

## Programme(s) Leader Role for Degree and HN Programmes

*The core role of the Programme Leader is to engage with all elements of the programme, including development, delivery, assessment, quality assurance and enhancement and the student experience. Within UHI, programmes vary widely in terms of geographical spread, student numbers and where appropriate professional body accreditation and this diversity will be reflected in terms of how the role is discharged.*

1. Take a leadership role in ensuring effective communications systems and processes are in place across their area of responsibility, including processes for briefing PATs on programme specific issues, appropriate communication with academic partner structures and the dissemination of academic policies.
2. Ensure current academic standards and quality regulations are applied within their own area of responsibility: For example, assessing and endorsing claims for RPL, endorsing learning agreements for periods of study abroad and engaging with student withdrawal, progression, and mitigating circumstances processes.
3. Engage routinely and regularly both internally and where appropriate with external bodies such as SQA, statutory & professional bodies and industry representatives.
4. Chair course committees as required.
5. Contribute to, and engage in, decision making at subject network and faculty level and support the subject network leader in the delivery of the subject network operational plan.
6. Lead the maintenance, design, development and effective delivery of the overall curriculum within their area of responsibility in collaboration with the subject network leader.
7. Lead, Identify, implement and apply innovative approaches to course delivery and assessment and foster the use of networked delivery in line with the university's strategic plan.
8. Fully participate in either the degree exam board process or network progression board for programmes for which they are responsible.
9. Fully engage with the quality assurance and enhancement activities that relate to their programme, in liaison with Academic Partner Quality managers and the core Faculty and Academic Standards team within Executive Office where appropriate. This includes: course validation and revalidation of courses, student satisfaction, annual quality monitoring, preparation of the programme SED, and liaison with external examiners, verifiers and assessors as appropriate.
10. Liaise with access, induction, marketing, student experience practitioners and admissions staff to ensure entry requirements are appropriate and that marketing material is accurate.