

Post Details		Last Updated: 20/12/2019	
Faculty/Administrative/Service Department:	Faculty of Arts and Social Sciences Surrey Business School		
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.

Executive Director Post Graduate Taught (MSc and MBA) Programmes

Role description

Surrey Business School is a growing business school with approximately 110 academic staff members, and a highly cohesive and collegial atmosphere. We are growing strongly, both in terms of our size, and in terms of the quality and impact of our work. We are accredited by AACSB (the Association to Advance Collegiate Schools of Business) and by AMBA (the Association of MBAs). Our particular strengths are in analytics, digital innovation and technological transformation, leadership, sustainability and social innovation.

The School has a thriving Postgraduate Taught (PGT) community consisting of 13 MSc programmes (many of which have work placements) as well as a full time and Executive MBA. The Executive Director of Post Graduate Taught (MSc and MBA) Programmes is a Professorial / Principal Teaching Fellow position responsible for both the strategic and operational aspects of the PGT portfolio. As such, s/he works closely with Programme Directors to ensure the appropriate evolution of the PGT portfolio programme content and quality, while also working alongside the Director of Learning & Teaching and Director of Internationalisation, among others. The role also has responsibility for - and will lead teams on an ad-hoc basis relating to – accreditation (notably with AACSB and AMBA). The role will report to the Dean of Surrey Business School.

Person specifications

1. Significant experience in programme design, development and delivery, in particular at postgraduate level (Essential)
2. Innovation in teaching and learning, and experience leading the implementation of that innovation
3. Exceptional strategic drive, systematic approach, and leadership skills (Essential)
4. A strong national and international network in the higher education sector in business/management, for example quality assurance agencies, scholarly and professional associations, accreditation bodies and other external measures of esteem (Desirable)
5. Success in managing key outcome metrics of relevance in a business school context (e.g., student satisfaction ratings, student progression and continuation, employability, internationalisation, etc.) (Desirable)
6. A strong understanding of digital and blended learning approaches and systems (Desirable)

Specific responsibilities

1. Managing the portfolio of Postgraduate programmes at Surrey Business School on a day-to-day basis to ensure an optimal student experience
2. Designing, championing and pursuing a strategic approach for the management of the Surrey Business School's PGT Portfolio, by coordinating Programme Directors and leading the review and revision of existing, and the development of new programmes, in cooperation with stakeholders from across the School, the Faculty and the University
3. Designing, championing and pursuing the PGT accreditation and ranking agenda
4. Devising and being accountable for relevant outcome metrics or KPIs, including the internationalisation of the curriculum
5. Driving the integration of new learning and teaching approaches into Postgraduate programmes
6. Working with students (e.g. through the student representative system) to ensure a regular flow of communication between staff and students
7. Liaising with stakeholders from outside the university, specifically employers and alumni in order to continuously enhance the Postgraduate programmes and overall student experience
8. Working with Student Recruitment Teams to devise and implement recruitment plans, including go-to-market strategy, market outreach, conversion activities, etc.