



Job Description

Job Title:	Associate Professor
Pathway:	Teaching Focused
Job type	Academic
Grade:	9
Accountable to:	Head of Department
Purpose of the Post	
<p>To provide academic leadership in teaching. 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 teaching context, including relevant theoretical literature and pedagogic research. They may publish work on pedagogy, and/or contribute to national and international policy. They will play a significant and, where appropriate, leading role in Department, Faculty and University activities, including administrative duties as required.</p>	
Key Tasks	
Teaching	
<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 courses and modules to ensure excellence and coherence. • To contribute to the teaching and assessment of International Business and Strategic Management at Undergraduate and Taught Postgraduate levels, including supervision of Master's research. • Provide academic leadership to those working within programme areas, e.g. as a module 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 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 identify the learning needs of students at all levels regardless of delivery mode, define appropriate learning objectives, and lead the design and delivery of innovative teaching to meet these needs. • To regularly review courses and modules to ensure excellence and coherence • To provide constructive feedback, advice and pastoral care to students. • 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 Faculty and University meetings as appropriate. • To assist with student recruitment.
- To advise and provide support to less experienced colleagues, taking on the role of mentor as appropriate.
- To co-ordinate and engage in activities such as attendance at open days or applicant visitor days.
- To contribute to the Faculty's strategic planning, and, if required, contribute to University strategic planning processes.
- To engage and maintain continuous professional development.

Scholarship

- Develop a high level of contributions to the discipline with outputs appropriate to the subject.
- Maintain an active personal pedagogic research and scholarship plan consistent with the Faculty's Research Strategy.
- Make a positive contribution to appropriate research groupings and centres.
- Update knowledge and understanding in area of specialism and transfer this current knowledge into programmes and courses of study.
- Present at conferences and/or exhibit work at other appropriate events.
- Supervise research students in line with disciplinary norms.
- Develop links with external contacts to foster collaboration and generate income.
- Contribute to peer assessment.

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.

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.

Person Specification

Job Title: Associate Professor

Department:

Criteria	Essential	Desirable
Qualifications and Training		
Educated to PhD level or equivalent.	X	
Fellowship of the Higher Education Academy or equivalent.	X	
Specific Skills, Experience and Knowledge		
Experience of high-quality teaching and international business at undergraduate and postgraduate levels.	X	
Proven ability to manage own teaching, research and administrative duties.	X	
Organisational skills to deliver management and administrative responsibilities implementing University and Faculty strategies, support the academic mission or to develop projects.	X	
Experience of leading programmes or other experience of co-ordinating with others to ensure student learning and teaching needs and expectations are met.	X	
Experience of managing own teaching, administrative and other relevant activities.	X	
Experience of co-ordinating with others to ensure student learning and teaching needs and expectations are met.	X	
Successful development of relationships with external individuals and agencies.	X	
Experience of bidding, planning for and organising initiatives that are based on learning, teaching and assessment.	X	

Personal and Interpersonal Qualities		
Successful development of relationships with external individuals and agencies.	X	
Effective teamworking skills.	X	
Excellent interpersonal skills, with proven ability to lead and engage with students and colleagues using a variety of different methods.	X	
Organisational skills to deliver management and administrative responsibilities implementing University and Faculty strategies, support the academic mission or to develop projects.	X	
Excellent communication and presentation skills, with the proven ability to communicate effectively, both verbally and in writing, with students, colleagues and external audiences.	X	
Commitment to the aims, objectives, and broader activities within the department	X	