**JOB DESCRIPTION**

**Job Title:** Teaching Fellow  
**Department / Unit:** Economics  
**Job type** Academic  
**Grade:** 8  
**Accountable to:** Head of Department

**Purpose of the Post**

This is a teaching role. The role holder is expected to engage with developments in the discipline to ensure that he/she remains up to date with best practice. There is no research requirement.

The key objectives and principal accountabilities for a Teaching Fellow are as follows:

1. To deliver high quality teaching programmes.
2. To play a significant role in departmental and College activities including departmental administrative duties as required.

**Key Tasks**

**Main Contacts**

Main contacts are students, other members of staff within the department and College, academics of similar standing in the field in other institutions.

**Duties and Responsibilities of the Post**

1. **Teaching, Learning and Scholarship**
   
   1.1. Teach undergraduate and postgraduate courses as agreed with the Head of Department.
   1.2. Assess formative and summative assessment and help students acquiring all the learning outcomes in the courses associated with the position.
   1.3. Participate in departmental curriculum design activity and teaching quality enhancement activities.
   1.4. Supervise undergraduate dissertations.
   1.5. Provide pastoral care, advice and support by undertaking the role of Personal and Academic Tutor.

2. **Administration**
2.1. Attend departmental and College committees and undertake related administrative functions, including examining, as required.
2.2. Undertake other ad hoc assignments as required.

3. Third Stream Activities

3.1 Undertake any third stream income activities as are consistent with other aspects of the role.

4. Departmental Requirements

The position(s) is tenable for a 12 months period. The appointment may be made on a full-time or part-time basis. The teaching load on a full-time basis equivalent will be to teach two modules per term, including the associated seminars, revision classes, and related teaching matters. Further teaching reliefs may be given for additional preparation of teaching material or administrative responsibilities.

5. Undertake additional duties, as required by the Head of Department, consistent with the status and grading of the post.

The above list of duties may be adjusted in the light of the expertise of the appointed candidate.

**Other Duties**

The duties listed are not exhaustive and may be varied from time to time as dictated by the changing needs of the College. The post holder will be expected to undertake other duties as appropriate and as requested by his/her manager.

The post holder may be required to work at any of the locations at which the business of Royal Holloway is conducted.