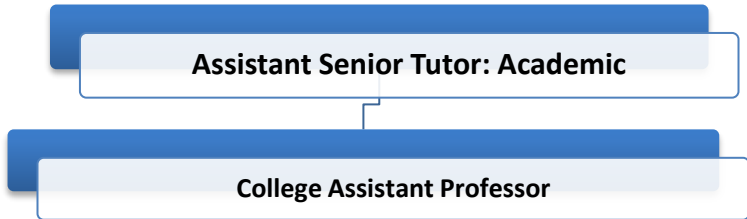




Job Description

Job Title: College Assistant Professor	Post holder:
<p>Reporting To: Assistant Senior Tutor: Academic</p>  <pre> graph TD A[Assistant Senior Tutor: Academic] --- B[College Assistant Professor] </pre>	
<p>Main Purpose of Role/Overview:</p> <ul style="list-style-type: none"> • To undertake College teaching in Full Term and additionally outside of Term where necessary to complete the number of supervisions expected. • To act as Director of Studies for students on the Tripos/es and to engage with the relevant Department/s, forming beneficial connections for the College. • To participate in the undergraduate admissions process, assessing and interviewing applicants and working with the Assistant Senior Tutor: Academic to select students. • To engage in independent research within their specialist field, with the expectation of generating research of an appropriate calibre to be included in the REF. • To contribute to the College community, activities and events. College Assistant Professors are Fellows and Trustees of the College so this is an expectation. 	
<p>Main Responsibilities & Duties:</p> <p><u>College Assistant Professor</u></p> <p><i>Support the College through teaching, research and other contributions by:</i></p> <ol style="list-style-type: none"> 1. Undertaking teaching each week during Full Term and in the weeks either side if required. This would include supervising Lucy Cavendish undergraduates and students from other Colleges in exchange for supervisions for Lucy Cavendish students in areas outside area of own expertise, all to a total of no less than 240 hrs p/a. 2. Actively supporting subject-related student clubs and societies, and student-organised research seminars, contributing to a vibrant intellectual culture at the College. 3. Engaging in independent research and building a publication record. 4. Acting as a Fellow and Trustee of the College and attending Governing Body meetings. <p><u>Admissions</u></p> <p><i>Assist the Assistant Senior Tutor with the admissions process by:</i></p> <ol style="list-style-type: none"> 5. Working with the Admissions Team to assess applications, recruit interviewers in the subject, select and interview those applicants deemed competitive for admission, set appropriate offers and provide feedback for unsuccessful candidates. 6. Being available to assist with the Winter Pool and interviews in the week before Lent Full Term; participating in the Summer Pool and August Reconsideration processes as needed. <p><u>First Years</u></p> <p><i>Assist in the organisation of induction for new students by:</i></p> <ol style="list-style-type: none"> 7. Providing relevant material in advance of students' arrival. This will involve engaging with them online as part of College on-boarding and later teaching them in the Bridging Week programmes. 	



8. Meeting new students to explain the teaching system in detail, as well as advising them on relevant learning skills, and choice of papers. Recommending and informing them of University lectures and classes as relevant.

All students for whom the appointee is Director of Studies (DoS)

Advise students on courses and examinations, arrange supervisions and monitor progress by:

9. Meeting all undergraduates at the beginning and end of each Term as a minimum to advise on work, monitor progress, and provide feedback; meeting more frequently with students who may be struggling academically.
10. Becoming a member of the relevant Faculty/Department DoS Committee/s and ensuring that the information provided to students is up to date. Forming connections with colleagues to advance the College's reputation and secure more academic support.
11. Carrying out College/student related administration as necessary, for example, liaising with the College Librarian to ensure that stocks of books are kept up to date, checking and authorising examination entry forms, attending matriculation, graduations, and subject Formal Halls. Attending the College's Academic Forum.
12. Liaising closely with Tutors, the Student Office, the Senior Tutor and Assistant Senior Tutors where students appear to have academic or pastoral concerns.
13. Supporting students by being available to advise them on any matter related to the subject or potential subject changes, making recommendations on scholarships and prizes, advising on possible postgraduate courses and/or relevant career routes and providing references as requested by past and current students.

Supervisors

Appoint supervisors and monitor the standard of College-organised supervisions by:

14. Appointing supervisors, following Faculty and University guidelines and instructing new supervisors (including key duties and providing or signposting to relevant training); networking with colleagues in other Colleges to arrange intercollegiate 'trades', using their own teaching expertise and that of colleagues in College to secure supervisors from other colleges for our students where required; recommending valued supervisors to the AST: Academic for consideration for nomination as a Bye-Fellow and working with the AST to support academic recruitment.
15. Ensuring that any student concerns raised by supervisors are discussed internally as soon as they arise; equally, ensuring any concerns raised by students are discussed with supervisors. Liaising closely with the pastoral team as required.
16. Reviewing and authorising supervision reports on CamCORS in a timely manner.

Research and publication

Engage actively in the latest research, to the benefit of the College and our students, by:

17. Pursuing and staying up to date with scholarly research within the field, including presenting and publishing research to build a high-quality publication record, participating in Faculty submissions within Research Excellence Framework (REF) and participating in activities and conferences concerned with chosen research.
18. Where appropriate, seeking external support for research and scholarship activities.

Mentoring and training

19. Mentoring will be provided or facilitated by a senior Fellow of the College. The Assistant Senior Tutor: Academic will be the line manager.
20. Complete all compulsory training courses run by the University CPPD and the College.



21. The College Assistant Professor should attend any DoS meetings and keep informed on changes to the curriculum, course and assessment details and Faculty guidelines.

The above is not an exhaustive list of duties. The post-holder may be asked to take on different tasks as required

Significant internal/external relationships:

The College Assistant Professor will be expected to develop and maintain effective working relationships with:

- Colleagues in own field of research at home and abroad as appropriate
- Senior Tutor, Assistant Senior Tutor, Tutors, Directors of Studies, Student Office and with others across the College
- Director of Studies' in other Colleges
- Other internal and external contacts

Objectives (as per PDR) or key milestones:

Target/Objective:

Time duration: