



Job Description

General Details

Job title:	Lecturer in Cartoon and Comic Arts (ACT12-23)
Faculty/School/Service:	Faculty of Arts and Creative Technologies
Normal Workbase:	Stoke campus
Tenure:	Permanent
Hours/FTE:	0.6fte
Grade/Salary:	Grade 7, currently £31,331 – £36,298 per annum pro-rata
Date Prepared:	April 2013

Job Purpose

- To offer subject expertise in Cartoon and Comic Arts practices and theories. To complement existing expertise within the award and to contribute to the high quality teaching of undergraduate students in the Faculty.
- To co-ordinate, develop and lead on aspects of the curriculum relating specifically to the Cartoon and Comic Arts Award.
- To actively contribute to the development of practice-based research.
- To lead or contribute to recruitment, research and/or enterprise initiatives within the Faculty of Arts and Creative Technologies.

Relationships

Reporting to:	The Dean via the Head of School for Art and Design and the Academic Group Leader
	You will also work directly with the Award Leader and other staff in the Animation/ Graphics Award team

Main Activities

- Actively lead and participate in the design, development, delivery and assessment of modules on the BA(Hons) Cartoon and Comic Arts Award.
- Take overall responsibility for the academic health and currency of modules and be accountable for the quality of the student learning and assessment experience.
- Perform a visible and focal leadership role in relation to those delivering on your modules.
- Support ongoing recruitment and marketing presence of the BA(Hons) Cartoon and Comic Arts award.
- Contribute to the delivery of cross-departmental modules where appropriate.
- To contribute to the organisation and management of the programme through module leadership.
- To contribute to the Cartoon and Comic Arts Award's programme of academic development.

- To act as an academic and personal tutor to undergraduate students at all levels.
- To bring specialist subject knowledge to programmes and modules.
- To engage in research, knowledge exchange, professional practice and scholarly activity in the subject discipline.
- To continue the development of links with external partnerships in the city, region, nationally and internationally.
- To engage in personal academic development and undertake appropriate staff development activities as identified by the individual and/or line manager.
- To participate in University activities as required through membership of Faculty committees, departmental and working-group meetings etc, as appropriate.
- To participate in the full range of activities within Cartoon and Comic Arts, including recruitment/Faculty Open Days, degree shows/external exhibitions, interviews/admissions, liaison with schools, colleges and community.
- To undertake both general Health and Safety responsibilities in accordance with the University's Health and Safety Policy and in addition, to provide such supervision as is necessary to ensure the Health and Safety of undergraduate students.
- To undertake such responsibilities as required from time to time by the Dean of Faculty and or Academic Group Leader.

Specific Responsibilities of the Post

- To deliver teaching from both a traditional (drawing) perspective and digital platform/s across Cartoon and Comic Arts, Illustration and Animation Awards.
- To enhance and continue to develop industry networks in order to maintain strong student employability.
- To deliver contextual studies and research led projects related to Cartoon and Comic Arts and visual culture.
- To support the Award Leader's and students' engagement with entrepreneurial activity.
- To engage with and coordinate production of publication material, graphic novels, comics etc.

Special Conditions

External Activities

External activities which enhance the work of the post holder are encouraged within the overall provisions of the exclusivity of the service arrangements to which the post holder is subject. Additionally, the Institution encourages employees to take a cross University role e.g. through membership of Committees and Working Parties.

New Lecturer Development Policy

The University is keen to support staff in achieving high standards of pedagogy in order to facilitate effective student learning. All newly appointed full-time and fractional contracted members of academic staff who have less than three years teaching experience and do not have the equivalent qualification from another University, are required to undertake and complete the Post Graduate Certificate in Higher and Professional Education (PgCHPE)/Post Graduate Diploma in Professional Education in Healthcare (PgDPEH) or 5-day survival guide to Teaching in Higher Education as a condition of his/her employment with Staffordshire University, in accordance with the policy. If you are shortlisted this will be explained further by the chair of the interview panel. Positive engagement in CPD in order to attain a high standard of pedagogy will be one of the factors considered during annual appraisals and when promotions are being made. Active involvement in the Post Graduate Certificate in Higher and Professional Education would be one source of evidence.

Research and Scholarly Activity

The duties of lecturing posts include participation in appropriate research and scholarly activity indicated in the Research Policy of the University. The extent of involvement in research and scholarly activity may vary with the balance between teaching, administration and research appropriate to particular posts. This will be determined by your Dean of Faculty in consultation with you, and will be reviewed regularly through the staff appraisal system. While it is in the nature of research and scholarly activity that it will often take place throughout the year and be integrated into the overall pattern of activities, it is envisaged that the periods of the year outside normal teaching weeks and the holiday entitlement will primarily be devoted to research and scholarly activity.

Variation to Job Description

Staffordshire University reserves the right to vary the duties and responsibilities of its employees within the general conditions of the Scheme of pay and conditions and employment related matters. Thus it must be appreciated that the duties and responsibilities outlined above may be altered as the changing needs of the service may require.

Conditions of Service

The post is subject to such terms and conditions of employment as negotiated between the Board of Governors of the University and the recognised trade unions, and/or the employees of the University. In negotiating such terms and conditions the Board of Governors will consider any appropriate advice received from the Universities and Colleges Employers Association (UCEA).

Informal Discussion

Should you wish to discuss this vacancy informally before making an application please contact:

Adrian Tooth
(E) a.tooth@staffs.ac.uk

Application Procedure

We encourage you to apply on-line at our website <http://jobs.staffs.ac.uk> as the system is user friendly and simple to complete.

Please note that the University will not consider a Curriculum Vitae attached in support of your application and will not use this document in the shortlisting process. Consequently, we would ask all applicants to ensure that they have provided comprehensive information under each criteria in the Supporting Statements section of the application form and, if necessary, add any relevant additional information in the Additional Information Section.

The closing date is midnight on Sunday 12 May 2013

For information, interviews will be held on Tuesday 28 May 2013