

Academic Role Profile

Job Title:	Professor
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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
<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>

Main Responsibilities/Activities
<p>To develop the research activities of the Faculty and the University by:</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 taken, as a self-contained item or as part of a broader programme. Obtaining and sustaining research, consultancy and other additional funding</p> <p>Seeking collaborative 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 professional networks, national and international meetings, societies and bodies (including governmental ones).</p> <p>Engaging in external activities in accordance with the Faculty's research strategy at a national and international level. Such activities will include contribution to professional networks, national and international meetings, societies and bodies (including governmental ones).</p>

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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 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 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 the initial resolution of all student issues within and outwith standard procedures, and ensuring that an appropriate framework is developed and used for pastoral care issues.

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 role of professor, such as research group leader and roles associate with teaching programmes, as allocated by the Head 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.

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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

Teaching programmes, and/or internationally recognised textbooks.

Evidence of securing a significant amount of sustained research funding

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

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

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- 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.

Post Details		Last Updated 01/04/2014	
Faculty/Administrative/Service Department:	Faculty of Arts and Social Sciences		
Job Title:	Professorial Teaching Fellow		
Job Family & Job Level	Research and Teaching	7	
Responsible to:	Head of Department or Faculty		
Responsible for:	Teaching staff in the Department or School. May supervise other staff.		
Job Summary and Purpose			
<p>To have extensive and sustained excellence and academic experience in learning and teaching and be a leader of educational initiatives and activities within the University and nationally/internationally.</p> <p>To provide leadership in the development and enhancement of learning innovation in line with the Faculty/University's teaching and learning strategy.</p> <p>To attract and secure funds for pedagogic research projects, project proposals and consultancy.</p> <p>To undertake, lead and influence Faculty staff in the use of new and innovative learning environments.</p>			
Main Responsibilities and Activities			
<p>Teaching Innovation, Learning Environment, Delivery and Development</p> <p>Provide academic leadership at Department, Faculty and where appropriate at University level in relation to the leadership, development and enhancement of teaching, learning and assessment.</p> <p>Identify opportunities for strategic development of new curricula, courses, or areas of activity and lead the development of such ideas.</p> <p>Deliver innovation that enhances the design and delivery of teaching and learning activities, methods, materials, assessment, and evaluation of impact on student learning, contributing to high quality undergraduate and postgraduate programmes.</p> <p>Lead and influence the practices for setting and marking programmes of work, practical sessions, supervisions, fieldwork and examinations according to own area of subject specialism, and providing timely, appropriate feedback and feed forward to students.</p> <p>Contribute significantly to postgraduate taught programmes where appropriate attracting students on a continuing basis, and successfully supervising them to completion of studies.</p> <p>Act as an external validator and examiner for associated institutions and engage with external professional and accredited bodies.</p> <p>Where appropriate act as a University delegate during teach out period with Associated institutions.</p> <p>Esteem and Contributions</p> <p>Evidence of international recognition for the development and enhancement in learning and teaching in subject specialism.</p> <p>Lead independent pedagogical research related to discipline and disseminate internationally. Sustain an extensive track record of published findings in appropriate, peer reviewed research journals and/or monographs to maintain and enhance expert subject reputation.</p>			

Lead, develop and deliver innovative pedagogical proposals and projects. Secure funding and plan the research undertaken. Secure and develop project consultancy. Manage the resources associated with research activities.

Develop pedagogical collaboration with staff in Faculty and multidisciplinary research links with staff which extend current thinking in the subject area, thereby enhancing the reputation of the Faculty and the University.

Lead in the contribution to public understanding of the discipline.

Evidence of being an internationally recognised expert in own subject area continually updating knowledge and understanding and disseminating this learning to local, regional, national and international communities.

Attend appropriate national/ international conferences for the purpose of disseminating research results and maintaining academic credibility.

Where appropriate sustain and develop professional expertise and maintain requirements for registration with professional bodies.

Student pastoral care

Use pastoral care skills to support the sensitive needs issues and circumstances of students.

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

Leadership and Administration

Engage with educational issues in accordance with the Faculty's learning and teaching strategy at an international level e.g. membership of international committees associated with learning environments and pedagogical development of their discipline.

Evidence of influencing national bodies related to the development of learning and teaching.

Lead on strategic educational innovations within the Faculty, and where appropriate the University. Develop professional collaborations that may influence workforce planning development locally, nationally and where appropriate internationally.

Perform very senior administrative and managerial duties such as Director of Programmes which contribute to the overall effectiveness and running of the work of the Faculty or University.

