental Hygiene and Dental Therapy
 - Dental Public Health

- Oral and Maxillofacial Medicine and Surgery
- Oral and Maxillofacial Pathology
- Oral Health and Development
- Primary Dental Care
- Restorative Dentistry

Roles and responsibilities

Key roles in the School include:

Dean The Dean is the Head of School and is singly responsible to Faculty and the University for the overall governance of the School including all HR and finance issues as well as the student experience and research.

Director of Administration Responsible for all day-to-day operational issues of the School and manages all School administrative staff. Acts with the Dean to manage the budgets and all HR issues, as well as supporting the Dean in his reporting role to the University.

Director of Research Chairs Research Committee and oversees the development and implementation of our research strategy. Management responsibility and budget holder for core research facilities and oversees (with PG tutor) admissions, monitoring and progress of PGR students.

Director of Student Affairs Oversees the student experience and well being including the personal tutor system, student progress committees and fitness to practice. Takes strategic direction from TC

Director of Learning and Teaching Chairs the Teaching Committee. Oversees development implementation and evaluation of the curriculum and quality assurance of teaching and assessment. Takes strategic direction from TC

Director of Postgraduate Education Chairs PG working group. Oversees strategy for and implementation of PG courses and CPD. Takes strategic direction from TC.

Director of Clinical Studies Key post for liaison with the NHS Trust and Hospital (currently also Clinical Director). Responsible for the provision of the infrastructure and patients for the delivery of clinical teaching for all students. Takes strategic direction from the Hospital and from the School Senior Management Team.

Unit Heads Responsible for their subject areas and for ensuring that the resources (clinical and human) are available for the delivery of teaching. Take responsibility for providing the infrastructure for supporting staff in their subject area and for the mentoring and development of academic staff.

Theme Leaders Develop organise and deliver the themes of the curriculum in an integrated manner. Must liaise with Unit Heads to ensure staff can teach. Chair working groups or committees to develop each theme. Within themes there will also be course and subject leads. Take strategic direction from TC and are lead by DoLT.

Executive Committee Chaired by the Dean (Head of Department). Takes overall responsibility for the running of the School and for strategic direction. In part an operational committee that makes things work. The EC is small – composed of about 6 people (Dean and Directors) – and meets regularly (weekly or bi-weekly) and takes operational responsibilities.

Senior Management Team A larger group, chaired by the Dean. Oversees strategy and longer term planning and advises the EC and Dean on running the School. SMT is inclusive, and include key players in the School and acts as a forum for discussion of major issues. It will comprise up to about 20 people. It will probably meet bi-monthly.

Board of Studies Chaired by the Dean. A forum for all staff to hear reports from other committees and for staff to have a say in major issues which may affect the School

Line Management

The Dean is overall responsible for all staff in the School, but delegated line managers look after groups of staff. In general the line manager for new staff will be decided on recruitment and staff with multiple roles, eg research and teaching as well as a leadership role, may be able to choose who manages them.

Clinical academics are line managed within the Units. Unit Heads are responsible for providing the infrastructural support for them to undertake their roles and will attend to development needs (including for example training needs for junior clinical staff).

Non-clinical academics are line managed within Units or within Research Groups.

Administrative & support staff are line managed by the School Administrator

Research Support staff are line managed within the research groups. Fixed term staff on grant income are usually line managed by the grant PI. Support staff managing core facilities will be line managed by the Director of Research.

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