



THE POST

College:	College of Humanities
Post:	Senior Lecturer and Director of Liberal Arts (Education and Research)
Reference No:	P57185
Reporting To:	Head of Theology and Religion

The above full-time, permanent post is available from 1st September 2017 in the College of Humanities.

Job Description

The full job description (role profile) for Senior Lecturer (Education and Research) posts can be found on our website at http://admin.exeter.ac.uk/personnel/academic_paths/academic_paths_tandr.shtml. This summarises the main duties and accountabilities of the post and is not comprehensive: the post-holder may be required to undertake other duties of similar level and responsibility.

Main purpose of the job:

To fulfil requisite research, teaching and administration duties as befits a senior lecturer in the College of Humanities.

To demonstrate genuine interdisciplinary research interests and provide leadership and vision for the Liberal Arts programme at Exeter. Also to contribute to extending the research profile of the Humanities discipline/s in which their research is most closely situated.

To contribute to the general operation of the College as a member of its academic team.

Research

To contribute to enhancing the quality and quantity of interdisciplinary research at Exeter in areas related or complementary to existing research strengths within the College.

To conduct independent research and act as principal investigator and project leader, and in so doing:

- Enhance the College's international reputation through research publications of appropriate quantity and quality, and contribute to worldwide debate at national and international conferences, and
- Win research earnings through carefully prepared and successful grant applications as well as identifying potential income-generating programmes and collaborative partnerships.

To supervise research projects, managing any dedicated research staff and postgraduate research students.

To help promote a collegiate working atmosphere and stimulating environment that will attract further research staff of the highest quality as well as good postgraduate research students.

To contribute to the further and ongoing development of the Liberal Arts Programme at Exeter.

Teaching

To develop and deliver undergraduate courses to appropriate academic standards such that:

- Knowledge acquired from research translates to teaching
- Accreditation by professional bodies is obtained where appropriate
- Students are challenged but also tutored and supported with individual care
- Teaching and learning techniques are innovative and inspiring
- Students are supervised appropriately
- Assessment criteria are appropriate, and fairly applied with results fed back to students appropriately
- Module content is continuously reviewed to identify areas for improvement

General

To contribute to the overall general and academic management in the College by undertaking activities that may be required such as:

- Developing overall academic content and structure of modules with colleagues
- Developing ideas for generating income
- Supporting admissions processes and procedures
- Supporting examinations processes and procedures
- Contributing to the work of College committees
- Contributing to accreditation and quality control processes

Person Specification for Senior Lecturer

The successful applicant will have an independent, internationally-recognised research programme in an active field of research related or complementary to existing Exeter strengths. He/she will be able to demonstrate the following qualities and characteristics:

- A PhD in an appropriate discipline.
- A demonstrable commitment to the key principles of Liberal Arts.
- An active and supportive approach to inter-disciplinary and multi-disciplinary teaching and research that will help to foster interactions and links both within the University and externally
- Teamwork skills to work in collaboration with existing group members
- A strong record in attracting research funding, or demonstrable potential to attract such funding
- The attitude and ability to engage in continuous professional development
- The aptitude to develop familiarity with a variety of strategies to promote and assess learning
- Enthusiasm for delivering undergraduate and postgraduate programmes
- Proven academic leadership skills

Informal Enquiries

Before submitting an application you may wish to discuss the post further by contacting Professor Marion Gibson, Associate Dean for Education (tel: 01392 724431, email: Marion.H.Gibson@exeter.ac.uk) or Professor Morwenna Ludlow, Head of Theology and Religion (tel: 01392 723278, email: M.A.Ludlow@exeter.ac.uk).

Additional Information Relating to the Post

Salary

The starting salary will be on Grade G, £41,709 to £55,998 per annum pro rata, points 39 to 49, subject to knowledge, skills and experience. Progression beyond point 44 is subject to performance in the role.

An increment will be payable on 1 August each year until the top of the scale is reached (subject to being in post for 6 months and satisfactory performance). The scale will be subject to a cost of living review each year.

Hours of work

Full time appointments are contracted to work 1600 hours per year (to include appropriate allowances for preparation, assessment, delivery and keeping abreast of their discipline), to suit the requirements of the College, as notified by the College Dean.

Annual Leave

The annual leave entitlement for full-time appointments is 41 days per calendar year (pro rata for part-time appointments). For further information see our website <http://www.admin.ex.ac.uk/personnel/leave.shtml>.

Professional Development Programme

New Lecturers at the University of Exeter are appointed to a Professional Development Programme providing for

- confirmation of appointment within three years (probation) and
- progression to Senior Lecturer within a further two/three years after confirmation of appointment.

For further details of the probation and progression criteria and process see the Exeter Academic website <http://www.exeter.ac.uk/staff/exeteracademic/>.

On confirmation of appointment you will receive an additional increment within grade F and you will proceed to grade G on progression to Senior Lecturer.

References & Medical Clearance

All appointments are subject to satisfactory reference and medical checks and individuals will be required to complete a medical assessment form before appointment is confirmed. Applicants should note that the University normally contacts referees for short-listed applicants without further advice to applicants. When advising of referees, if they are resident overseas, please ensure you supply fax numbers and/or email addresses enabling us to contact them (if necessary) without delay.

Right to Work in the United Kingdom

If you do not have the right to work in the UK, this appointment will be subject to the University successfully obtaining a Certificate of Sponsorship under the UK's Points Based System for migrant workers and to you obtaining Entry Clearance/Leave to Remain.

For further information, see the Home Office website at <http://www.ukba.homeoffice.gov.uk/>. In particular you are encouraged to undertake a self assessment of your eligibility to work in the UK using the link to www.ukba.homeoffice.gov.uk/pointscalculator.

Terms & Conditions

The Terms and Conditions of Employment can be viewed on line by visiting <http://www.exeter.ac.uk/staff/employment/conditions/terms/>

Pensions

Membership of the Universities' Superannuation Scheme (USS) is automatic provided that you meet the qualifying criteria for membership. For details on the scheme please go to the <https://forthefuture.uss.co.uk>. Staff automatically become members and employee contributions will be taken from your pay unless you opt out in accordance with the current rules of the scheme. More information about the USS scheme can be found at www.uss.co.uk/members. The University, as your employer, contributes such sums as will be required to maintain the full benefits of the scheme. You may opt out of the scheme and if you wish to do so, you should contact the Pensions and Reward Advisor, Mrs Alison Rose (01392 723088/email a.j.rose@exeter.ac.uk) for further information.

Relocation

You may be able to claim relocation expenses in accordance with the University's Relocation Assistance Scheme. The maximum allowance that you can reclaim under the Relocation Assistance Scheme, if eligible, is 10% of salary.

Short-listing Information

We will acknowledge your application by email. The University of Exeter recognises the time and effort taken to apply for a position and will contact you by email to inform you of results of shortlisting

Application Procedure and Interview Information

The closing date for completed applications is **16th May 2017**. We expect to hold interviews in Exeter on **6th June 2017**.

Data Protection Act (1998)

The information contained within your application is being requested to enable the University to make employment decisions and meet statutory obligations. Any information provided to the University in this context will be treated confidentially and used only by manager(s), member of the University, Human Resources, Superannuation and Payroll during the course of your employment. Where the application relates to a post which is externally funded this information may be passed onto the relevant funding body.