



Job Description

This form summarises the purpose of the job and lists its key tasks. It is not a definitive list of all the tasks to be undertaken as those can be varied from time to time at the discretion of the School, in consultation with the postholder. The description of the duties and responsibilities reflect the post at the time it was drawn up, the details of which may change over time without changing the general character and purpose of the post or the level of responsibility encompassed.

Job title: Assistant Professorial Lecturer in Data Science

Department: Statistics

Accountable to: Head of Department

Job Summary

Based in the Department of Statistics, the post holder will have a track record of excellent teaching. The role entails course level leadership of teaching, administration, assessment and support to students on courses where there are particular challenges of scale, type or prestige and expectation. Contributions at this level will typically span course design and teaching and activities linked to departmental administration and School-wide service. An Assistant Professorial Lecturer will be expected to deliver excellence in course design, delivery and management, inspirational teaching, a demonstrable contribution to student learning and advice, and a strong contribution to departmental educational, administrative and collegial activities.

The post holder will contribute to the teaching and running of the MSc Data Science and new BSc Data Science programmes. They will also be expected to develop and teach courses for other departments, as required.

Range of Academic Activities and Responsibilities at Assistant Professorial Level at LSE

Note: Assistant Professorial Lecturer posts will involve many, though not necessarily all, of the following activities and responsibilities:

Course teaching

- Contribute to the intellectual life of the School by engaging in outstanding quality core or specialist teaching
- Liaise with colleagues within the Department to ensure that courses make a coordinated contribution to the Department's data science programmes
- Liaise with related departments to ensure that courses make a coordinated contribution to the School's data science strategy and other courses for which they may be a pre-requisite
- Design coherent, outcomes-based teaching and learning that responds to the particular challenges of the courses
- Production and management of high quality learning resources
- Support student learning through the effective use of technology



- Take responsibility for the quality of teaching delivered and as necessary seek further training, guidance and skills development to ensure that standards are maintained and improved.
- Lead on the monitoring and enhancement of the quality of the teaching on courses and the development of its teaching staff. The post holder is expected to direct the Graduate Teaching Assistants (GTAs) for courses and liaise with the departmental manager, relevant programme manager, GTA coordinator and the Eden Centre to providing training courses and meetings as necessary throughout the year.
- Coordinate academic advising on courses, including holding course-level weekly office hours during term-time
- Communicate effectively with the student cohort, promoting clear information about courses and resolving student queries
- Deliver lectures and/or classes for other courses as required

Course assessment

- Design appropriate assessment for courses, where this develops knowledge and skills appropriate to student progression
- Coordinate formative and summative assessment processes, including assignment setting; communication with students; academic skills development in line with the assessment tasks; allocation of marking; marking and assessment; evaluation of feedback provision; follow up based on overall student achievement on assignments; annual evaluation of the assessment plan's fitness for purpose on the basis of student achievement
- Act as lead examiner for courses, including the preparation of all examination material, marking exams and liaison with the external examiner
- Attend all examination meetings as required by the Chair of the examination sub-board

Course-level leadership

- Develop innovative and attractive courses, shaping and influencing curriculum development and actively contributing to the review of courses in accordance with departmental strategy and changing disciplinary teaching practice
- Liaise with related departments on their students' progress on courses
- Manage the quality of teaching delivered on courses through liaison among academic staff teaching on courses and supervision of GTAs and/or LSE Fellows teaching and marking on the courses, including organising and delegating their work
- Lead the review and monitoring of course syllabi, teaching materials, resources and content as part of the Department's and the School's on-going commitment to improving teaching

Course management

- Monitor class/seminar sign up process and deal with any matters arising
- Lead on course-level meetings, committees and SSLCs, creating a record of deliberation and development
- Meet and oversee the progress of underperforming students and deal with issues arising through liaison with academic advisers

Departmental contribution

- Be prepared to coordinate and contribute to the supervision of Capstone dissertation projects for MSc Data Science, involving liaison with industry partners



- Be prepared to serve as Programme Director for the BSc Data Science or MSc Data Science programmes, as required. The post holder is expected to acquire a comprehensive understanding of School regulations and procedures and of the Department's programmes and teaching. Key responsibilities include:
 - Offer academic guidance and feedback on students' progress and performance and be available to discuss any academic problems they may experience.
 - Advise on degree requirements, course content and prerequisites.
 - Manage student requests for transfers between programmes, course changes and class allocation (timetabling) changes.
 - Maintain regular contact with students on academic and pastoral issues through direct one-to-one meetings and other means of communication, such as emails.
 - Comment on and provide a general assessment of a student's progress on their termly class reports and inform the School of any students whose attendance and progress is not satisfactory.
 - Maintain and develop relationships with related industry partners.
- Make a significant contribution to student recruitment, widening participation and student support initiatives, liaising both with colleagues and with ARD, TLC, LTI, SSC, etc.
- To work co-operatively with academic staff on all teaching and education related matters, as appropriate to the role
- Foster departmental collegiality and fulfil obligations to the Head of Department and colleagues, in particular, those related to developing disciplinary and interdisciplinary teaching within the department
- Contribute to departmental responsibilities for International Programme and Summer School courses

Development

- Keep up to date with new developments in modern data science software tools and technologies
- Engage in (inter)disciplinary, professional and educational research and / or development / publication of educational materials / textbooks as required to support the department's teaching activities, emphasising reflective pedagogy as appropriate
- Extend, transform and apply knowledge from external activities to teaching
- Benchmark the course, and wider departmental provision, against that of peer departments in order to inform course review and departmental strategy

Flexibility

To deliver services effectively, a degree of flexibility may be required in the duties performed in order to meet the exigencies of service. Job roles may also naturally develop over time and ongoing substantial changes to a role will be discussed between line managers and their staff, with job descriptions updated as and when appropriate.

Equity, Diversity and Inclusion (EDI)

LSE is committed to building a diverse, equitable and truly inclusive university. All posts (and post holders) will seek to ensure diversity and inclusion, while opposing all forms of unlawful and unfair discrimination on the grounds of age, disability, gender identity, marriage and civil partnership, pregnancy and maternity, race, nationality, ethnic or national origin, religion or belief, sex and sexual orientation, or social and economic background.

Ethics Code

Posts (and post holders) are assumed to have a responsibility to act in accordance with the School's Ethics Code and to promote the principles and values that the Code enshrines. The Ethics Code clearly states that the whole LSE community, including all staff, students, and governors of LSE, are expected to act in accordance with the principles which are set out in the Code. As such you are required to read and



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familiarise yourself with it. The School's Effective Behaviours Framework is designed to support this Code. It sets out examples for the six behaviours that all staff are expected to demonstrate, these can be found on the following link: [click here](#)

Environmental Sustainability

The post holder is required to minimise environmental impact in the performance of the role, and actively contribute to the delivery of the LSE Environmental Policy.