# Generic job description and selection criteria

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| Job title | Departmental Lecturer |
| Department |  |
| Grade and salary | Grade 7 |

## Job description

### Overview of the role

To engage in advanced study and primarily lecture and teach undergraduate and graduate students, and to conduct some independent research [in a laboratory or workshop environment].

### Responsibilities/duties

* Undertake advanced academic study to underpin lectures and class teaching
* Lecture, tutor, [conduct practical classes using laboratory or workshop equipment], and supervise undergraduate and postgraduate students
* Produce lecture notes, course materials, reading lists, and reference guides
* Engage in assessment and university examining
* First contact for student matters relating to attendance, conduct, coursework, performance, and welfare (referring matters to appropriate others)
* Organise specific areas of the syllabus
* Participate in the undergraduate and graduate student admissions processes
* Gather and analyse feedback from students, colleagues, and examiners, and modify course design, content, or delivery as appropriate
* Provide *ad hoc* guidanceto demonstrators/fieldwork assistants/technicians, or graduate students
* In support of the development of courses and as a secondary commitment alongside teaching, manage own academic research activities, conduct independent research, and generate original ideas to build on existing concepts
* Occasionally write research articles for peer-reviewed journals, book chapters, and reviews, and give poster presentations or briefings to disseminate research findings at conferences
* Liaise with examiners and academic staff regarding teaching arrangements and student performance, and with funding bodies, stakeholders, and researchers in related fields to share information and expertise
* Contribute to collaborative projects with colleagues in partner institutions and research groups

## Selection criteria

### Essential

* Relevant postgraduate qualification (preferably a doctorate)
* An aptitude for teaching and some experience of teaching and research
* Sufficient depth and breadth of knowledge in the subject to develop course materials and research proposals
* Publication record and familiarity with the existing literature and research in the field.
* Experience of qualitative/quantitative research and analytical techniques.