EMS Administrative Tasks 2018-19

**Assistant Dean (EMS):** Prof Sarah Hart

**Department Executive**

The Department Executive provides leadership to the department and coordinates the working of departmental committees. While Exec is collectively responsible for the management of the department, its members also have specific internal responsibilities, as detailed below.

Sarah Hart  Assistant Dean (EMS); Head of Mathematics and Statistics
Sandeep Kapur  Head of Economics & Finance
Maura Paterson  AD Equalities
Haris Psaradakis  AD Research
Ron Smith  Strategy and Communication with College
Stephen Wright  Chair of Teaching Committee
Swati Chandna  Co-opted representative for junior faculty
Jan O’Brien  Assistant School Manager

**Representatives on School and College committees**

School Exec  Hart (AD EMS), Paterson (AD Equalities & Networks), Psaradakis (AD Research)
School Research Committee  Aksoy, Psaradakis, Papageorgiou, Chandna
School Teaching Committee  Fairbairn & Hori
School Marketing Group  Chandna
College Academic Board  Brooms, Fairbairn, plus readers/professors (ex-officio)
College Athena Swan Committee  Fairbairn and Paterson
College library liaison  Gomes and Pokrovskiy
College REF committee  Psaradakis
College Exam Board  Andrew Bowler
Health & Safety  Baxter
Disability Group  Hart
Media Services Adv Group  Wright

**Other tasks and responsibilities**

Department Athena Swan SAT Paterson (lead)
Academic reviewers  Beckert, Fairbairn, Hart, Kapur, Papageorgiou, O’Brien
Workload management  Hart, Kapur
Executive Education  Kapur, Smith
Economics ESRC DTP lead  Aksoy
Accommodation  O’Brien
Department webmaster  Justine Lloyd-Altius and Awuku Danso
IT Advisory Group  Danso and Exec
Alumni networks  Beckert
Graduation ceremonies  Programme directors (or designated replacements)
Open Evenings/Clearing  Each member of staff is expected to participate in at least two open evenings each year, and/or help with UCAS clearing.
(A rota is kept by the Workload Management group)
## Teaching

### Department Teaching Committee

This committee is responsible for monitoring the health of all taught programmes and for developing new programmes. It meets at least once each academic term.

**Chair:** Wright  
**Members:** Brooms, Fairbairn, Hart, Hori, Kapur, Schroeder

### Teaching and Marking Allocation

Brooms (Statistics), Hart (Mathematics), Kapur (Economics and Finance)

### Representative on School Teaching Committee (STQEC)

Fairbairn and Hori

### Programme Cluster Reports

Aksoy, Brooms, Daripa, Noble, Hori, Hubbert, Versteeg, Gomes

## Programme Administration

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<th>Programme</th>
<th>Director</th>
<th>Admissions</th>
<th>Chair of Exams /MC Panel</th>
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<tr>
<td>BSc E&amp;B &amp; ESP</td>
<td>Wright</td>
<td>Ross</td>
<td>Hori (chair)</td>
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<td>Ross (deputy)</td>
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<td>Pymar (PT)</td>
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Research

Department Research Committee
This committee is responsible for monitoring and promoting research activity, overseeing the research groups and preparation for REF. It meets at least once each academic term.

Chair: Psaradakis
Members: Aksoy, Baxter, Kapur, Hart (ex officio)

Research ethics officer Ron Smith

Research Group leads
Aksoy (Macroeconomics)
Baxter (Mathematics)
Kapur (Microeconomics)
Psaradakis (Econometrics and Statistical Sciences)

REF Lead Aksoy

Representatives on School Research Committee Aksoy, Psaradakis, Chandna

Department Seminars Gomes, Schroeder (Econ & Finance)
Noble (Maths & Stats)

Discussion Papers / Preprints Research group leads

Birkbeck Centre for Applied Macroeconomics
www.bbk.ac.uk/ems/research/BirkCAM
Director: Yunus Aksoy

Commodities Finance Centre
www.bbk.ac.uk/cfc
Director: Helyette Geman

External Networks
Committee of Professors of Statistics(www.copstat.ac.uk)
Department representative: Anthony Brooms

Conference of Heads of University Departments of Economics (CHUDE)
(www.res.org.uk/view/chude.html)
Department representative: Sandeep Kapur

Economics Learning Network (www.economicsnetwork.ac.uk)
Department representative: Stephen Wright  Patron: Andy Ross

Heads of Departments of Mathematical Sciences(www.hodoms.org.uk)
Department representative: Sarah Hart

London Mathematical Society (www.lms.ac.uk)
Department representative: Ben Fairbairn

London Taught Course Centre (LTCC)
Department representative: Brad Baxter