# Generic job description and selection criteria

|  |  |
| --- | --- |
| Job title | Departmental Lecturer |
| Department |  |
| Grade and salary | Grade 8 |

## Job description

### Overview of the role

### To engage in advanced study and academic research, to lecture and teach undergraduate and graduate students, and contribute to the teaching, research, and academic administration of the department. To lead independent research projects or specific areas of research within a broad programme.

### Responsibilities/duties

* Undertake advanced academic study to underpin lectures and class teaching
* Lecture, tutor, [conduct practical classes using laboratory or workshop equipment], and supervise undergraduate and postgraduate students
* Produce lecture notes, course materials, reading lists, and reference guides
* Engage in assessment and university examining
* First contact for student matters relating to attendance, conduct, coursework, performance, and welfare (referring matters to appropriate others)
* Plan and organise specific areas of the syllabus and contribute to syllabus development
* Participate in the undergraduate and graduate student admissions processes
* Gather and analyse feedback from students, colleagues, and examiners
* Modify course design, content, or delivery and propose changes to regulations as appropriate
* Allocate tasks and provide day-to-day supervisionto demonstrators/teaching assistants, technical or academic support staff, junior research assistants, and masters and doctoral students working on the research project(s)
* Manage independent research projects or specific areas of research within a broad programme, to include: developing research questions within a specific context; conducting original research; analysing qualitative and/or quantitative data from a variety of sources, and developing appropriate analytical protocols and techniques to support research
* Identify sources of research income, develop proposals, and make funding applications to secure it
* Write research articles for prestigious peer-reviewed journals, book chapters, and reviews, present papers at conferences, and lead seminars to disseminate research findings
* Liaise with examiners and academic staff regarding student performance and the development of new courses, and with funding bodies, stakeholders, and researchers in related fields to share information and expertise
* Share in the work of departmental committees developing academic strategies and policies
* Carry out collaborative projects with colleagues in partner institutions, and research groups
* Train other members of the team on pedagogy, specialist methodologies, or procedures

## Selection criteria

### Essential

* Relevant Ph.D/D.Phil with post-qualification teaching and research experience
* An aptitude for teaching and awareness of pedagogic methods
* Sufficient depth and breadth of knowledge in the subject to develop course units
* Strong publication record and familiarity with the existing literature and research in the field.
* Sufficient specialist knowledge in the discipline to develop research projects and methodologies
* Experience of qualitative/quantitative research and analytical techniques
* Evidence of ability to write research proposals