School of Business Management & Economics
Department of Economics
Teaching Fellow
Full Time, Fixed term until 31 August 2017
Salary range: starting at £32,004 and rising to £38,183 per annum
Expected start date: 1 January 2017
Expected Interview date: 28 November 2016

The Department of Economics is seeking to appoint a fixed term Teaching Fellow at Grade 7 to deliver teaching on core principles and other economics modules to at least FHEQ Level 6 across a range of its undergraduate courses. The appointment will be for 9 months and would suit a doctoral student in Economics who has either just completed, or is close to completing, their doctoral thesis.

Informal inquiries can be made to Prof. Barry Reilly (e-mail: b.m.reilly@sussex.ac.uk)

Closing date for applications: 18 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 heads 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 & Economics (BMEc) is comprised of three academic departments, each internationally renowned for its research and teaching excellence. These are: the Department of Business and Management; the Department of Economics, and SPRU (the Science Policy Research Unit). The School provides leadership in the development and dissemination of sustainable business and management practices, informed by sound economic logic and a deep understanding of policy making. The School is also comprised of the University’s highly popular International Summer School.

The Department of Economics

The Department’s enjoys a prestigious international reputation for its applied research, which is primarily in the fields of development, labour, trade, and climate change. In the recent
Research Excellent Framework (2014) exercise, its research was ranked in the top 20 of economics departments with the UK, with the impact of its research ranked in the top ten. The Department’s research actively informs the syllabus content of our teaching particularly at level FHEQ Level 6 and Masters level (FHEQ Level 7).

4. Job Description

**CORE JOB DESCRIPTION**

**Job Title:** Teaching Fellow  
**Grade:** Grade 7  
**School:** Business, Management & Economics  
**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.

4. Role-specific duties

4.1 The successful candidate will be required to deliver the syllabi on a set of core and other modules within the Department's undergraduate degree courses. The successful candidate will also be expected to organize, manage and mentor the team of tutors teaching seminars and workshops on the modules for which they have direct responsibility.

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.
5. **Person Specification**

The person appointed is expected to have experience in the teaching and assessment of undergraduate economics modules and satisfy the following attributes

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<tr>
<th>SKILLS / ABILITIES</th>
<th>Essential</th>
<th>Desirable</th>
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<tbody>
<tr>
<td>Economics teaching to FHEQ Level 6</td>
<td>✓</td>
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<tr>
<th>KNOWLEDGE</th>
<th>Essential</th>
<th>Desirable</th>
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<tbody>
<tr>
<td>Undergraduate economics syllabus to FHEQ Level 6</td>
<td>✓</td>
<td></td>
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<tr>
<td>Pedagogy of economics teaching to undergraduates</td>
<td>✓</td>
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<tr>
<th>EXPERIENCE</th>
<th>Essential</th>
<th>Desirable</th>
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<tr>
<td>Teaching students with heterogeneous backgrounds in terms of both their economics and mathematical understanding</td>
<td>✓</td>
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<th>QUALIFICATIONS</th>
<th>Essential</th>
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<tbody>
<tr>
<td>MA/MSc in Economics</td>
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<tr>
<th>PERSONAL ATTRIBUTES AND CIRCUMSTANCES</th>
<th>Essential</th>
<th>Desirable</th>
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<td>Ability to work within a teaching team and motivate other team members</td>
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<td>✓</td>
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