School of Business, Management & Economics
Department of Business and Management
Teaching Fellow
Full Time, Fixed Term until 31 August 2018
Salary range:
Grade 7: starting at £32,004 and rising to £38,183 per annum
Grade 8: starting at £39,324 and rising to £46,924 per annum
Expected start date: As soon as possible

The University of Sussex is seeking to appoint a number of Teaching Fellows in the Department of Business and Management. We are looking for people who can teach in one or more of the following areas: finance, accounting, and all areas of management (including HRM, Organisational Behaviour, Operations Management, Information Systems, Project Management, Strategic Management, Innovation, Entrepreneurship, International Business and Marketing). Appointments will initially be for one year, with the possibility of renewal thereafter and can be either full-time or part-time. The successful candidate will be a person who enjoys working in a dynamic, multidisciplinary, environment and shows enthusiasm for working with students and collaborating with colleagues. They should have a strong track record of teaching at University under-graduate and/or post-graduate level or delivering professional training.

Informal enquiries may be made to Professor Sue Newell by email: sue.newell@sussex.ac.uk

Closing date for applications: 10th November 2016

For full details and how to apply see www.sussex.ac.uk/jobs

*The University of Sussex is committed to equality of opportunity*

2. Senior leadership and management

The Vice-Chancellor (Professor Adam Tickell) is the senior academic officer and, as Chief Executive, is responsible to the University Council for management of the University. He is supported by an executive group which includes the three Pro-Vice-Chancellors, the Registrar and Secretary, the Director of Finance and the Director of Human Resources. The Heads of the Schools of Studies at Sussex report to the Pro-Vice-Chancellors.
The Registrar and Secretary lead the Professional Services of the University. In addition, under the University Statutes, the Registrar and Secretary is Secretary to the University Council. The Director of Finance reports to the Vice-Chancellor. The Director of ITS reports to the Registrar and Secretary, and the Librarian reports to one of the Pro-Vice-Chancellors.

3. The School / Division

The School of Business, Management and Economics is a unique research-focused interdisciplinary school, which takes a strong policy-directed view on business practices while also developing the underlying core disciplines. In addition to the Department of Business and Management it includes the Department of Economics and the Science and Technology Policy Research (SPRU).

With such excellent foundations the School of Business, Management and Economics offers something distinctive and special to the future of business and management research and education in the UK and beyond. It is exceptionally well placed to provide leadership in the development and dissemination of sustainable business and management practice, informed by sound economic logic.

4. The Department of Business and Management

The Department of Business and Management, founded in 2009, currently encompasses over 90 faculty members. The Department is composed of 4 subject groups (Accounting, Finance, Business and Enterprise and Management and Organization) and a number of cross-disciplinary research groups. Successful applicants will be designated to the subject group that is most appropriate, given their background.

The Department currently hosts 5 undergraduate and 10 postgraduate programmes entirely within the department, and several more degree programmes are offered jointly with other Departments in the University. The Department attracts students from all over the world, enhancing the cultural dimension of the learning experience. We also have many international links, collaborating with universities around the globe. Sussex is an inclusive, welcoming and truly international University. We aim to recruit staff of outstanding quality to deliver teaching and research of international excellence, building upon our emergent research strengths in key focal areas. Guiding principles of the Department’s development are: strengthening of the department’s already-strong industry links; further expanding upon the Sussex tradition of inter-disciplinarity; collaboration with other departments within the school (SPRU and Economics) and in the broader University (Maths, Global Studies, Psychology, Informatics, etc.); social and ethical responsibility, global diversity and engagement.

5. Job Description

CORE JOB DESCRIPTION

Job Title: Teaching Fellow in Business and Management
Grade: Grade 7
School: BMEc
Location: Jubilee Building
Responsible to: Head of School
Direct reports: n/a

Key contacts: Students, other members of Faculty within the School and University, School Officers, academics in the field in other institutions.

Role description: Teaching Fellow is an early career-grade teaching position. Post-holders will be expected to teach in a developing capacity.

PRINCIPAL ACCOUNTABILITIES

1. To deliver and contribute to the design of high-quality teaching programmes to attract students.

2. To contribute fully to the School and University by participating in meetings, working groups, committees and other School and University activities.

KEY RESPONSIBILITIES

1. Teaching & Student Support

1.1 Contribute to the planning, delivery and assessment of high-quality undergraduate and postgraduate teaching, in liaison with the relevant programme and course convenors.

