UNIVERSITY OF WARWICK

Job Description - Associate Professor

Job title	Associate Professor
Department	Education Studies
Grade	FA8 (Associate Professor)

Job purpose (a brief summary of the role)	The post holder will be required to: design, develop and deliver high quality teaching at undergraduate and postgraduate level to enhance the Department's reputation nationally and internationally; contribute to the development of teaching and learning strategies as well as other administrative duties within the department; to undertake research of international quality, delivering high quality publications to complement the Department's existing research profile and to further enhance its REF submissions; take a leadership role in the Department in research or learning and teaching.
Duties and responsibilities	**Research** 1. To pursue individual and collaborative research of the highest quality content and to make a full contribution to the research assessment process. 2. To apply for, in collaboration with colleagues as appropriate, external funding through research grants or contracts to support a developing research agenda. 3. To develop research projects within the University. 4. To take a leadership role in research as required. 5. To publish research outcomes with leading academic presses and in appropriate journals of international standing, and to publish and disseminate the results of research and scholarship in other outlets. 6. To lead research impact activities, build partnerships and translate research into demonstrable benefit for policy, practice, communities and wider society. 7. To attend and present research findings and papers at academic and professional conferences, and to contribute to the external visibility of the Department. 8. To contribute fully to Department and university research plans, including providing such information as may be required to monitor the progress of each member of staff's research programme and to support the Department fully in the preparation of material required for the REF or similar activities. 9. To make a full contribution to the research programmes of the Department and the University and participate in interdisciplinary working. **Teaching** 10. To give lectures, seminars and tutorials, to support online content delivery, and to supervise work by undergraduate and postgraduate students. 11. To co-operate with colleagues in the continuous review and development of the curriculum and in the design and launch of new degrees or other academic awards where appropriate. 12. To take a leadership role in teaching and learning as required.

13. To design and be responsible for the contents of specific areas of teaching and learning within the undergraduate and postgraduate programmes, including online provision.

14. To maintain a broad knowledge of up-to-date research and scholarship in relevant fields to ensure that teaching meets the standards expected within a research-led University.

15. To undertake academic duties (i.e., designing assessment and providing feedback, marking, and pastoral support of students) required to sustain the delivery of high-quality teaching.

16. To support and comply with the University and Department teaching quality assurance standards and procedures including the provision of such information as may be required by the Department or the University.

Administration and Other Activities

17. To undertake such specific departmental roles and management functions as may be reasonably required by the Head of Department.

18. To attend departmental meetings and to participate in other committees and working groups within the department, the faculty and the University.

19. To engage in continuous professional development.

20. To ensure compliance with health and safety in all aspects of work.

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.

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	PhD or equivalent in a relevant field.	A
E2	Excellence in published work in relevant fields.	A & C
E3	Proven experience in Higher Education.	A,C & D
E4	Evidence of excellent teaching, including lectures, seminars and tutorials.	A,C & D
E5	Experience of student project supervision.	A & C
E6	Ability to use e-learning technologies to engage learners.	A,C & D
E7	Ability to lead teaching and learning.	A & C
E8	Ability to lead research and impact activities.	A & C
E9	Ability to initiate, develop and deliver high quality research and to publish in peer reviewed journals.	A & C

E10	Evidence of quality research output or strong research potential.	A & C
E11	Ability to generate external funding and lead research projects.	A & C
E12	Understanding of equal opportunities as they may impact on areas of teaching and research.	A & C

Desirable Criterion No.	Desirable Criterion Description	*Measured by*
D1	Experience of interdisciplinary teaching.	A & C
D2	Experience of online delivery.	A & C

UNIVERSITY OF WARWICK

Job Description - Assistant Professor

Job title	Assistant Professor
Department	Education Studies
Grade	FA7 (Assistant Professor)

Job purpose (a brief summary of the role)	The post holder will be required to: design, develop and deliver high quality teaching at undergraduate and postgraduate level to enhance the Department's reputation nationally and internationally; contribute to the development of teaching and learning strategies as well as other administrative duties within the department; to undertake research of international quality, delivering high quality publications to complement the Department's existing research profile and to further enhance its REF submissions; take a leadership role in the Department in research or learning and teaching.
Duties and responsibilities	**Research** 1. To pursue individual and collaborative research of the highest quality content and to make a full contribution to the research assessment process. 2. To apply for, in collaboration with colleagues as appropriate, external funding through research grants or contracts to support a developing research agenda. 3. To develop research projects within the University. 4. To publish research outcomes with leading academic presses and in appropriate journals of international standing, and to publish and disseminate the results of research and scholarship in other outlets. 5. To undertake research impact activities, build partnerships and translate research into demonstrable benefit for policy, practice, communities and wider society. 6. To attend and present research findings and papers at academic and professional conferences, and to contribute to the external visibility of the Department. 7. To contribute fully to Department and university research plans, including providing such information as may be required to monitor the progress of each member of staff's research programme and to support the Department fully in the preparation of material required for the REF or similar activities. 8. To make a full contribution to the research programmes of the Department and the University and participate in interdisciplinary working. **Teaching** 9. To give lectures, seminars and tutorials, to support online content delivery, and to supervise work by undergraduate and postgraduate students. 10. To co-operate with colleagues in the continuous review and development of the curriculum and in the design and launch of new degrees or other academic awards where appropriate. 11. To take a leadership role in teaching and learning as required.

	12. To design and be responsible for the contents of specific areas of teaching and learning within the undergraduate and postgraduate programmes, including online provision. 13. To maintain a broad knowledge of up-to-date research and scholarship in relevant fields to ensure that teaching meets the standards expected within a research-led University. 14. To undertake academic duties (i.e., designing assessment and providing feedback, marking, and pastoral support of students) required to sustain the delivery of high-quality teaching. 15. To support and comply with the University and Department teaching quality assurance standards and procedures including the provision of such information as may be required by the Department or the University. **Administration and Other Activities** 15. To undertake such specific departmental roles and management functions as may be reasonably required by the Head of Department. 16. To attend departmental meetings and to participate in other committees and working groups within the department, the faculty and the University. 17. To engage in continuous professional development. 18. To ensure compliance with health and safety in all aspects of work. 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.

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	PhD or equivalent in a relevant field.	A
E2	Excellence in published work in relevant fields.	A & C
E3	Proven experience in Higher Education.	A,C & D
E4	Evidence of excellent teaching, including lectures, seminars and tutorials.	A,C & D
E5	Experience of student project supervision.	A & C
E6	Ability to use e-learning technologies to engage learners.	A,C & D
E7	Ability to lead teaching and learning.	A & C
E8	Ability to initiate, develop and deliver high quality research and to publish in peer reviewed journals.	A & C
E9	Evidence of quality research output or strong research potential.	A & C

E10	Ability to generate external funding and lead research projects.	A & C
E11	Understanding of equal opportunities as they may impact on areas of teaching and research.	A & C

Desirable Criterion No.	Desirable Criterion Description	*Measured by*
D1	Experience of interdisciplinary teaching.	A & C
D2	Experience of online delivery.	A & C