

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

Submitted to Governing Body, 9<sup>th</sup> 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, 26<sup>th</sup> 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.



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# UCC

Coláiste na hOllscoile Corcaigh, Éire  
University College Cork, Ireland

## **POST OF SENIOR LECTURER 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) Demonstrate excellence in research-led 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;
- 2) Teach and examine on courses at undergraduate and postgraduate level and, where, appropriate adult and continuing education courses;
- 3) Supervise undergraduate and postgraduate students;
- 4) Contribute to and take a leadership role, where appropriate, in the regular evaluation of curricula with reference to content, delivery and assessment and the development of new curricular initiatives;
- 5) Perform an active role in the maintenance of academic standards in the development of the curriculum within his/her discipline;
- 6) Contribute to the development of postgraduate studies at UCC;

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 students undertaking research projects (especially at PhD level);
- 9) Undertake initiatives in generating research income as appropriate to the discipline;
- 10) Engage in other scholarly activities relevant to the discipline;

## **Contributions**

- 11) Contribute to the administrative duties of the discipline/department/school and the academic life of the University;
- 12) Participate as a member of such committees as may be required within the academic unit and by the University;
- 13) Mentor and advise newly appointed and junior academic staff;
- 14) Develop links with professional bodies and external agencies where appropriate;
- 15) Serve if required as head of one of the College's academic units subject to relevant University regulations, statutes or management requirements;
- 16) Promote the discipline both inside and outside the University and contribute to the overall intellectual life of the University and society;

17) 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 or appropriate professional qualification or a significant record of research and publication in the relevant discipline;

### **Teaching and Examining**

2. Evidence of a commitment to excellence in research-led teaching;
3. Significant experience in lecturing, examining and supporting students across a range of undergraduate and postgraduate teaching programmes both in and outside the area of research specialisation;
4. The ability to teach, inspire and supervise students, communicate ideas and concepts in a teaching and learning environment and where the opportunity has existed, to undertake postgraduate supervision to doctorate level;
5. Evidence of a significant contribution to innovation in the area of teaching and examining, curriculum design, review and development;
6. A familiarity with and willingness to use modern teaching technologies;

### **Research**

7. A record of successful achievement and international recognition through research and scholarly activity within the discipline;
8. Evidence of consistent and continuing output of research in peer reviewed publications or equivalent outputs appropriate to the discipline;
9. Evidence of active engagement in research and scholarly activities including research supervision, examining, editing and refereeing research grant applications as appropriate for the discipline;
10. Experience of leadership or leadership potential in the area of research, in addition to research grant applications, success in achieving competitive research grants or other sources of funding and the ability and willingness to collaborate with colleagues on research projects, as appropriate to the discipline;

### **Contributions**

11. Evidence of participation in relevant academic and professional associations/bodies as appropriate;
12. Proven administrative experience or evidence of ability to undertake academic administrative responsibility within the Discipline/Department / School/College at a high level;
13. The ability to participate in and contribute to the overall intellectual life of the University, the academic discipline and society at large;
14. An ability and willingness to support mentor and advise junior staff;

### **Other**

15. Excellent communication and interpersonal skills commensurate with working alongside a team of committed academic and administrative colleagues together with the demonstrated ability and willingness to work in a collaborative environment;
16. An understanding of, and empathy with, the concerns of students;
17. Evidence of ability to work on own initiative as well as part of a team;
18. A commitment to the long term development of the discipline;
19. Evidence of leadership potential;