

## **Generic Role Profile**

### **University Senior Lecturer**

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#### **Role Purpose**

The purpose of the role is to support and maintain the University's national and international reputation for excellence in teaching and research. Contribution to teaching within the department/faculty will include course development and innovation, lecturing, conducting seminars and supervising undergraduate and/or graduate students. Contribution to excellence in research will be through publications and other mechanisms submitted in the most recent or next national Research Assessment Exercise at a level commensurate with an experienced and research active academic. The role holder will participate in the overall contribution of the department/faculty, where appropriate.

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#### **Appointment**

Recruitment to a role at this level is determined by personal merit and the application of criteria related to the duties of the role. Normally, posts are created and filled through promotion's exercises in accordance with the criteria set out in section 5 of the Senior Academic Promotions Guidance. However, some posts may be advertised and an appointment made by open competition.

All applicants are legally required to demonstrate the right to work/permission to work in the UK. The requirement for any higher level pre-employment checks is dependent on the role and is detailed in the advert and/or further particulars. Offers of employment will be conditional upon the satisfactory outcome of all required pre-employment checks and whether an outcome is satisfactory will be determined by the University.

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#### **Promotion**

Progression from one grade to another is not automatic and requires a positive recommendation from the institution. Promotion to Reader or Professor requires the approval of the University on the recommendation of the General Board (in accordance with the provisions in Statutes and Ordinances) and the role holder must meet the criteria for a role at this level.

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## Main Responsibilities

Key duties and responsibilities (Statutes D, II, 4 and D, XVIII, 4)	
1.	<p>Teaching:</p> <ul style="list-style-type: none"> <li>• writing lecture material and handouts and presenting information in lectures;</li> <li>• seminars and tutorials;</li> <li>• marking student papers;</li> <li>• member of departmental planning team to determine teaching programme for the academic year;</li> <li>• takes feedback from students to improve teaching methodologies and content within the department/faculty, for example, will make changes to course material;</li> <li>• changing and adapting course material following research;</li> <li>• introducing innovative course development in relevant subject area;</li> <li>• providing guidance and advice to students e.g. career advice or pastoral care regarding personal issues.</li> </ul>
2.	<p>Research – publications:</p> <ul style="list-style-type: none"> <li>• writing papers on topic relevant to specialist subject area. This will include journals, books and other material.</li> </ul>
3.	<p>Research – active:</p> <ul style="list-style-type: none"> <li>• investigating new areas of research within specialist subject area;</li> <li>• identifying research topic;</li> <li>• determining appropriate research methodologies for research;</li> <li>• adapting research methodologies;</li> <li>• applying appropriate research methodologies for research and analysing results/conclusions to formulate new concepts and ideas;</li> <li>• writing reports to relevant bodies about progress of research;</li> <li>• may lead team of researchers – recruiting, selecting and managing the work of staff, implementing the research programme.</li> </ul>
4.	<p>Examinations:</p> <ul style="list-style-type: none"> <li>• writing examination papers;</li> <li>• marking examination papers for graduate and undergraduate students;</li> <li>• writing examination reports for faculty/departmental review;</li> <li>• writing dissertation reports;</li> <li>• providing references for students.</li> </ul>
5.	<p>Administration:</p> <ul style="list-style-type: none"> <li>• member of departmental/faculty subject group, determining teaching requirements;</li> <li>• actively investigating funding opportunities within area of research – this will include submitting research grant applications;</li> <li>• may participate in relevant committees within department/faculty;</li> <li>• may, on occasion, participate in school/University committees where appropriate and/or where invited.</li> </ul>
6.	<p>Postgraduate Students:</p> <ul style="list-style-type: none"> <li>• mentoring and guiding the work and research of postgraduate students.</li> </ul>

7.	<p>External:</p> <ul style="list-style-type: none"> <li>attending conferences in specialist subject area to liaise and network with national/international colleagues the role holder may, on occasion, be invited to give presentations and lectures in his/her specialism;</li> <li>participating in external working groups – on occasions the role holder may be asked to participate in collaborative projects;</li> <li>may be asked to mark examination papers for other institutions;</li> <li>may provide references on behalf of academic colleagues;</li> <li>may participate in peer review of publications;</li> <li>may review research grant applications.</li> </ul>
8.	<p>Other:</p> <ul style="list-style-type: none"> <li>undertake additional duties as appropriate.</li> </ul>