1.2 Contribute to the development, design and management of courses and new curriculum proposals that are attractive to students.

1.3 Ensure that teaching content, methods of delivery and learning materials will meet the defined learning objectives, including the use of appropriate technology.

1.4 Set, mark, and assess coursework and examinations; select appropriate assessment instruments and assessment criteria; and provide constructive and comprehensive feedback to students.

1.5 Ensure that teaching materials remain up-to-date and relevant, incorporating advances in the subject area into the course of study.

1.6 Develop and maintain an understanding of appropriate pedagogy in the subject area and respond to challenges.

1.7 Supervise the work of undergraduate and taught postgraduate students, providing them with advice on study skills, projects, fieldwork and placements.

1.8 Undertake and complete administrative duties required in the professional delivery of teaching.

1.9 Make a significant contribution to the accreditation of courses and quality-control processes.

1.10 Undertake academic advising duties, and provide first-line support for sensitive issues, referring on as appropriate to services providing further assistance.
1.11 Adopt an approachable and accessible attitude towards students, offering office hours, informal advice etc.

1.12 Transfer knowledge in the form of practical skills, methods and techniques.

1.13 Supervise the work of students, provide advice on study skills and help them with learning problems.

2. **Scholarship & Enterprise**

2.1 Continually updated knowledge and understanding in field or specialism, and engage in continuous professional development

3. **Contribution to School & University**

3.1 Attend and contribute to School meetings.

3.2 Engage in activities beyond day-to-day teaching duties, for example Admissions Days.

3.3 Assist with undergraduate and postgraduate recruitment.

3.4 Participate in School or University working groups or committees, as required.

3.5 Undertake additional administrative duties, as required by the Head of School.

This Job Description sets out current duties of the post that may vary from time to time without changing the general character of the post or level of responsibility entailed.

**INDICATIVE PERFORMANCE CRITERIA**

- Proven and sustained track record of successful teaching at the levels appropriate for the post.
- Evidence of skill in assessment and feedback techniques, and using a range of methods for evaluating the effectiveness of teaching.
- Demonstrable contribution to the planning and development of courses.
- Delivering a teaching load in line with School expectations.
- Evidence of applying knowledge arising from scholarship to enhance teaching practice.
- Evidence of active engagement in advising students and proactively responding to problems experience by students.
- Completion, within a reasonable period of time, of a recognised higher education teaching qualification.
- Efficient and effective contribution to academic support duties within the School or the University.
PERSON SPECIFICATION

ESSENTIAL CRITERIA

1. Normally educated to doctoral level, or other equivalent qualification, or appropriate level of experience, as appropriate to the discipline (see role-specific criteria below).

2. Excellent interpersonal skills, with the ability to engage with students using a variety of teaching methods.

3. Experience of teaching or delivering professional training.

4. Excellent presentation skills, with the ability to communicate effectively, both orally and in writing, with students, colleagues and external audiences.

5. Ability to work individually on own initiative and without close supervision, and as part of a team.

6. Ability to exercise a degree of innovation and creative problem-solving.

7. Excellent organisational and administrative skills.

8. Ability to prioritise and meet deadlines.

9. A willingness to participate in student support activities beyond required teaching duties.

10. Excellent IT skills, with the ability to produce high-quality, inclusive learning materials.

ESSENTIAL ROLE-SPECIFIC CRITERIA

1. Strong record of teaching at university undergraduate or postgraduate level or experience of delivering professional training.

DESIRABLE CRITERIA

1. A recognised higher education teaching qualification.

2. Experience of teaching in higher education.

3. Membership of professional body, if appropriate.
CORE JOB DESCRIPTION

Job Title: Teaching Fellow in Business and Management

Grade: Grade 8

School: BMEc

Location: Jubilee Building

Responsible to: Head of School

Direct reports: n/a

Key contacts: Students, other members of Faculty within the School and University, School Officers, academics in the field in other institutions.

Role Description

This is a career-grade teaching position. Post-holders will be expected to take full responsibility for the design, management and delivery of their own modules and contribute to course management. They will also be expected to provide support and guidance to less experienced members of staff.

PRINCIPAL ACCOUNTABILITIES

1. To design and deliver high-quality teaching courses that are attractive to students.

2. To contribute fully to the School and University by playing a significant role in working groups, committees, and other School and University activities.

