

Academic Role Profile

<b>Job Title:</b>	Professor
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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>
<p>To develop and lead a significant programme of research in line with the Faculty's research strategy, attracting and securing significant research funds.</p> <p>To provide academic leadership in undergraduate and postgraduate courses within area of expertise.</p>

<b>Main Responsibilities/Activities</b>
<p><b>To develop the research activities of the Faculty and the University by:</b></p> <p>Leading a significant programme of research, sustaining an extensive track record of published research findings in appropriate, peer-reviewed research journals and/or monographs to maintain and enhance expert reputation in own subject area.</p> <p>Planning, co-ordinating and leading a significant programme of research 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 and submitting funding bids, winning support for them and planning the research to be undertaken, as a self-contained item or as part of a broader programme. Obtaining and sustaining research, consultancy and other additional funding.</p> <p>Seeking collaborating research opportunities with other members of Faculty staff and develop multidisciplinary research links with other parts of the University where appropriate.</p> <p>Developing research activities which extend current thinking in the subject area, thereby enhancing the reputation of the Faculty and the University.</p> <p>Maintaining an expert reputation in own subject area and providing appropriate guidance to staff and students.</p> <p>Engaging in external activities in accordance with the Faculty's research strategy at a national and international level. Such activities will include membership of committees of academic and professional bodies, external examining, editing journals, and contribution to</p>

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professional networks, national and international meetings, societies, and bodies (including governmental ones).

Attending appropriate national and international conferences for the purpose of disseminating research results.

Leading major funding bids which develop and sustain research support for the specialist area and advance the reputation of the Faculty and the University.

Sustaining and developing professional expertise and maintaining the requirements for registration with the appropriate body (*for academics with clinical links only*).

Contributing to the wider national and international academic community and the general life and work of the University through, for example, editing journals and refereeing papers.

### **To develop the teaching activities of the Faculty by:**

Providing academic leadership at undergraduate and/or postgraduate level, as appropriate, by leading the development of new teaching methods and designing programme units and taking responsibility for the quality of programme units.

Taking an active role in teaching at undergraduate and postgraduate level; planning, delivering, and critically reviewing a range of teaching and assessment activities including lectures.

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 of specialism. Extending, transforming, and applying knowledge acquired from scholarship to teaching, research, and appropriate external activities.

### **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. Taking responsibility for the initial resolution of all student issues within and out with standard procedures, and ensuring that an appropriate framework is developed and used for pastoral care issues.

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

Performing personal administrative duties throughout the Faculty and the University as are recognised by the University as properly within the remit of the role of Professor, such as research group leader and roles associated with teaching programmes, as allocated by the Head of Faculty, and contributing to the general life and work of the University.

Advising, supervising and giving guidance to other staff. Taking overall responsibility for the welfare of staff drawing on specialist advice and support.

### Person Specification

**The post holder must have:**

A higher professional qualification, normally a doctoral degree or equivalent.

Outstanding qualities and achievements in scholarship and research at a national and international level which have made a significant contribution to the advancement of their subject.

Significant academic publication record.

Evidence of leadership in research, including postgraduate research supervision.

Evidence of leadership in teaching, such as teaching programmes and/or internationally recognised textbooks.

Evidence in securing a significant amount of sustained research funding in a leadership capacity.

Proven management and leadership qualities at a senior level.

Proven administrative ability at a senior level.

Evidence of contributions to conferences, professional meetings, and societies at an international level and evidence of achievements in other external activities at an international level.

Evidence of high quality teaching at undergraduate and postgraduate level.

### Relationships and Contacts

Professors are expected to accept invitations to serve on national and international bodies, including governmental bodies. They will also be expected to contribute to the University by taking on roles that enable the University to meet its administrative needs.

To attract research funding, a Professor will be expected to liaise with existing and potential sponsors.

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

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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>Addendum</b>	
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>	Professor in Hospitality Management
<b>Background Information/Relationships</b>	
<p>The post holder is expected to take a leadership role on the further development of the Department's international reputation for excellence in teaching and research in hospitality management. The post holder is also expected to be able to establish and lead key partnerships with other academic institutions around the world and with the hospitality industry. This post reports to the Head of Department.</p> <p>The post holder should have expertise that enables them to teach and conduct research in one or more of the following areas:</p> <ul style="list-style-type: none"> <li>• Hospitality Operations Management</li> <li>• Hospitality Business Analytics</li> <li>• Hospitality Digital Strategy</li> </ul>	
<b>Person Specification</b>	
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)	E
Evidence of sustained successful grant and funding applications in a leadership capacity (PI)	E
Evidence of sustained high quality academic publications in a leadership capacity	E
A proven track record of high level industry engagement	E
A proven track record in academic leadership	E
A proven track record in successfully supervising PhD students	E
Evidence of high quality teaching	E
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	E
<b>Key Responsibilities</b>	
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.	

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1. Make a significant contribution to the programme of industry engagement through impactful research.
2. Make a significant contribution to the programme of academic research amongst the research group(s) within the School. The successful candidate will demonstrate sustained success in writing high quality publications in international and world-leading peer reviewed journals.
3. Lead innovative research proposals and funding bids. Seek collaborative research opportunities with other members of Faculty staff and multidisciplinary research links with other parts of the University where appropriate.
4. Serve on national and international bodies, including research councils/panels and industry associations.
5. Contribute to a highly successful PhD programme and supervise PhD students within the School.
6. Provide mentorship and guidance to other staff within the Department/School.
7. Provide academic leadership for the further development and operation of programme at undergraduate and postgraduate level.
8. Work with senior staff in the School to help realise the School's strategic vision.

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