



JOB DESCRIPTION

Job Title:	Lecturer in Interdisciplinary Early Modern Studies
Department / Unit:	English/History
Job type	Lecturer
Grade:	RHUL 8
Accountable to:	Head of Department
Purpose of the Post	
<p>Lecturers are expected to teach and supervise at undergraduate and postgraduate level, taking full responsibility for the design, management and delivery of their teaching. They are expected to undertake research in line with their departmental research strategy, with a growing reputation in their field of expertise. They will also play an active part in departmental administration as requested by the Head of Department.</p>	
Key Tasks	
<p>1. Research and Scholarship</p> <ul style="list-style-type: none"> a. Develop research objectives and proposals for individual or collaborative research, with the assistance of an appropriate mentor if required. b. Conduct individual and collaborative research projects. c. Produce high quality research outputs, and contribute to the departments' REF submissions to a satisfactory level. d. Present at conferences and/or exhibit work at other appropriate events. e. Update knowledge and understanding in area of specialism and transfer this current knowledge into programmes and courses of study. f. Experience of grant capture or the demonstrable potential to secure research grants. g. Engage in continuous professional development. 	
<p>2. Learning & Teaching</p> <ul style="list-style-type: none"> a. Deliver high quality teaching on courses in English Literature and History via lectures, seminars and providing students with feedback. 	

- b. Contribute to the delivery and design of the Departments' Early Modern provision, and may be required to develop courses or course-teaching in other associated areas of expertise (if relevant or desirable to the Departments' strategic curriculum development.)
- c. Set, mark, and assess work and examinations; select appropriate assessment instruments and criteria; and provide constructive and comprehensive feedback to students.
- d. Supervise dissertations at UG and PGT level, and in due course supervise PhD students.
- e. Undertake and complete administrative duties required to support departmental performance.
- f. Undertake Personal Tutor duties, and/or provide first-line support for sensitive issues, referring on as appropriate to services providing further assistance.
- g. Adopt an approachable and accessible attitude towards students, offering feedback and consultation hours, informal advice etc.

3. Administration, Enhancement and Leadership

- a. Attend and contribute to departmental and College meetings where relevant.
- b. Participate fully in recruitment activities at PG and UG level.
- c. Contribute to department or College working groups or Committees, as required.
- d. Engage in departmental activities such as attendance at Open Days or AVDs, as required.
- e. Advise and provide support to Visiting Lecturers.
- f. Take responsibility for, and play an active part in, an area of departmental administration as requested by the respective Heads of Department.

4. External Engagement and Impact

- a. Participate in public engagement activities.
- b. Build internal contacts and participate in internal networks for information, research purposes and collaboration.
- c. Participate in external networks, for example to identify sources of funding, contribute to student recruitment, secure student placements, market the institution, or build relationships for future activities, including for purposes of Impact and Knowledge Exchange.

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

The following list is not exhaustive but the post holder will be required to liaise with:

School Directors and Departmental Leads in the Departments of English and History
The Heads of Department of English and History
Probation mentor (Departmental)