**MPLS Associate Head of Division (Taught Degrees)**

The Associate Head of Division (Taught Degrees), supported by the Head of Education Planning and Policy, Assistant Registrar (Education), and the wider Taught Degrees team within MPLS Division will:

1. Support and represent the Head of Division in matters relating to undergraduate and postgraduate taught degrees in MPLS, and relevant aspects of over-arching education strategy, and chair relevant Divisional committees and working parties as appropriate, including:
   * Education Committee
   * Teaching Audit Committee
   * Undergraduate Access and Admissions Panel (in Hilary Term; panel also meets in Michaelmas Term)
   * PGT Course Directors annual meeting (in Trinity Term)
   * Teaching Awards Panel
2. Advise the Divisional Board and General Purposes Committee on matters relating to taught degree students, liaising with the Associate Head (Research Degrees & Culture) as necessary, and on Equality, Diversity and Inclusion matters insofar as they relate to taught degree students, liaising with the Associate Head (People) as necessary;
3. In liaison and collaboration with the Associate Head (Research Degrees & Culture), take responsibility for over-arching strategy on matters of education, e.g. MPLS Five-Year Plan, oversight of policy, quality assurance, major course proposals, changes in regulations (delegated to officers except in cases of doubt or difficulty), nomination of external examiners (delegated to officers except in cases of doubt or difficulty), oversight of access, outreach and admissions, and detailed policy matters including consultations from EdC/central AAD;
4. Represent the Division on appropriate University committees (e.g., University Education Committee, Taught Degrees Panel and Joint Student Number Planning Sub-committee), as well as other committees relevant to the role, in liaison and collaboration with the Associate Head (Research Degrees & Culture).
5. Attend departmental reviews and chair the Teaching and Learning Panel process within the review.
6. Play a leading role in influencing University, national and international education policies and activities by working closely with the departmental Directors of Studies and others, counterparts in other divisions (particularly those with whom we run joint programmes), colleagues across the collegiate University, and the Russell Group, on all relevant graduate training strategy and policy matters.

The Associate Head (Taught Degrees) is an *ex-officio* member of the following MPLS Divisional bodies:

* Divisional Board;
* General Purposes Committee;

and attends the weekly meeting of Associate Heads of MPLS.