



Job Description

Job Title	Associate Lecturer in Concept Art
School/Service/Institute	School of Digital, Technologies and Arts
Normal Workbase	Stoke
Tenure	Permanent
Grade/Salary	Grade 6
FTE/Hours	0.5 FTE

Job Purpose

- To assist and support academic staff in the delivery of quality education to students in a variety of learning environments; and to complete a PhD in the area designated by the Principal Supervisor.

Relationships

Reporting to:	Head of Department - Games Development
Responsible for:	None

Main Activities

Teaching-related duties include:

- To deliver teaching and teaching support (and other feedback support sessions) as determined by the Head of School. Teaching and teaching support will normally comprise the delivery of repeat seminar/workshop/laboratory supervision where the material has been prepared in advance by the module leader. Allocation of these responsibilities will be in accordance with the Managing Academic Workloads and Professional Contracts Policy.
- To keep up to date with the subject area and course/module requirements and where appropriate to contribute to the preparation of learning materials
- To contribute to the preparation for teaching and marking of assignments and examinations
- To provide administration for module delivery to include attendance monitoring and module evaluation
- To provide personal tutor support to students
- To participate in the development of innovative teaching and learning strategies

Research-related duties include:

- To enrol on a PhD and to progress in line with University regulations

- To exercise a high standard of scholarship, and to conduct research in connection with study towards the PhD as determined by the Principal Supervisor
- To disseminate the results of research and scholarship through appropriate events and publications
- To attend and present research findings and papers at academic conference
- To contribute fully to the research environment within the School, through attendance and participation in external and internal seminars, PHD seminars, as appropriate

Other duties:

- To be aware of and act upon any Health and Safety issues ensuring the health and safety of self, students and staff
- To undertake any other duties commensurate with the role of Associate Lecturer, and as agreed with the Head of Department
- To undertake appropriate professional development and mandatory training activities as identified or required (See Professional Development section).
- To undertake other such responsibilities as may reasonably be required by the Course Director, Head of Department and/or Dean of School.
- The role holder is required to minimise environmental impact in the performance of their role and to actively contribute to the delivery of the University's Environmental Sustainability Policy

Special Conditions

This appointment is subject to the successful completion of a PhD in the designated area within a period of 4 years. PhD study at the University will be fully funded as part of this role.

The postholder will be required to travel and represent the University in the UK and Overseas as required.

There will be a need for the postholder to work occasional weekends to cover marketing and recruitment activities.

There will be a need for flexible working practices by the role-holder to support different forms of delivery such as distance and accelerated learning. In addition, the role holder may be required to undertake their role off site, which may include overnight stays either in the UK or abroad.

Professional Development

In addition to PhD study, the individual appointed to this role will be required to undertake the University's introduction to teaching and learning in HE (Teachwell) Course and to actively work towards Associate Fellowship of the HEA

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 School, in consultation with you, and will be reviewed regularly through the staff appraisal system. While research and scholarly activity 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.

Where new staff can demonstrate a strong research background and a profile, which indicates potential to achieve research excellence consideration will be given to allocation of appropriate protected research time during the normal workload allocation cycle.

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

You will be employed by Staffordshire University Services Limited.

Staffordshire University Services Limited is a wholly owned subsidiary company of Staffordshire University which recruits and provides both academic and professional support staff to the University. You will be subject to Staffordshire University's policies and procedures and will be eligible to participate in the Staffordshire University Pension Scheme.

Application Procedure

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

We ask that all applicants ensure that they have provided comprehensive information under each criterion in the Supporting Statements section of the application form and, if necessary, add any relevant additional information in the Additional Information Section.

The University will use anonymous application forms for this role; however, we recognise that applicants may want to include additional information demonstrating their research or publications. If you choose to upload any supporting documents that contain identifiable data, your application will no longer be considered anonymous.