



## Job Description

<b>Job Title:</b>	Associate Professor
<b>Pathway:</b>	Teaching and Research
<b>Job type</b>	Academic
<b>Grade:</b>	9
<b>Accountable to:</b>	Head of Department
<b>Accountable for:</b>	n/a
<b>Purpose of the Post</b>	
<p>To teach and supervise at undergraduate and postgraduate level, taking full responsibility for the design, management and delivery of teaching. The postholder will undertake research and associated impact development in line with the departmental research and knowledge exchange strategy, leading to a growing reputation in their fields of expertise. They will also be required to contribute to the academic administration of the department.</p>	
<b>Key Tasks</b>	
<b>Education</b>	
<ul style="list-style-type: none"> <li>• To design and deliver high quality teaching programmes and/or courses, which may include distance-learning, utilising their own expertise and research to inform design and delivery.</li> <li>• To design and deliver innovative approaches to educational delivery, working with others as appropriate to create a successful learning environment for students.</li> <li>• To ensure the design and delivery of teaching meets the needs of students and working with others to identify future training needs.</li> <li>• To undertake activities supporting teaching delivery including supervising field trips/placements if required, undertaking assessments ensuring that constructive feedback is provided to allow for development.</li> <li>• To set, mark, and assess work and examinations; select appropriate assessment instruments and criteria; and provide constructive and comprehensive feedback to students.</li> <li>• To act as personal tutor ensuring appropriate support and advice is provided.</li> <li>• To actively contribute to the expansion of curriculum options in this area working with others to ensure implementation as applicable.</li> <li>• To adopt an approachable and accessible attitude towards students, offering office hours, informal advice, etc.</li> <li>• Undertake and complete administrative duties required in the professional delivery of teaching.</li> <li>• To contribute to other areas of teaching as directed by the Head of Department in response to departmental need.</li> </ul>	

## Research

- To develop research objectives and proposals resulting in the publication of high-quality research outputs, suitable for REF inclusion.
- To conduct individual and collaborative research projects.
- To develop and submit research funding proposals to appropriate funding bodies, working with colleagues where appropriate, and to manage research projects.
- To enhance the departmental teaching/educational agenda through application of research expertise into teaching/curriculum development and delivery.
- To effectively present research findings to a wide range of stakeholders both internal and external to the University through conferences, review meetings and other options as appropriate.
- To undertake and contribute to peer assessment as appropriate.
- To be active in learned societies as appropriate.
- To supervise PhD and other research students as requested.

## 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 and student placements.
- 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 advise and provide support to less experienced colleagues.
- To co-ordinate and engage in departmental activities such as attendance at open days, applicant visitor days, taster days and science festivals.
- To develop networks both internal and external to the University to develop research and teaching profile and funding opportunities individually and for the department, University and field of research (i.e. educational bodies, specific research networks, professional bodies).
- To engage and maintain continuous professional development.

## 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

Details on the qualifications, experience, skills, knowledge and abilities that are needed to fulfil this role are set out below.

**Job Title:** Associate Professor

**Department:**

Criteria	Essential	Desirable
<b>Qualifications and Training</b>		
Educated to PhD level or equivalent.	X	
Fellowship of the Higher Education Academy or equivalent.	X	
<b>Research Experience</b>		
Excellent record of recent high-quality publications in journals, press and other outlets consistent with REF quality targets.	X	
Successful track record of attracting grant income and other financing for research.	X	
Demonstrable high quality research potential with a clear future research strategy.	X	
Record of demonstrable industrial engagement and impact, with a clear future impact strategy.		X
<b>Specific Skills, Experience and Knowledge</b>		
Experience in high quality teaching at undergraduate and/or postgraduate level	X	
Ability to supervise projects in a broad range of topics both at undergraduate and/or postgraduate level.	X	
Experience of managing own teaching, research and administrative activities as commensurate with career stage and background.	X	
<b>Personal and Interpersonal Qualities</b>		
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	
Ability to co-ordinate with others to ensure student learning and teaching needs and expectations are met.	X	
Commitment to the aims, objectives, and broader activities within the department.	X	