THE LONDON SCHOOL OF ECONOMICS AND POLITICAL SCIENCE

Job Description

This form summarises the purpose of the job and lists its key tasks. It is not a definitive list of all the tasks to be undertaken as those can be varied from time to time at the discretion of the School, in consultation with the postholder.

Job title: LSE Fellow

Department/Division: International Relations **Accountable to: Head of Department**

Job Summary

The post holder will contribute to the scholarship and intellectual life of the Department and LSE by conducting teaching and research which will enhance the School's reputation as a research-led teaching institution. With appropriate mentoring from the Department, the post holder will help improve our students' educational experience whilst gaining excellent teaching experience and developing their own research career. Teaching and student contact time will be allocated in accordance with the local departmental norm (normally up to one hundred hours per year).

Duties and Responsibilities

- Delivering high-quality teaching (lectures and seminars) to undergraduate and MSc students, face-to-face and online.
- Identifying the learning needs of students, defining appropriate learning objectives and providing them with appropriate support.
- Preparing, marking and providing feedback on formative and summative work, including coursework, exam papers and dissertations.
- Participating in regular teaching meetings with academic and professional services staff.
- Working closely with professional services staff to ensure the smooth running of all aspects of teaching and assessment.
- Holding regular Advice & Feedback (Office) hours.
- Acting as an academic advisor (mentor), including with regard to dissertation writing, and providing pastoral care.
- Organising and participating in activities to enhance the students' development of their individual research projects (dissertations).
- Developing a research programme and publication record - e.g. through publication(s) arising from the PhD or post-doctoral research
- Participating in development opportunities both at a departmental and School level (e.g. workshops, training, talks).

Flexibility

To deliver services effectively, a degree of flexibility may be required in the duties performed in order to meet the exigencies of service. Job roles may also naturally develop over time and ongoing substantial

changes to a role will be discussed between line managers and their staff, with job descriptions updated as and when appropriate.

Free Speech
The Code of Practice on Free Speech outlines the responsibilities of LSE to protect and promote freedom of speech and academic freedom within the law for students, faculty, staff, and visiting speakers. It applies to all activities on LSE premises and those conducted in the name of the School or LSE Students' Union at any location. The Code confirms that LSE does not take formal positions on political or international issues but provides a platform for critical debate within the law, taking account of the various legislative requirements and the context provided by policies and procedures. Procedures are set out in the Code on how events must be arranged and conducted.

Equity, Diversity and Inclusion (EDI)
LSE is committed to building a diverse, equitable and inclusive university. All staff are expected to contribute to a working, teaching and research environment in which people are treated with dignity and respect, and to comply with LSE's duties to prevent unlawful discrimination, harassment and victimisation on the grounds protected by the Equality Act 2010. LSE is also committed to advancing equality of opportunity in relation to social and economic background. These expectations do not require staff or applicants to endorse any particular political, philosophical or contested viewpoint, and are subject to LSE's statutory duties and commitment to protect freedom of speech and academic freedom within the law, which includes the right of academic staff to question and test received wisdom, and to put forward unpopular or controversial opinions.

Ethics Code
Posts (and post holders) are assumed to have a responsibility to act in accordance with the School's Ethics Code and to promote the principles and values that the Code enshrines. The Ethics Code clearly states that the whole LSE community, including all staff, students, and governors of LSE, are expected to act in accordance with the principles which are set out in the Code. As such you are required to read and familiarise yourself with it. The School's Effective Behaviours Framework is designed to support this Code. It sets out examples for the six behaviours that all staff are expected to demonstrate, these can be found on the following link: click here

Environmental Sustainability
The post holder is required to minimise environmental impact in the performance of the role, and actively contribute to the delivery of the LSE Environmental Policy.