### Job Description

**Job Title:** Teaching Fellow  
**Department / Unit:** Economics  
**Grade:** 8  
**Accountable to:** Head of Department  
**Accountable for:** N/A

#### Purpose of the Post
This job description should be read in conjunction with the Terms of Appointment for a Senior Teaching Fellow.

#### Main Purpose
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

**Teaching and Tutoring**
- Teach undergraduate and postgraduate courses as agreed with the Head of Department.
- Participate in departmental course design, and play an active role in course validation.
- To assess undergraduate and other coursework and examinations, and other written work by students.
- Supervise undergraduate dissertations and third year projects, under the mentorship of a member of academic staff.

**Scholarship**
- Sufficient time over the year will be allowed for the role holder to engage with scholarship in the discipline to inform teaching and ensure that the role holder remains up to date. Some engagement in research and dissemination in formats consonant with the departmental research strategy is desirable, as agreed with the Head of Department, but not required.
### Research
- Contribute to the department’s research culture

### Administration
- Attend Department/College/University committees and undertake related administrative functions as required.
- Undertake other ad hoc assignments as required

### 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.

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