

| Post Details  |   | Last Updated: 08/08/2023 |  |
|---|---|--------------------------|--|
| <b>Faculty/Administrative/Service Department:</b>   | School of Veterinary Medicine                             |                          |  |
| <b>Job Title:</b>   | Lecturer/Senior Lecturer in Veterinary Anatomic Pathology |                          |  |
| <b>Job Family &amp; Job Level</b>   | Research and Teaching (Teaching Focus)                    | 5                        |  |
| <b>Responsible to:</b>  | Section Lead/ Head of Department or Faculty               |                          |  |
| <b>Responsible for:</b>   | May supervise other staff.                                |                          |  |
| <b>Job Summary and Purpose</b>  |   |                          |  |
| <p>To have significant input to teaching at undergraduate and postgraduate level.</p> <p>To make a significant contribution to Faculty/Department management and administration as appropriate.</p>   |   |                          |  |
| <b>Main Responsibilities and Activities</b>   |   |                          |  |
| <b>Teaching delivery and development:</b>   |   |                          |  |
| <p>Plan, deliver and critically review a range of teaching and learning activities including lectures and practical classes. Contribute to the development of the Faculty's Teaching and Learning Strategy.</p> <p>Develop teaching methods, materials, technologies and learning environments which enhance the students learning opportunities whilst creating an environment for understanding and enthusiasm amongst students.</p> <p>Assist in the development of curricula and lead on programme and course innovations whilst taking responsibility for the quality of programmes developed.</p> <p>Develop and apply innovative and relevant teaching, learning and assessment techniques including peer review and other recognised metrics.</p> <p>Develop appropriate criteria for the assessment of programmes of work, practical sessions, fieldwork and examinations in subject specialism, and provide appropriate protocols for excellent feedback to students.</p> <p>Continually update knowledge and understanding in subject specialism and apply to course of study.</p> <p>Extend transform and apply new knowledge from pedagogic developments to teaching and appropriate external activities as part of an integrated approach to academic practice.</p> <p>Engage in professional and pedagogical research to support subject specialism teaching and learning activities.</p> <p>Conduct individual or collaborative projects related to discipline or pedagogy.</p> <p>Maintain and develop professional expertise and registration requirements with appropriate professional body under the guidance of a senior colleague.</p> |   |                          |  |

**Student pastoral care**

Develop and use pastoral care skills to support the academic development of students and ensure a good student experience.

Act as personal tutor and give first line support before referring students on to appropriate services.

**Management and Administration**

Take on administrative duties such as Examination Officer and Timetabling Officer which contribute to the efficient management and administration of the Faculty/Department.

Be fully involved with students at all levels of support.

Active involvement in academic, professional or clinical networks in the discipline and start to undertake leadership roles in these networks.

**Person Specification**

Post holders are expected to hold a degree, higher degree or appropriate equivalent professional qualification (with an expectation of holding a higher degree for those teaching at post graduate level).

Post holder to demonstrate:

- Evidence of high level of teaching and presentational skills
- Evidence of administrative/organisational skills
- Evidence of knowledge and understanding of current developments in the relevant discipline or profession.

A Teaching Qualification e.g. Postgraduate Certificate in Learning and Teaching in HE or equivalent is essential. Support will be provided to gain this once in post if qualification not already held.

**Relationships and Contacts**

Post holder to be a member of Faculty committees relevant to administrative duties, e.g. Faculty Board of Studies and Examination Board.

Teaching and Administrative duties will be allocated by the Section Lead/Head of Faculty/Department, within the context of the programmes agreed by the Faculty Learning and Teaching Committee or similar body.

**Special Requirements**

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

The post holder will be expected to contribute to programme development, refreshing and assessment activities throughout the academic year, including times when students are not on campus.

If it is agreed by the line manager that the post holder will be carrying out research, time will be identified to enable this to take place and appraisal targets will be set accordingly.

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.

Undertake such other duties within the scope of the post as may be requested by your Manager.

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

### 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 Job Purpose.

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| <b>Job Title:</b> | Lecturer/Senior Lecturer in Veterinary Anatomic Pathology |
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#### Background Information/Relationships

You will contribute to the delivery of our undergraduate veterinary medicine curriculum, ensuring that it confirms to the standards required by the RCVS and EAEVE.

In particular you will contribute to delivery of lectures and practical sessions in veterinary pathology and undertake administration related to teaching and assessments.

You will complement our existing strengths in teaching in the area of biomedical and veterinary sciences, and have the potential to capitalise on our existing collaborations with experts from world class veterinary institutes, practices and commerce.

You will also be expected to contribute to the training of pathology residents through both diagnostic case duties and structured didactic training sessions.

The role will also include contributing to the commercial activities within the Veterinary Pathology Centre and this will include diagnostic work covering post-mortem examinations and histopathology.

#### 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 Job Purpose.

| <b>LECTURER</b>  | <b>Essential/<br/>Desirable</b> |
|--|---------------------------------|
| A veterinary degree  | E                               |
| A relevant postgraduate qualification (or working towards one) e.g. Masters degree or PhD  | D                               |
| Board Certified in Veterinary Anatomic Pathology OR eligible for board certification achieved by examination (DipACVP, DipECVP, FRCPath) | E                               |

|  |   |
|--|---|
| Some experience of teaching undergraduate veterinary students (in particular teaching veterinary pathology aspects of the curriculum)  | E |
| <b>In addition, for SENIOR LECTURER</b>  |   |
| Board certified in Veterinary Anatomic Pathology (DipACVP, DipECVP FRCPath)  | E |
| Significant experience of working in a diagnostic pathology environment post board qualification with some evidence of supervisory responsibilities for other personnel  | E |
| Significant experience in relevant teaching/academic leadership with some evidence of formal teaching training   | E |
| <b>Key Responsibilities</b><br><br>This document is not designed to be a list of all tasks undertaken but an outline record of any faculty/post specific responsibilities. This should be read in conjunction with those contained within the accompanying generic Job Purpose.  |   |
| <ol style="list-style-type: none"> <li>1. Directly contribute to undergraduate teaching programmes and where relevant postgraduate programmes (including lectures, tutorials, practical classes, project supervision and intramural rotation) specifically in the area of veterinary pathology).</li> <li>2. Provide specialist advice and input into the School of Veterinary Medicine Programme Team.</li> <li>3. Contribute to teaching on Vet Med, Veterinary Bioscience and MSc in Veterinary Microbiology programmes.</li> <li>4. Provide support to the veterinary pathology surveillance activities.</li> </ol> <p><b>N.B. The above list is not exhaustive.</b></p> |   |