## Person Profile

### Essential knowledge, skills and experience required for the role

- Educated to degree level, normally with a PhD in relevant specialist subject area.
- Established bibliography of research publications such as journal contributions, books etc.
- A previous and active participant in the national Research Assessment Exercise.
- Will keep up-to-date with the latest thinking in specialist subject area by reading other academic material, attending conferences and active discussions with other academics in field – this may be internally at the University of Cambridge and/or with colleagues at other institutions.
- An experienced academic, skilled in giving lectures and seminars to both undergraduate and graduate students.
- Experience of developing teaching material for lectures and seminars, by introducing innovative material or developing and shaping course structure(s).
- May be invited to give papers at conferences.

## Key Contacts

<u>Key contact(s)</u>	<u>Purpose of contact</u>	<u>Frequency of contact</u>
Students	Lectures and supervisions	daily
Other Departmental/ Faculty staff (academic)	Teaching programme, committee work, discussions re: specialist subject area or research etc.	daily
Administrative staff (non academic)	Administrative matters	daily
Academic staff at Other HEI's	Conference discussions, collaborative projects, research discussions etc.	ad hoc
Organisations and Businesses	Discussions about collaborative project and research etc.	ad hoc

## **Service Delivery**

- Role holder takes feedback from students to develop and monitor teaching in his/her specialist subject area. S/he is likely to do this as part of a working group within the department/faculty.
  - Role holder may participate in committee work that affects the running and development of facilities, policies and procedures within the department/faculty.
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## **Decision Making**

- i. Decisions taken by the role-holder without reference to others.
    - Determines own research topic and publications material.
    - Writes own teaching material and handouts.
    - Expenditure of research grant money.
    - The role holder allocates marks to examination papers.
  - ii. Decisions taken by the role-holder in collaboration with others.
    - As an active member of the department/faculty, the role holder participates in planning and determining priorities in both teaching and administration.
    - The role holder participates in smaller subject groups that review and monitor teaching in specialist subject areas within the department/faculty.
    - The role holder may, on occasion, participate in collaborative research projects or publications, for example taking joint decisions about the direction of research.
    - If applicable, the role holder may participate in the recruitment and selection of research grant employees.
    - The role holder, with other academics, marks examination papers.
    - Admission of postgraduate students
  - iii. Decisions taken by others following advice or input by the role-holder.
    - The role holder provides advice and guidance to postgraduate students regarding their studies and research.
    - The role holder may, on occasion, provide editorial recommendations to external publishers.
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## **Problem Solving**

- The role holder will be dealing with a number of students who, on occasion, will need support and advice. This may include referring students to other sources of help and may be of a personal nature where tact and diplomacy is required.
  - The role holder is likely to deal with attendance problems such as students missing lectures, not submitting work etc.
  - The role holder will often have to consider the implications of limited funding for research and how money is most appropriately applied to research projects.
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## Work Environment

Either:

- The role holder works in an office environment, using standard equipment.

Or:

- The role holder works in a lab/research environment, using specialist technical equipment where consideration for the health and safety of his/herself and of others working in the area is an important requirement.

Or:

- The role holder has responsibility for a number of staff within his/her environment where consideration for the health and safety of his/herself and of others working in the area is an important requirement. This may include lab/research environments, where specialist equipment is being used.

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## Teaching/Training

### *a. Team Development*

- May induct new member of academic staff in department/faculty.
- May act as mentor to new member of academic staff in department/faculty.
- May participate in departmental/faculty appointments committee.
- May perform appraisals (where appropriate).
- Gives guidance, support and, on occasions, some specific training to other members of staff within department/faculty and/or postgraduate students.

If applicable:

- May induct new members of research team.

### *b. Teaching and Learning Support*

- Gives practical lectures and seminars to students (undergraduate and graduate). This will include standard information sessions eg how to use particular equipment or how to apply a particular research methodology.
- Gives lectures and seminars to students (undergraduate and graduate). This will include tripos lectures, MPhil lectures and supervision of project work.
- Assessing student work and giving feedback
- Assessing feedback from students and making necessary adaptations to teaching material and course content.
- Introducing into course content, the latest thinking in his/her specialist subject area.