

## Academic Role Profile

<b>Job Title:</b>	Lecturer (A) (Research and Teaching Track)
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<b>Responsible to:</b>	Head of Department or Faculty
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<b>Responsible for:</b>	Not applicable
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<b>Job Summary and Purpose</b>
To develop a personal research portfolio in line with the Faculty's research strategy, to teach at undergraduate and postgraduate level, and to participate in Faculty administration, as appropriate. The duties of the role may be carried out with the guidance of a mentor, if required.

<b>Main Responsibilities/Activities</b>
<p><b>To support the research activities of the Faculty by:</b></p> <p>Developing the research activities of the Faculty by developing an area of personal research and expertise, independently and/or in collaboration with others as part of a larger research team.</p> <p>Undertaking research activities (sometimes under supervision) in accordance with a specific project plan, and supervising and guiding the work of staff and research students on own specialist area.</p> <p>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.</p> <p>Publishing original research in appropriate journals or other media, as appropriate.</p> <p>Attending appropriate conferences for the purpose of disseminating research results or for personal development</p> <p>Sustaining and developing professional expertise and maintaining the requirements for registration with the appropriate body under the guidance of a senior colleague (<i>for academics with clinical links only</i>).</p> <p>May have responsibility for research staff employed on programmes and awards directed by the post holder.</p> <p><b>To support the teaching objectives of the Faculty by:</b></p> <p>Helping to develop new teaching methods and design programme units, and sharing responsibility for the quality of programme units.</p> <p>Planning, delivering and critically reviewing a range of teaching and assessment activities including lectures.</p>

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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.

### **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 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 Faculty. Such duties may include, for example, library representative, year tutor.

## **Person Specification**

### **The post holder must have:**

An honours degree or an appropriate and equivalent professional qualification in a relevant subject.

Normally a doctoral degree or be working towards a doctoral degree or an equivalent research degree

Evidence of teaching and presentational skills or potential.

Evidence of administrative/organisational skills or potential.

Evidence of current research/scholarship at doctoral level or equivalent, and potential for development

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### 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 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 or similar body.

### 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.

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

<b>Main Responsibilities/Activities</b>	
<p><b>To support the research activities of the Faculty by:</b></p> <p>Developing the research activities of the Faculty by sustaining a personal research plan independently and/or in collaboration with others as part of a larger research team.</p> <p>Managing and undertaking research activities in accordance with a specific project plan, and supervising and guiding the work of staff and research students on own specialist area.</p> <p>Developing 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>Attending appropriate conferences for the purpose of disseminating research results or for personal development.</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><b>To support the teaching objectives of the Faculty by:</b></p> <p>Developing new teaching methods and designing programme units, and taking responsibility for the quality of programme units.</p> <p>Planning, delivering and critically reviewing a range of teaching and assessment activities including lectures.</p> <p>Training and supervising of students (including research students) and acting as a tutor for industrial/professional training year students, according to own area of subject specialism.</p> <p>Setting/marking programme work, practical sessions, supervisions, fieldwork and examinations according to own area of subject specialism, and providing appropriate feedback to students.</p> <p>Taking part in activities such as validating and examining in relation to the University's associated institutions.</p>	

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### **To undertake pastoral care of students**

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. Referring students as appropriate to services providing further help.

### **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 contribute to the efficient management and administration of the Faculty by:**

Performing such personal administrative duties 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 Faculty. Such duties may include Faculty co-ordinating roles, for example, running the process of admissions, examinations or teaching quality assessment.

Advising, supervising and giving guidance to other staff

### **Person Specification**

#### **The post holder must have:**

An honours degree or an appropriate and equivalent professional qualification in a relevant subject

Normally a doctoral degree

Normally former experience of working as a lecturer

Evidence of administrative and organisational skills

Evidence of current research/scholarship at post-doctoral level or equivalent

### **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 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 or similar body.

### **Special Requirements**

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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
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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 Job Purpose.

<b>Job Title:</b>	<b>Lecturer in Finance</b>
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### Job Summary/Purpose

The appointee will be expected to lead research, collaboration and project grant applications in finance areas. The post holder will establish and lead a portfolio of research, in collaboration with domain experts across the University.

The appointee will teach in the Surrey Business School and Finance and Accounting discipline at undergraduate and postgraduate levels in both his/her specialist areas in addition to general contribution with the Department programmes.

### Person Specification Finance

- A strong publication and research record in finance or equivalent field.
- Professional collaborative experience with UK or international finance groups.
- A research pipeline in finance or equivalent field.
- Potential to successfully develop research proposals and secure research income together with supervising postgraduate research students.
- Familiarity with development, delivery and assessment of programme units.
- Experience of working with industry and other professional bodies.
- Excellent presentation, communication and interpersonal skills.
- Experience and potential for independent and collaborative research leadership.

### 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>Essential/ Desirable</b>
A higher research degree (PhD)	Essential
Internationally excellent research performance (continuing publication record, and evidence of actual/potential ability in external research grant income generation)	Desirable
Strong publication record with a track record of publishing in high quality (such as upper quartile) journals.	Desirable
Excellent communication, inter-personal and networking skills.	Essential

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Excellent organisational and project management skills	Essential
Potential and willingness to develop a track record in academic leadership	Desirable
Demonstrated ability to successfully supervise doctoral students	Desirable
Evidence of high-quality teaching	Desirable
Evidence of scholarly contributions to conferences, professional meetings and societies at an international level, and evidence of achievements in other external activities at an international level	Desirable

### 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 Job Purpose.

### Main Responsibilities/Activities

- Contribute to leading research activities of the Surrey Business School in collaboration with Finance and Accounting discipline domain expertise.
- Develop and lead a research portfolio in finance collaboration.
- Contribute to and lead teaching at undergraduate and postgraduate level.
- Lead a programme of research by managing associated financial/physical resources and recruiting/supervising/guiding/mentoring the work of staff and postgraduate students in own specialist subject area.
- Sustain a strong track-record of publication of high-quality research findings in appropriate primary journals and international conferences.
- Maintain a good level of research funding; contribute to planning and coordinating large multi-disciplinary or multi-Faculty bids involving collaborative groups.
- Enhance reputation in own subject area by engaging in external activities at national level such as contributions to professional networks, meetings, conferences, societies, professional and/or government bodies, editing/refereeing journals and papers.
- Perform administrative duties throughout the Department/School as are recognised by the University in roles commensurate with the remit of an academic (ie, Programme Director and Examinations Officer) and which contribute to the general life and work of the University.

**N.B. The above list is not exhaustive.**