

Revised Generic Job Description Templates for Professorships, Senior Lectureships and Lectureships for approval

Submitted to Governing Body, 9th February 2010

From HR Recruitment Office/Registrar and Senior Vice President Academic

Background Rationale

The recently approved revised Academic Appointment Procedures require that documentation prepared by Selection Committees for advertising of academic posts must be prepared in accordance with a core set of generic job descriptions and selection criteria established by the University according to the grade of the post to be staffed. These selection criteria should be reflective of criteria in place for promotion to the appropriate level and must be commensurate with the relevant statutory provisions.

The Revised Generic Job Description Templates for Professorships, Senior Lectureships and Lectureships were approved Academic Council, 26th June 2009 subject to review to ensure that the documents were aligned with the roles and responsibilities of academic staff as stated within new Principal Statute. Some minor editorial amendments were also required. This review has now been completed and Governing Body approval is sought for the Generic Job Description Templates.

Brief description / summary of the item

The Generic Job Description Templates for Professorships, Senior Lectureships and Lectureships detail the key responsibilities of the post in relation to each academic grade together with proposed criteria for selection.

The Academic Appointment Procedures state that post-specific selection criteria may be added by the Selection Committee as and where appropriate. The procedures also note that the details of the post, including the job description, shall be clearly aligned with the University's strategy.



UCC

Coláiste na hOllscoile Corcaigh, Éire
University College Cork, Ireland

POST OF LECTURESHIP IN <NAME>

Duties of the Post: In accordance with the University's strategic objective as a research led institution, the duties of all academic staff will include research, research-led teaching and contributions to the university, the discipline and the community. The academic staff member shall teach and examine, undertake administrative duties and carry out other duties appropriate to the post under the general direction of the Head of the School/Department/Discipline of <>.

The roles and responsibilities outlined below are to be interpreted in the context of the relevant Statutes and where there is any difference arising from interpretation, that statutory provisions take precedent. For the sake of clarity, the relevant elements of the statutes not already incorporated in the numbered sections are appended in italics under each subheading.

Teaching and Examining

- 1) Contribute to and assist in the delivery of research led teaching, assessment and examining on courses at undergraduate and postgraduate level and where appropriate adult and continuing education courses;
- 2) Supervise research projects for undergraduate and postgraduate programmes;
- 3) Undertake the development and regular evaluation of modules with reference to content, delivery and assessment;
- 4) Participate in the development of new curricular initiatives;
- 5) Demonstrate excellence in teaching and learning and apply innovative teaching and learning methodologies within the School of <insert name> and within other academic units in the University, as appropriate;
- 6) Contribute towards the maintenance of academic standards within his/her discipline;

to give the students attending his/her ordinary lectures assistance in their studies, by advice, by informal instruction, by occasional and periodic examination, and otherwise, as s/he may judge to be expedient; also, to make such arrangements as s/he sees fit to make to meet students who have individual queries;

to give instruction to his/her students and assist them in the pursuit of knowledge

to hold, or assist at, all University examinations in the subjects with which s/he is an examiner;

Research

- 7) Engage in productive research and scholarship and contribute to the advancement of knowledge, participate in research activities and publish the research in appropriate peer-reviewed publications, creative works or other forms of scholarship appropriate to the discipline;
- 8) Supervise postgraduate research students (particularly PhD students);
- 9) Undertake initiatives in generating research income as appropriate to the discipline;
- 10) Engage in other scholarly activities relevant to the research discipline;

Contributions

- 11) Participate in the administrative activities of the department/school and the academic life of the College and University;
- 12) Act as a member of such committees as may be required by the University;
- 13) Develop links with professional bodies and external agencies, where appropriate;
- 14) Promote the discipline both inside and outside the University and contribute to the overall intellectual life of the University and society;
- 15) Carry out other duties appropriate to the post as may be assigned by the head of discipline/department/school;

to carry out administrative and other appropriate duties lawfully allocated to them within their department or other academic unit;

if a member of the Academic Council, to attend its meetings;

to serve upon all the committees to which s/he may be appointed by the Governing Body or the Academic Council, and to assist and co-operate with the Governing Body in such other reasonable ways as the Governing Body may prescribe, for the maintenance of discipline and good conduct among the students, or for the general business of the University;

The above listing is not exclusive or exhaustive and the post holder may be required to undertake duties as can reasonably be expected. All staff are required to be flexible, co-operative and professional within the needs of the post and the Discipline/Department/School, College and University. The University is undertaking a major reform of its internal structures which may necessitate possible future changes in the organisation of its activities.

Selection Criteria.

The successful candidate will be expected to have:

Qualifications

- 1) A doctorate, equivalent professional qualification or research experience leading to publication in the relevant discipline;

Teaching and Examining

- 2) Relevant teaching experience or evidence of teaching potential;
- 3) An ability to contribute across a range of undergraduate and postgraduate teaching programmes both in and outside the area of research specialisation;
- 4) Evidence of a commitment to excellence in research led teaching;
- 5) Evidence of an understanding of and willingness to use modern teaching technologies and potential for innovative teaching and curriculum development;
- 6) Evidence of an ability to teach, inspire and supervise students, communicate ideas and concepts in a teaching and learning environment;

Research

- 7) Evidence of appropriate research achievement as indicated by published work and other research outputs appropriate to the discipline;
- 8) Potential to attract funding through competitive research grants or other sources as relevant;
- 9) Experience of or potential for research supervision (particularly PhD students);
- 10) Evidence of other relevant scholarly activity;
- 11) Ability and willingness to collaborate with colleagues on research projects, as appropriate to the discipline;

Contributions

- 12) Administrative experience or evidence of ability to contribute to academic administration;
- 13) Experience in or potential to participate in relevant academic and professional associations/bodies as appropriate;
- 14) The potential to participate in and contribute to the overall intellectual life of the University, the academic discipline and society at large;

Other

- 15) Good communication and interpersonal skills;
- 16) Evidence of ability to work on own initiative as well as part of a team;
- 17) Ability and willingness to work in a collaborative environment;

18) An understanding of, and empathy with, the concerns of students;

19) A commitment to the long term development of the discipline;