KEY RESPONSIBILITIES

1. Teaching & Student Support

1.1 Engage in the planning, delivery and assessment of innovative high-quality undergraduate and postgraduate teaching, in liaison with the relevant programme and course convenors.

1.2 Identify, design, develop and manage new curriculum proposals that are attractive to students.

1.3 Develop high-quality inclusive teaching materials, methods and approaches, take responsibility for their quality, and ensure that they meet defined learning objectives.

1.4 Ensure that teaching materials remain up-to-date and relevant, incorporating advances in the subject area into the course of study, and utilising appropriate technology.
1.5 Set, mark, and assess coursework and examinations; select appropriate assessment instruments and assessment criteria, and provide constructive and comprehensive feedback to students.

1.6 Undertake continuous professional development to maintain an understanding of appropriate pedagogy in the subject area.

1.7 Supervise the work of undergraduate and taught postgraduate students, providing advice on study skills.

1.8 Contribute to the accreditation of courses and quality-control processes.

1.9 Undertake and complete administrative duties required in the professional delivery of teaching.

1.10 Undertake academic advising duties, and provide first-line support for sensitive issues, referring on as appropriate to services providing further assistance.

1.11 Adopt an approachable and accessible attitude towards students, offering office hours, informal advice etc.

1.12 Supervise student projects, fieldtrips and, where appropriate, placements.

1.13 Supervise the work of others, and co-ordinate work to ensure modules are delivered to the required standards.

2. Scholarship & Enterprise

2.1 Actively build internal and external contacts and networks in order to, for example, secure student placements, and build relationships for future activities.

2.2 Contribute to a relevant national professional body or recognised pedagogic events.

2.3 Continually update knowledge and understanding in field or specialism, and engage in continuous professional development.

3. Contribution to School & University

3.1 Attend and contribute to School meetings.

3.2 Responsible for administrative duties such as admissions days, time-tabling, examinations, assessment of progress and student attendance, as directed by the Head of School.

3.3 Undertake an administrative or organisational role within the School e.g. Library Representative, Year Tutor or personal academic tutoring.

3.4 Assist with undergraduate and postgraduate recruitment.

3.5 Play a key role in School or University working groups or committees, as required.

3.6 Advise and provide support to less experienced colleagues.
3.7 Conduct risk assessments, and take responsibility for the health and safety of others, if required.

3.8 Undertake additional administrative duties, as required by the Head of School.

This Job Description sets out current duties of the post that may vary from time to time without changing the general character of the post or level of responsibility entailed.

INDICATIVE PERFORMANCE CRITERIA

- A record of development of new courses/groups of courses, or significant components of schemes of study or CPD courses.
- Proven and sustained track record of successful teaching at the levels appropriate for the post.
- A high standard of teaching performance as judged by standard evaluation methods.
- Evidence of using feedback information from a range of sources to improve the student experience.
- Evidence of using knowledge arising from scholarship to enhance teaching and curriculum development.
- Evidence of engagement in advising students and proactively responding to student problems.
- Evidence of contributions to a relevant national professional body or recognised event.
- Evidence of identifying and employing current pedagogic best practice to improve the student experience.

PERSON SPECIFICATION

ESSENTIAL CRITERIA

1. Normally educated to doctoral level, or other equivalent qualification, or appropriate level of experience, as appropriate to the discipline.

2. Excellent interpersonal skills, with the ability to engage with students using a variety of different methods.

3. Experience of teaching at undergraduate and taught postgraduate level, or experience of equivalent professional training.

4. Excellent presentation skills, with the ability to communicate effectively, both orally and in writing, with students, colleagues and external audiences.

5. Ability to work individually on own initiative and without close supervision, and as part of a team.


7. Excellent organisational and administrative skills.
8. Ability to prioritise and meet deadlines.
9. A willingness to participate in support activities beyond normal classroom duties.
10. Excellent IT skills, with the ability to produce high-quality learning support materials.

ESSENTIAL ROLE-SPECIFIC CRITERIA

1. Strong record of teaching at university undergraduate or postgraduate level or experience of delivering professional training.

DESIRABLE CRITERIA

1. Experience of successful curriculum design or re-design.
2. A recognised higher education teaching qualification.
3. Membership of professional body, if appropriate.