



## 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

**Department:** Department of Economics

**Accountable to:** Head of Department

### Job Summary

Based in the Department of Economics, the post holder will have a track record of excellent teaching. The role entails teaching, administration, and pastoral support to the large undergraduate student cohort 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 primarily support the undergraduate programme, helping to improve the student experience. They should expect a teaching load equivalent to approximately 200 classroom hours, subject to Departmental needs.

### 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 related departments to ensure that the course makes a coordinated contribution to related courses for which it may be a pre-requisite
- Design coherent, outcomes-based teaching and learning that responds to the particular challenges of the course
- 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 undergraduate courses and the development of its teaching staff. The post holder is expected to play a lead role in the



training of the Graduate Teaching Assistants (GTAs), liaising with the Teaching Manager, Deputy Head of Department for Teaching, and Teaching and Learning Centre to provide training courses and meetings as necessary throughout the year.

- Holding weekly office hours during term-time
- Communicate effectively with the student cohort, promoting clear information about the course and degree programme, and resolving student queries
- Deliver teaching for other courses as required

#### **Course assessment**

- Design appropriate assessment for the course, 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
- Work with the lead examiner for the course, 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 the course
- Manage the quality of teaching delivered on the course through liaison among academic staff teaching on the course and supervision of GTAs, Teaching Fellows and LSE Fellows teaching and marking on the course, including organising and delegating their work
- Lead the review and monitoring of the course syllabus, teaching materials, resources and content as part of the department's and the School's on-going commitment to improving teaching

#### **Course management**

- Deal with any matters arising from the seminar sign up process in conjunction with Programmes Team
- Attend and 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**

- Make a significant contribution to student recruitment, widening participation and student support initiatives, liaising with colleagues in academic departments and in 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**

- 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 is needed, and the post holder may be required to perform work not specifically referred to above.

#### **Equality and Diversity**

LSE believes that equality for all is a basic human right. 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 reassignment, marriage and civil partnership, pregnancy and maternity, race, nationality, ethnic or national origin, religion or belief, sex and sexual orientation.

#### **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 School's Ethics Code. As such you are required to read and familiarise yourself with the Ethics Code.

#### **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.



## 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:** Associate Professorial Lecturer

**Department:** Department of Economics

**Accountable to:** Head of Department

### Job Summary

Based in the Department of Economics, the post holder will have a track record of excellent teaching. Going beyond the course level leadership roles at Assistant Professorial Lecturer level, individuals holding roles at this level will provide programme-level leadership of teaching, administration, assessment and support for students. They will lead on the design, delivery and management of a degree programme, coordinate external educational or revenue generating activities or hold departmental level responsibilities for student advice and welfare. These roles will involve oversight and integration of courses into coherent programmes, management of course choices and overall provision for students, and the development of the department's taught provision through promoting best practice in (inter)disciplinary education.

The post holder will primarily support the undergraduate programme, helping to improve the student experience. They should expect a teaching load equivalent to approximately 200 classroom hours, subject to Departmental needs.

### Range of Academic Activities and Responsibilities at Associate Professorial Level at LSE

Note: Associate 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 related departments to ensure that the course makes a coordinated contribution to related courses for which it may be a pre-requisite
- Design coherent, outcomes-based teaching and learning that responds to the particular challenges of the course
- Production and management of high quality learning resources
- Support student learning through the effective use of technology
- Lead on the monitoring and enhancement of the quality of the teaching on the course and the development of its teaching staff. The post holder is expected to lead in the training of the Graduate Teaching Assistants (GTAs), liaising with the Teaching Manager, Deputy Head of Department for Teaching, and Teaching and Learning Centre to provide training courses and meetings as necessary throughout the year.



- Holding weekly office hours during term-time
- Communicate effectively with the student cohort, promoting clear information about the course and resolving student queries
- Deliver teaching for other courses as required

#### **Course assessment**

- Design appropriate assessment for the course, 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 the course, 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

#### **Programme leadership**

- Develop an innovative and successful programme, shaping and influencing curriculum development and actively contributing to the review of the programme's courses in accordance with departmental strategy and changing disciplinary teaching practice
- Review metrics used in the Teaching Excellence Framework to develop programme provision and inform departmental educational strategy
- Liaise with related departments on their students' progress on programme courses, and monitor departmental students' progress on outside options
- Manage the quality of teaching delivered on the programme through liaison among academic staff teaching on the courses and supervision of GTAs, Teaching Fellows and LSE Fellows teaching
- Review and develop the assessment mix across the courses on the programme, ensuring assessment is appropriate, rigorous, well implemented and that student feedback is high quality and coordinated
- Review course proposals before submission to USSC or GSSC, ensuring both the quality of the design of new courses and their integration into a coherent programmatic offer in terms of course choice and assessment
- Lead annual programme reviews that monitor the programme's course delivery, syllabi, teaching materials, resources and content as part of the department's and the School's on-going commitment to improving teaching and student learning

#### **Programme assessment**

- Coordinate formative and summative assessment processes across the courses in the programme, including advising colleagues on 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
- Attend all examination meetings as required by the Chair of the examination sub-board



### **Programme management**

- Contribute to pastoral and administrative support for students across the courses in the programme
- Contribute to orientation arrangements and induction, as well as activities that develop a sense of cohort among the programme's students
- Advise on issues arising from adviser / advisee relations once a session has commenced
- Deal with any matters arising from the seminar sign up process in conjunction with the Programmes Team
- Ensure the successful running of programme-level meetings, committees and SSLCs, creating a record of deliberation and development that informs departmental educational strategy
- Meet and oversee the progress of underperforming students and deal with issues arising through liaison with academic advisers

### **Departmental contribution**

- Make a significant contribution to student recruitment, widening participation and student support initiatives, liaising both with colleagues in academic departments and in 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
- Departmental responsibility for student advice and welfare

### **External networking**

- Develop external networks, for example, to contribute to student recruitment, secure student placements, facilitate outreach work, ensure accreditation with professional bodies, generate income, obtain consultancy projects, or build relationships for future activities
- Network with alumni to create a vibrant community of present and former students
- Organise significant events, for example, student conferences, public lectures, debates, seminars, etc., drawing on professional liaisons and experience
- Lead on enhancing the taught provision across the programme in concert with other departments and School units such as TLC and LTI

### **Development**

- 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
- Analyze, initiate and execute teaching innovations and ensure that teaching delivery achieves the educational standards of the department

**Flexibility**

To deliver services effectively, a degree of flexibility is needed, and the post holder may be required to perform work not specifically referred to above.

**Equality and Diversity**

LSE believes that equality for all is a basic human right. 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 reassignment, marriage and civil partnership, pregnancy and maternity, race, nationality, ethnic or national origin, religion or belief, sex and sexual orientation.

**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 School's Ethics Code. As such you are required to read and familiarise yourself with the Ethics Code.

**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.