Undertake and lead on the advice, supervision and guidance to peers and colleagues and direct support for their innovations within pedagogical developments.

Person Specification

The post holder will be expected to hold a doctoral degree, a formal recognised teaching qualification and where appropriate professional qualifications of standing.

May be a holder of a University of National Teaching and Learning Award.

Will hold an HEA Senior Fellowship or equivalent.

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

High quality pedagogical and/or subject related publications of international standard.

Evidence of leadership in scholarly or pedagogic activities, including postgraduate supervision.

Evidence of sustained, innovative and high quality teaching at undergraduate/postgraduate level.

Evidence of designing and developing learning environments and publication record of internationally recognised textbooks or highly regarded teaching materials.

Proven management, leadership and administrative ability at a very 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 External Examining.

Evidence of National Committee membership.

Relationships and Contacts

Accept invitations to serve on national and international bodies and governmental bodies.

Take on roles that enable the University to meet its administrative needs.

Liaise with existing and potential sponsors.

Teaching and administrative duties are allocated by the Dean of Faculty.

Special Requirements

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

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

Post Details		Last Updated	
Faculty/Administrative/Service Department:	Faculty of Arts and Social Sciences		
Job Title:	Professor in Practice		
Job Family & Job Level	Research and Teaching or Teaching and Learning	7	
Responsible to:	Head of Department		
Responsible for:	May supervise staff.		
Job Summary and Purpose			
Professors of Practice will promote the integration of academic scholarship with professional, business, health or clinical practice. To lead as appropriate on the management, co-ordination and policy formation at School/Department, Faculty, University or national level.			
Main Responsibilities and Activities			
Teaching Innovation, Learning Environment, Delivery and Development			
Identify opportunities for strategic development of new curricula, courses, or areas of activity and lead the development of such ideas.			
Design and teach courses, and collaborate in areas directly related to job holder's expertise and experience, including the design and implementation of practical coursework.			
Promote the integration of academic scholarship with practical professional experience from outside of academia.			
To provide training and teaching at UG/PGT/PGR and or CPD level that reflects high-level specialist experience and professional practice.			
Contribute to high quality teaching and assessments that are relevant to practice professional.			
Esteem and Contributions			
To undertake professional and practice-related research that will have direct impact on policy, industrial innovation, business practice, clinical or health practices, professional guidelines, public understanding, or pedagogical innovation.			
To provide professional leadership and support to colleagues in the progression of industry engagement and industrial income generation.			
To attract third stream sources of funding through delivery of interventions, consultancy, non-academic partnerships, CPD etc.			
Engage in external activities in accordance with the Faculty's research strategy at a national and international level. Seek out alternative sources to fund research projects and would identify research opportunities.			
Contribute to professional networks, national and international meetings, societies and bodies (including government).			

Develop collaboration with multidisciplinary research links with staff which extend current thinking in the subject area, thereby enhancing the reputation of the Faculty and the University.

Lead on academic and/or professional outputs.

Lead on to knowledge transfer and commercialisation.

Student pastoral care

Use pastoral care skills to support the sensitive needs, issues and circumstances of students.

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

Work with students to prepare them for placement/employability.

Leadership and Administration

Undertake and lead on the advice, supervision and guidance to peers and colleagues on relevance of learning and research to external businesses and organisations.

Work with academic staff and business leaders to identify common themes and practical support and link this into what is being delivered.

Person Specification

- Be distinguished practitioners/professionals who have had a major impact in relevant work areas and who are committed to enhancing programs and reputation.
- Have substantial and senior professional experience, and with a national/international reputation for excellence recognised by professional bodies or through their public service profile
- Have rich and extensive backgrounds outside academia in fields and disciplines related to the schools appointed to.
- Have the ability to generate financial resources from a range of sources.
- Have experience of liaison with government or industry in areas relevant to our academic endeavour.

Relationships and Contacts

- Accept invitations to serve on national, international bodies and/or governmental bodies.
- Take on roles that enable the University to meet its administrative needs.
- Liaise with existing and potential sponsors.
- Advise and/or take a lead role in the establishment and ongoing delivery of successful professional training year (PTY) secondments.
- Teaching and administrative duties as allocated by the Head of School and agreed with the Dean of Faculty.

Special Requirements

- The post holder is expected to work outside normal office hours as necessary.
- The post holder will be expected lead and contribute to programme development, and assessment activities throughout the academic year, including times when students are not on campus.