



JOB DESCRIPTION

Job Title:	Associate Professor in Accounting (Teaching Focus)
Department / Unit:	Royal Holloway Business School Department of Accounting and Financial Management
Job type	Academic
Grade:	9
Accountable to:	Head of Department
Accountable for:	n/a
Purpose of the Post	
<p>To provide academic leadership in teaching. The post holder will support the management and strategic planning processes of the department and the University. Post holders will teach and supervise students, taking full responsibility for the design, management and delivery of their teaching. They will be expected to demonstrate up-to-date scholarship in line with the research-informed context teaching, relevant academic literature in their field, and pedagogic research. They may publish work on pedagogy, and/or contribute to national and international policy.</p> <p>The key objectives and principal accountabilities for an Associate Professor are as follows:</p> <ul style="list-style-type: none"> • To design and deliver high-quality teaching programmes. • To demonstrate and promote a high level of pedagogic and disciplinary scholarship, commensurate with the strategy and reputation of the department and the University. • To play a significant, and where appropriate leading role in department, Faculty and University activities, including administrative duties as required. 	
Key Tasks	
<p>Teaching and Scholarship</p> <ul style="list-style-type: none"> • To lead the design, development, and delivery of a range of innovative programmes of study at all levels, to include the regular review of programmes and courses to ensure excellence and coherence. • To design and deliver innovative approaches to educational delivery, working with others as appropriate to create a successful learning environment for students. • Identify the learning needs of students, define appropriate learning objectives, and lead the design and delivery of teaching to meet these needs. • Supervise activities supporting teaching delivery including field trips/placements, undertaking assessments ensuring that constructive feedback is provided to allow for development. 	

- Provide academic leadership to those working within programme areas, e.g. as a course leader, to include co-ordinating the work of others to ensure that courses are delivered effectively and/or organising the work of a team by agreeing objectives and work plans.
- To act as Personal Tutor ensuring appropriate support and advice is provided.
- To lead in the expansion of curriculum options in this area, working with others to ensure implementation as applicable.
- To engage with up to date literature and expertise in their academic and/or professional field.
- To engage in funded and unfunded teaching initiatives (which could include pedagogic research) and disseminate the outcomes in a variety of modes, including inside the University as well as outside.
- To undertake and complete administrative duties required in the professional delivery of teaching.

Leadership, Enhancement, External Engagement and Impact

- To play a full and active part in the administration of the department and its external promotion.
- To attend and actively contribute to departmental and University meetings as appropriate.
- To assist with student recruitment.
- To participate with departmental or University working groups as required.
- To contribute to the department's strategic planning, and, if required, contribute to University strategic planning processes.
- To act as external examiner for other institutions by agreement with the Head of Department
- To advise and provide support to less experience colleagues, taking on the role of mentor as appropriate.
- To co-ordinate and engage in departmental activities such as attendance at open days or applicant visitor days.
- To build internal contacts and participate in internal networks for information, research purposes and to form relationships for future collaboration.
- To participate and where appropriate lead external networks, for example on student recruitment, be active in learned societies and/or professional bodies, undertake external examining or work with exam boards secure student placements, market the institution, facilitate outreach work, generate income, obtain consultancy projects, or build relationships for future activities.
- To engage and maintain continuous professional development.

Our Values

Advancing equity and inclusion is central to our identity as a University of Social Purpose, guided by our values of being Respectful, Innovative, Open, and Daring. We strive to build a fair and inclusive environment for all colleagues and students, where we challenge ourselves and others with integrity, and approach difference with understanding and kindness. Every member of our community is expected to treat others with dignity, work collaboratively across a wide range of backgrounds and perspectives, and contribute to a place where everyone can participate fully and feel valued.

Other Duties

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

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

PERSON SPECIFICATION

CRITERIA	ESSENTIAL (E) or DESIRABLE (D)	TESTED BY (Application Form, Interview, Test, Presentation etc)
QUALIFICATIONS AND TRAINING		
Educated to PhD level (or equivalent)	D	Application form
Chartered membership of a recognised professional accounting association	E	Application form
HE Academy or qualification in teaching, or other evidence of training for teaching at HE level.	E	Application form
SPECIFIC SKILLS, EXPERIENCE AND KNOWLEDGE		
Experience of high-quality teaching in Accounting/Finance at undergraduate and postgraduate levels.	E	Application form/Interview
Proven ability to manage own teaching, research and administrative duties.	E	Application form/Interview
Organisational skills to deliver management and administrative responsibilities implementing University and Faculty strategies, support the academic mission or to develop projects.	E	Application form/Interview
Experience of leading programmes or other experience of co-ordinating with others to ensure student learning and teaching needs and expectations are met.	D	Application form
Experience of managing own teaching, administrative and other relevant activities.	E	
Experience of co-ordinating with others to ensure student learning and teaching needs and expectations are met.	E	
Successful development of relationships with external individuals and agencies.	E	
Experience of bidding, planning for and organising initiatives that are based on learning, teaching and assessment.	E	
PERSONAL AND INTERPERSONAL QUALITIES		
Successful development of relationships with external individuals and agencies.	E	Application form/Interview

Effective teamworking skills.	E	Presentation/Interview
Excellent interpersonal skills, with proven ability to lead and engage with students and colleagues using a variety of different methods.	E	Application form/Presentation/Interview
Organisational skills to deliver management and administrative responsibilities implementing University and Faculty strategies, support the academic mission or to develop projects.	E	Application form/Presentation/Interview
Excellent communication and presentation skills, with the proven ability to communicate effectively, both verbally and in writing, with students, colleagues and external audiences.	E	Presentation/Interview
Other		
A commitment to continuous personal development.	E	Interview