

Academic Role Profile

Job Title:	Lecturer (A) in Creative Writing (Prose)
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Responsible to:	Head of School
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Responsible for:	Not applicable
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Job Summary and Purpose

To develop a personal research portfolio in line with the School and Faculty's research strategy, to teach at undergraduate and postgraduate level, and to participate in School administration, as appropriate. The duties of the role may be carried out with the guidance of a mentor, if required.

Main Responsibilities/Activities

To support the research activities of the School and Faculty by:

Contributing to the research activities of the School and Faculty by developing an area of personal research and expertise, independently and/or in collaboration with others as part of a larger research team.

Undertaking research activities (sometimes under supervision) in accordance with a specific project plan and supervising the work of research students on own specialist area.

Assisting with the development of research proposals and funding bids, with appropriate support, as a self-contained item or as part of a broader programme.

Publishing original research with appropriate academic or commercial publishers and in appropriate journals or other media, as appropriate.

Attending appropriate conferences for the purpose of disseminating research results or for personal development

May have responsibility for research staff employed on programmes and awards directed by the post holder.

To support the teaching objectives of the Faculty by:

Helping to develop new teaching methods and design programme units and sharing responsibility for the quality of programme units.

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

Assisting with the training and supervision of students (including research students) and acting as a tutor for industrial/professional training year students, 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.

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To engage in scholarship by:

Continually updating knowledge and understanding in the field or specialism and translating the knowledge of advances in the subject area into the course of study.

To undertake pastoral care of students

Using listening, interpersonal and pastoral care skills to deal with sensitive issues concerning students and providing support. Appreciating the needs of individual students and their circumstances. Acting as personal tutor and giving first line support referring students as appropriate to services providing further help.

To contribute to the efficient management and administration of the Faculty by:

Performing such personal administrative duties in the School and throughout the Faculty as are recognised by the University as properly within the remit of the work of academic staff, as allocated by the Head of School. Such duties may include, for example, library representative, year tutor, dissertation tutor.

Person Specification**The post holder must have:**

An honours degree in a relevant subject.

A doctoral degree in a relevant subject.

Evidence of research and teaching expertise in creative writing, specialising in novel writing, preferably with additional experience in non-fiction writing and/or screenwriting.

Evidence of teaching and presentational skills at University level.

Evidence of administrative/organisational skills in a University context or potential to develop these.

Evidence of an emerging international research profile including publications (published and/or forthcoming).

Evidence of a coherent research plan for the next three to five years.

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 guide their development and aid their integration into the School, Faculty and University. Research priorities will be agreed within the strategic framework of the School of Literature and Languages. Teaching and administrative duties will be allocated by the Head of School, within the context of the teaching programmes agreed by the Faculty Learning and Teaching Committee or similar body.

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Special Requirements

To be able to participate in collaborative work with non-academic partners in relevant REF-impact or public engagement projects, 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.

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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.

Lecturer A in Creative Writing

Background Information/Relationships

The post holder will have an emerging research and teaching profile in Creative Writing with a specialism in novel writing, preferably with additional experience of teaching non-fiction writing and/or screenwriting. We are especially interested in hearing from candidates with a track record in Science Fiction and/or Fantasy writing. The appointee will contribute to teaching in these areas and, where reasonable, select core compulsory modules and teaching outside their own area of specialisation, at both undergraduate and postgraduate level. In addition, a PhD in Creative Writing is essential as the post holder will contribute to the supervision of postgraduate research students completing their creative writing portfolios. The post holder will play a crucial role in expanding the research and teaching capacity of the School of Literature and Languages in the field of creative writing by complementing and adding to existing strengths in this area. They will be expected – at a suitable career point and with support – to participate in applications for external research funding, and in funded research projects, and to produce highest-quality research in the field. The post holder will also be expected to co-ordinate the School's annual Surrey New Writers Festival. Experience of conference organisation would be an advantage.

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
A doctoral degree in creative writing or related subject area	E
Experience of teaching creative writing at university level, with a specialism in novel writing	E
Evidence of a high-quality publication record commensurate with career stage	E
Evidence of a coherent 3-5 year research plan, appropriate to career-stage, including the capacity to contribute to relevant impact case studies	E
The ability to teach non-fiction writing and/or screenwriting	D
Evidence of innovative teaching practices	<u>D</u>
Experience in programme design and academic administration	D
A teaching qualification relevant to the sector	D
Experience of event organisation	D
Special Requirements	Essential/ Desirable

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To support the academic culture of the University through regular attendance/leading (as appropriate) of meetings and/or related activities. Due to the nature of academic roles, some travel, and evening and weekend attendance (subject to reasonable notice) will be required	E
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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. Deliver undergraduate and postgraduate teaching and supervision in the area of Creative Writing.
2. Publish REF-suitable outputs in their area of specialism.
3. Contribute to applications for external funding and to funded projects.
4. Undertake PhD supervision.
5. Undertake student recruitment (including active recruitment of PhD students).
6. Adopt academic oversight of student support in Creative Writing programmes.
7. Contribute to academic leadership and administration as assigned by the Head of School, in terms of public engagement/community-building, admissions, teaching and learning, programme administration, professional training, and examinations.
8. Participate fully in the strong collegiate culture of the School through regular attendance/leading of meetings, research theme workshops and seminars, and related activities – both inside and outside of semester-time.
9. Play a leading role in the organisation of the annual Surrey New Writers Festival, co-ordinating, supervising, meeting with, advising and helping recruit a team of student volunteers.

N.B. The above list is not exhaustive.