



THE UNIVERSITY OF THE WEST INDIES
QUALITY ASSURANCE UNIT
The Vice-Chancellery

April 2018

THE UWI QUALITY CIRCLE
Vol. 20 Newsletter Article Guidelines
Theme: The UWI Quality Policy: What it means for me!

Dear Contributor,

We greatly appreciate your continued support through your contributions to The UWI Quality Circle Newsletter. *The UWI Quality Circle*, Vol. 20 is intended to provide an opportunity for us to discuss what The UWI Quality Policy means for us as internal stakeholders.



As the premier University in the Anglophone Caribbean and a globally aware Institution which focuses on continuous quality enhancement, The University of the West Indies (The UWI) has articulated our Quality Management System based on the Plan, Do, Check, Act cycle of continuous quality improvement. Further, the Quality Policy greatly expands the dimensions of quality that guide The UWI's total operations, to include, apart from the previous emphasis on fitness for and of purpose, a specific focus on value for money, transformative development of students and staff, and overall adherence to high standards, especially service excellence. Given the interconnectedness of the University's various stakeholders and the vital role that each of



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us, as guardians of quality, has in developing and maintaining quality, the Quality Assurance Unit (QAU) is inviting contributions from staff and students that will highlight our individual and collective perspectives and experiences in the advancement of quality within our University.

The UWI Quality Circle newsletter serves as a forum to disseminate information, stimulate interest and encourage discourse and engagement on issues relating to quality assurance and enhancement across the University and with key external stakeholders. Within The UWI, quality is the responsibility of each one of us (The UWI leadership at all levels: full-time and part-time academic staff, senior administrative staff, and administrative, technical and support staff) and of great concern to our other stakeholders (students and their parents, regional governments, employers, funders, accreditation agencies, sponsors, and alumni). Your contributions should, therefore, be written in non-technical language.

Focus of Volume 20: The UWI Quality Policy: What it means for me!

Length: The general length of articles is approximately 350-400 words. Shorter thought pieces are also welcomed. Creativity is encouraged in terms of getting the message across (e.g. bullet points, diagrams, URL referencing). The author is responsible for checking the accuracy of all facts, statements, quotations, and references in the submission. Given the brevity of newsletter articles, contributors should avoid excessive wordiness and refrain from the use of endnotes.

Format: All contributions must be submitted via e-mail (quality.circle@open.uwi.edu) as Word document attachment.

Contributor Profile: Please provide preferred profile (e.g. name, title, position/designation, institution, Campus, Department, Institute, School, Centre, Unit or Site) and contact details.

Photograph: Contributors must submit a recent digital clear, head-and-shoulders portrait photograph image in colour (at least 300 dpi resolution). The preferred formats are TIF or EPS. Size should be approximately 5" x 7" but no smaller than 3" x 3". Do not crop the photo; please leave sufficient background image. The size of most photos (or any graphics submitted) may be reduced or enlarged during production. Please avoid submitting passport photos or website downloads.

Deadline for Submission: *The UWI Quality Circle* Vol 20 contribution submission deadline is Monday, 30th April, 2018. Thank you for your contributions!

Quality Assurance Unit
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