

Academic Role Profile

Job Title:	Senior Lecturer (Research and Teaching Track)
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Responsible to:	Head of Department or Faculty
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Responsible for:	Research staff employed on programmes and awards directed by the post holder. May have supervisory responsibility for other staff.
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Job Summary and Purpose
To develop a personal research portfolio in line with the Faculty's research strategy, to take a lead in teaching at undergraduate and postgraduate level, and to participate in Faculty and University administration.

Main Responsibilities/Activities
<p>To develop the research activities of the Faculty and the University (in collaboration with others in the discipline where appropriate) by:</p> <p>Developing the research activities of the Faculty and the University by maintaining an expert reputation in own subject area independently and/or in collaboration with others as part of a larger research team, sustaining a track record of published research findings.</p> <p>Planning, co-ordinating and leading research activities in accordance with a specific project plan through a research team or a group of staff involved in research. Managing the financial and physical resources associated with the research activities. Supervising and guiding the work of staff and research and doctoral students on own specialist area.</p> <p>Leading innovative research proposals (as a self-contained item or as part of a broader programme), identifying sources of funding, submitting funding bids, and gaining positive reviews for these. Planning the research to be undertaken</p> <p>Publishing original research in appropriate journals or other media, as appropriate.</p> <p>Engaging in external academic activities in accordance with the Faculty's research strategy at a national level. Such activities may include creative work, the generation of research funding, and contribution to professional meetings and societies.</p> <p>Contributing to the wider academic community general life and work of the University through, for example, editing journals, refereeing papers, external examining, involvement in professional bodies.</p> <p>Attending appropriate conferences for the purpose of disseminating research results or personal development</p> <p>Leading funding bids which develop and sustain research support for the specialist area and advance the reputation of the Faculty and the University.</p> <p>Sustaining and developing professional expertise and maintaining the requirements for registration with the appropriate body (<i>for academics with clinical links only</i>).</p> <p>To develop the teaching activities of the Faculty by:</p>

Academic Role Profile

Leading the development of new teaching methods and designing programme units and taking responsibility for the quality of programme units.

Planning, delivering and critically reviewing a range of teaching and assessment activities including lectures.

Training and supervising of students (including research students) and acting as a tutor for industrial/professional training year students, and acting as an external examiner, according to own area of subject specialism.

Setting/marking programme work, practical sessions, supervisions, fieldwork and examinations according to own area of subject specialism, and providing appropriate feedback to students.

Taking part in activities such as validating and examining in relation to the University's associated institutions.

To engage in scholarship by:

Continually updating knowledge and understanding in the field or specialism. Extending, transforming and applying knowledge acquired from scholarship to teaching, research and appropriate external activities.

To undertake pastoral care of students by:

Using listening, interpersonal and pastoral care skills to deal with sensitive issues concerning students and provide support. Appreciating the needs of individual students and their circumstances. Acting as personal tutor and giving first line support. Taking responsibility for dealing with referred issues for students within own educational programmes, and providing first line support for colleagues, referring them to sources of further help if required.

To contribute to the efficient management and administration of the Faculty, the University and the wider academic community by:

Performing such personal administrative duties throughout the Faculty and the University as are recognised by the University as properly within the remit of the work of academic staff, such as Director of Studies, Examination Office, Time-tabling Officer.

Advising, supervising and giving guidance to other staff.

Academic Role Profile

Person Specification

The post holder must have:

A higher professional qualification, normally a doctoral degree

Proven academic leadership

Achievement in scholarship and research at a national level

Evidence of a leadership/development role in high quality teaching at undergraduate and postgraduate level

Evidence of making a contribution to the administration and general life and work of an academic institution

Academic Role Profile

Relationships and Contacts

The post holder will be a member of such Faculty Committees as may be relevant to their administrative duties, for example Faculty Board of Studies and Examination Board. New appointees will be assigned a senior colleague to aid their integration into the Faculty and university. Research priorities will be agreed within the strategic framework of the research theme of which they are a member. Teaching and administrative duties will be allocated by the Head of Faculty, within the context of the teaching programmes agreed by the Faculty Learning and Teaching Committee.

