UNIVERSITY OF WARWICK

Job Description

Job title	Associate Professor (Teaching)
Department	Warwick Business School - Strategy an International Business Group
Grade	FA8

Job purpose (a brief summary of the role)	Undertake teaching in order to support the work of the department and develop and enhance its teaching reputation, both internally and externally. Design teaching material and deliver either across a range of modules or within a subject area.
Duties and responsibilities	**Teaching and Learning Support:** • Develop and apply innovative and appropriate teaching techniques and material, which create interest, understanding and enthusiasm amongst students. • Undertake curriculum design and deliver material across a range of programmes of study at various levels, using appropriate teaching, learning support and assessment methods, reviewing and improving as required. • Supervise PhD and UG student projects, field trips and, where appropriate, placements. • Be responsible for academic duties (i.e. setting examination questions, marking, invigilation and pastoral support of students) required to sustain the delivery of high quality teaching. **Research and Scholarship:** • Engage in subject, professional, pedagogic and practitioner research and other scholarly activities. • May be called upon to contribute to the identification of sources of funding and the process of securing funds for scholarly activities. • Contribute to the development of departmental and subject teaching and learning strategies. • Work in conjunction with others to apply subject knowledge to practice. **Administration and Other Activities:** • May contribute to the management or monitoring of budgets, and/or may contribute to the establishment and management of programme / departmental financial plans and budgets, in collaboration as appropriate. • Contribute to the efficient management and administration of the Department, by performing administrative duties as allocated by the Dean and by taking on appropriate Departmental responsibilities. Such duties may include, for example, Senior Tutor or Head of Teaching Programme. • Provide leadership to those working within programme areas, as course leader or equivalent, by for example, co-ordinating the work of others to ensure that courses are delivered effectively or organising the work of a team by agreeing objectives and work plans. • Contribute to the development of teams and individuals through the appraisal system and providing advice on personal development. • Act as a personal mentor to peers and colleagues.

	The duties and responsibilities outlined are not intended to be an exhaustive list, but provide guidance on the main aspects of the job. You will be required to be flexible in your duties, and to ensure compliance with health and safety and equal opportunities in all aspects of work.

Person Specification

The Person Specification focuses on the essential and desirable knowledge, skills, experience and qualifications required to undertake the role effectively. This is measured by (a) Application Form, (b) Test/Exercise, (c) Interview, (d) Presentation.

Essential Criterion No.	Essential Criterion Description	Measured by
E1	Good honours degree and possession of a PhD or equivalent in relevant discipline	A
E2	In-depth understanding of own specialism to enable the development of new knowledge and understanding within the field	A,C & D
E3	Proven ability and major achievements in teaching, demonstrated by consistently high quality and a substantial record in teaching. Ability to use a range of delivery techniques to engage the interest and enthusiasm of students and inspire them to learn	A,C & D
E4	Understanding of equal opportunity issues as they may impact on areas of teaching	A,C & D
E5	Engaged in continuous professional development	A,C & D
E6	Ability to perform to required deadlines and to initiate, plan, organise and deliver programmes of work	A,C & D
E7	Willingness and ability to contribute as a good citizen and to undertake relevant administrative and managerial duties	A,C & D
E8	Good interpersonal skills and ability to relate well to colleagues and different kinds of students	A,C & D
E9	Effective communication (oral and written) skills, presentation and training skills	A,C & D
E10	Ability to work independently and as part of a team on research and teaching programmes	A,C & D
E11	Competence in IT and familiarity with a computerised environment	A,C & D

Desirable Criterion No.	Desirable Criterion Description	*Measured by*
D1	Nationally recognised in own field of specialism	A & C
D2	Appropriate teaching qualification	A
D3	Ideally to have worked in or have some understanding of the HE Sector	A & C