

## JOB DESCRIPTION



<b>Job Title:</b>	Lecturer in Sociology
<b>Department / Unit:</b>	Department of Law and Criminology (Teaching and Research)
<b>Grade:</b>	RHUL 8
<b>Accountable to:</b>	Head of Department of Law and Criminology
<b>Purpose of the Post</b>	
Lecturers are expected to teach and supervise at undergraduate and postgraduate level, taking full responsibility for the design, management and delivery of their teaching. Lecturers are expected to undertake research in line with their departmental research strategy, with a growing reputation in their field of expertise. They will also participate in departmental administration as requested by the Head of Department.	
<b>Key Tasks</b>	
<p><b>The key objectives and principal accountabilities for a lecturer are as follows:</b></p> <ol style="list-style-type: none"><li>1. To design and deliver high quality teaching programmes.</li><li>2. To engage in individual and collaborative research activity resulting in high quality outputs, including those to be submitted to the Research Excellence Framework (REF) or its equivalent.</li><li>3. To play a significant role in departmental and College activities including departmental administrative duties as required.</li><li>4. To play a role in external engagement and impact by contributing to the quality of life and/or the economy through application of subject expertise and knowledge in practice (i.e. commerce, public institutions, industry, third sector).</li></ol> <p><b><u>Main Contacts</u></b></p> <p>Main contacts are students, other members of academic and administrative staff within the department and College and academics in the field in other institutions.</p> <p><b><u>Duties and Responsibilities of the Post</u></b></p> <ol style="list-style-type: none"><li>1. <b>Research and Scholarship</b></li></ol>	

- 1.1. Develop research objectives and proposals for individual or collaborative research, with the assistance of an appropriate mentor if required.
- 1.2. Conduct individual and collaborative research projects.
- 1.3. Produce high quality research outputs for publication in monographs, recognised high profile journals, policy documents, industry-related contexts or as performance/exhibition material as appropriate, and contribute to the department's REF submission to a satisfactory level.
- 1.4. Lead small research projects to include supervising the work of others and managing/monitoring a research budget.
- 1.5. Present at conferences and/or exhibit work at other appropriate events.
- 1.6. Identify sources of funding and contribute to the process of securing funds.
- 1.7. To be active in learned societies as appropriate.
- 1.8. Update knowledge and understanding in area of specialism and transfer this current knowledge into programmes and courses of study.
- 1.9. Supervise PhD and other research students in line with disciplinary norms.
- 1.10. Engage in continuous professional development.

## **2. Teaching, Learning and Student Support**

- 2.1. Deliver high quality teaching across a range of programmes/ modules to all levels of student through lectures, tutorials, practicals and seminars. This may include distance learning theory and delivery.
- 2.2. Design and deliver sound and where appropriate innovative approaches to the learning experience for students with the intention of challenging preconceptions and fostering debate. Develop the ability of students to engage in critical discourse, articulate self expression and reasoned argument.
- 2.3. Plan and deliver high quality teaching using a range of techniques to inspire and engage students.
- 2.4. Identify learning needs of students and define appropriate learning objectives.
- 2.5. Design and develop own teaching materials, with guidance if required.
- 2.6. Supervise the work of students, including field trips / placements where appropriate.
- 2.7. Undertake and complete administrative duties required in the professional delivery of teaching.
- 2.8. Set, mark, and assess work and examinations; select appropriate assessment instruments and criteria; and provide constructive and comprehensive feedback to students.
- 2.9. Undertake Personal Tutor duties, and/or provide first-line support for sensitive issues, referring on as appropriate to services providing further assistance.
- 2.10. Adopt an approachable and accessible attitude towards students, offering office hours, informal advice etc.

## **3. Leadership, Enhancement, External Engagement and Impact**

- 3.1. Attend and contribute to departmental and College meetings.
- 3.2. Assist with undergraduate and postgraduate recruitment.

- 3.3. Participate in department or College working groups or Committees, as required.
  - 3.4. Engage in departmental activities such as attendance at open days or departmental UCAS days.
  - 3.5. Advise and provide support to less experienced colleagues.
  - 3.6. Build internal contacts and participate in internal networks for information, research purposes and to form relationships for future collaboration.
  - 3.7. To participate in external networks, for example to identify sources of funding, contribute to student recruitment, be active in learned societies and or professional bodies, secure student placements, market the institution, facilitate outreach work, generate income, obtain consultancy projects, or build relationships for future activities.
4. 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.