Special Requirements

To be able to participate in residential field work, in the UK or overseas, according to own area of subject specialism.

The post holder is expected to work outside normal office hours as necessary.

All staff are expected to:

- Positively support equality of opportunity and equity of treatment to colleagues and students in accordance with the University of Surrey Equal Opportunities policy.
- Help maintain a safe working environment by:
 - Attending training in Health and Safety requirements as necessary, both on appointment and as changes in duties and techniques demand
 - Following local codes of safe working practices and the University of Surrey Health and Safety Policy
- Undertake such other duties within the scope of the post as may be requested by your Manager.

Academic Role Profile

Addendum	
This document provides additional information relating to both specific aspects of the post/faculty and any post specific person specification criteria. The information contained within this document should always be read in conjunction with the accompanying generic Role Profile.	
Job Title:	Senior Lecturer/Associate Professor in Digital Media Arts
<p><u>Background Information/Relationships</u></p> <p>The post holder will be a leading practice-focused researcher working within the screen media domain, with a track record in creative film production, postproduction, vfx, 2D/3D animation, as well as significant teaching experience in these fields.</p> <p>The post holder will be expected to complement and/or build on our existing research and teaching strengths within the department, and be able to lead and contribute to both practical and theoretical teaching modules at undergraduate and postgraduate levels.</p> <p>The post holder is expected to show research standing that is supported by external funding and evidenced by high quality publication and/or practical production outputs. There is an also an expectation of doctoral research supervision where appropriate.</p>	
Person Specification	
This section describes the sum total of knowledge, experience & competence required by the post holder that is necessary for standard acceptable performance in carrying out this role. This is in addition to the criteria contained within the accompanying generic Role Profile.	
	Essential/ Desirable
Doctoral Degree in Media Production or equivalent industrial experience	E
Expertise in Unreal Engine and other real-time animation tools, particularly as applied to Virtual Production and other hybrid film/3D animation pipelines.	E
Strong knowledge of film production and screen based storytelling, including aspects of camera, lighting, editing, vfx, 2D/3D animation, performance capture and other contemporary techniques.	E
Good fit with the research profile of the Digital Media Arts, and C-CATS teams.	E
All round knowledge of current and emerging Creative Media Arts technologies	E
Strong academic and/or practical production outputs, as evidenced by peer-reviewed journal publication and/or screen production credits.	E
Evidence of successful and consistent research grant bidding activity.	D
Track record of high-quality teaching and learning in the HE sector.	D
A proven track record in successfully supervising PhD students.	D
HE Teaching Qualification or equivalent experience and training.	D
Special Requirements	Essential/ Desirable

Academic Role Profile

Key Responsibilities

This document is not designed to be a list of all tasks undertaken but an outline record of any faculty/post specific responsibilities (5 to 8 maximum). This should be read in conjunction with those contained within the accompanying generic Role Profile.

1. Contribute to the teaching of the postgraduate (MA FADA) and undergraduate students in both practical and theoretical modules.
2. Contribute to practice-focussed research activities, with outputs that include live action, film and 2D/3D animation.
3. Stimulate and facilitate research within our Centre for Creative Arts and Technologies (C-CATS) through collaboration, research supervision, bid writing and project activities.
4. Promote and enhance the standing of FADA and C-CATS activities through attendance at national and international conferences, industry outreach, festivals and screenings.
5. Recruit, select and supervise students at for our programmes at all levels.
6. Specify, procure and assist in the upkeep and maintenance of specialist film, animation and digital media arts facilities, resources and equipment.
7. Contribute to the strategic development of the department, and the wider culture of the school through engagement with research strategy, programme development, departmental projects and other initiatives, including inter-departmental and cross-faculty connections and collaborations.
8. Demonstrate emerging research leadership through the securing of research grants as PI and Co-I, as well as the building of industry and cultural partnerships within the creative industries.

N.B. The above list is not exhaustive.

Due to the nature of academic roles, some travel, and evening and weekend attendance (subject to reasonable notice) will be required.