

# ASSOCIATE PROFESSOR



## ROLE DESCRIPTION

### GRADE

Grade 7

### LOCATION

Craiglockhart, Edinburgh

### ROLE SUMMARY

All new staff appointed to an Associate Professor post will have national standing and some international engagement. As Associate Professor, you will be an academic leader delivering high quality, student centred teaching, underpinned by academic scholarship (research, knowledge exchange or professional practice).

## MAIN DUTIES AND RESPONSIBILITIES

### Building on duties and responsibilities of grade 6.

Academic staff are expected to carry out a range of duties and responsibilities taken from the following. Whilst it is not anticipated that all activities listed below will be covered by one person, it is expected that all individuals will make a balanced contribution to teaching and learning, research and demonstrate academic leadership.

**Note:** progression to higher grades is cumulative; for example applicants for grade 7 should by implication demonstrate the attributes of grade 6.

## TEACHING AND LEARNING SUPPORT

- Develop, design and facilitate learning experiences that are engaging, challenging and informed by pedagogical scholarship and professional practice.
- Develop and/or lead in the design of the curriculum and of innovative programmes.

- Design, develop, deliver and review study programmes to comply with standards and regulations.
- Demonstrate effective teaching and professional practice as measured by student feedback, assessment outcomes and success, peer review and external validation.
- Apply innovative teaching techniques which create interest, understanding and enthusiasm amongst students.

## RESEARCH AND SCHOLARSHIP

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- As Principal Investigator, develop research proposals and external funding bids, design and lead research projects, ensuring their effective management and delivery of outcomes.
- Act as a referee and contribute to peer assessment of research grants and papers.
- Disseminate research outputs in a form appropriate to the discipline e.g. publication at international level (REF 2\* and 3\*), conferences and seminars, exhibitions etc.
- Work in conjunction with others to apply subject knowledge to practice and innovative research.

## COMMUNICATION, LIAISON AND NETWORKING

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- Lead and develop internal networks (e.g. as chair) and participate in institutional committees and external networks (e.g. external examiner to other institutions) to foster collaboration and share information/ideas to promote the subject and the University.
- Disseminate conceptual and complex ideas of a wide variety of audiences using appropriate media and methods to promote understanding.

## ACADEMIC LEADERSHIP

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- Provide academic leadership within programme areas to ensure courses are delivered effectively or organise the work of a team by agreeing objectives and work plans.
- Act as line manager (formally or informally) for matters relating to the employment of staff and ensure the work is allocated fairly according to skills and capacity.
- Appraise and advise staff on personal and career development plans.
- Contribute and collaborate towards team development,
- Resolve problems affecting the quality of course delivery and student progress, referring more serious matters to others.
- Lead research degree programmes, researcher development or a research group and supervise research degree students.
- Make presentations or exhibitions at national and/or international conferences and other similar events.

## TEAMWORK AND PASTORAL CARE

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- Lead and encourage team work, resolving conflict when necessary.
- Responsible for dealing with referred issues for students, in accordance with University regulations.
- Provide support for colleagues, drawing on specialist advice and support as required.

## INITIATIVE, PROBLEM-SOLVING AND DECISION-MAKING

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- Resolve problems affecting the delivery of courses within own educational programme and in accordance with regulations.
- Monitor student progress and retention.
- Provide advice on strategic aspects including staff and student resourcing and other performance matters.
- Identify and facilitate opportunities for strategic development of new courses and appropriate areas of activity.
- Design and plan research projects and ensure deliverables are achieved.

## PLANNING AND MANAGING RESOURCES

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- Responsible for managing resources, assessments, laboratories, workshops, facilities and for ensuring that student needs and expectations are met.
- Contribute to institutional planning, standards, staff resourcing, research, strategic development, priorities and goals.
- Be responsible for ensuring that the information and records processed (received, created, used, stored, destroyed) on behalf of the University are managed in compliance with all applicable legislation, codes and policies e.g. [Data Protection](#), [Information Security](#) and [Records Management](#).
- Responsible for managing research project budgets and adhering to the guidelines of the funding body and University.

## WORK ENVIRONMENT

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- Responsible for managing risk and promoting safe practices within the work environment (e.g. laboratories, workshops, studios, field trips).
- Some national and international travel will be required.

## EXPERTISE

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- In-depth understanding of own specialism to enable the development of new knowledge and understanding within the field.
- Be a nationally and internationally recognised authority, publication author (or equivalent as appropriate to discipline) and scholar in the subject discipline.

## PERSON SPECIFICATION

Applicants are expected to present evidence of achievement against each of the specific criteria outlined below.

Refer to **Criteria for Research, Enterprise, Learning & Teaching, Professional Practice** for academic postings.

	ESSENTIAL	DESIRABLE
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### EDUCATION/QUALIFICATIONS

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| • Qualification in relevant discipline at least to postgraduate level.                                 | ✓ |   |
| • Professional qualifications relevant to discipline.  | ✓ |   |
| • Doctoral level qualification.  |   | ✓ |
| • Ideally HEA membership or a strong willingness to achieve membership within 18 months of appointment |   | ✓ |

### EXPERIENCE

Evidenced achievement against the criteria for Esteem, Innovation, Contribution and Academic Leadership.

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| • <b>Esteem</b> - profile that demonstrates at least national standing and some international engagement.  | ✓ |  |
| • <b>Innovation and Impact</b> - sustained record of outputs of international quality in terms of originality, significance and rigour.                    | ✓ |  |
| • <b>Contribution</b> - generation of external income. Engagement with relevant communities internally and externally.                                     | ✓ |  |
| • <b>Academic Leadership</b> - providing leadership and support to colleagues within the University, for example as Programme Leader of a major programme. | ✓ |  |

### SKILLS/PERSONAL REQUIREMENTS

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| • Demonstration of the University's agreed values and behaviours – Professional, Innovative, Inclusive and Ambitious. | ✓ |  |
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