



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.

Job title: LSE Fellow in Qualitative Methodology

Department/Division: Methodology

Accountable to: Head of Department

Job Summary:

The LSE Fellow in Qualitative Methodology role is a fixed term position based within the Department of Methodology (<http://www.lse.ac.uk/methodology/Home.aspx>). We are looking to appoint a promising scholar to contribute to teaching and further their research activities. An LSE Fellowship is intended to be an entrée to an academic career.

The post holder is responsible to the Head of Department. The post holder will engage in teaching, research, and administration as determined by the Head of Department. S/he will be expected to contribute to the scholarship and intellectual life of the School by conducting research and teaching that will enhance the School's high reputation as a research-led teaching institution.

Duties/Responsibilities:

In teaching, the post holder will contribute, together with colleagues in the Department of Methodology, to the department's existing curriculum of teaching of qualitative research methods and research design. This currently comprises the following courses:

- MY400 Fundamentals of Social Science Research Design
- MY405 Research Methods for Evaluation in Health, Development & Public Policy
- MY421 Qualitative Research Methods
- MY427 Qualitative Research With Non-Traditional Data
- MY426 Doing Ethnography
- MY428 Qualitative Text Analysis
- MY530 Advanced Qualitative Research Workshops (PhD level)

The choice of courses to which the post holder will contribute will depend on his/her experience and expertise, and will be determined by the Head of Department.

The general duties and responsibilities of an LSE Fellow are as follows:

- Contributing to the scholarship and intellectual life of the School by conducting research and teaching which will enhance the School's high reputation as a research-led teaching institution
- Developing a research programme and publication record through publication(s) arising from the completed PhD or from post-doctoral research
- Supervising, teaching and examining Masters level students through lectures, seminars, classes, course work and tutorials



- Supervising Masters-level dissertations, participating in dissertation workshops throughout the year and referring supervisees to expert advisors where appropriate
- Acting as Academic Advisor to students and providing pastoral care
- Holding regular office hours (normally two per week)
- Marking and writing feedback on formative assignments, completing student reports and marking dissertations, coursework and exam scripts
- Undertaking examination-related duties, such as proof-reading exam papers, organising exam script distribution and script marking
- Participating in teaching meetings with academics and administrators
- Identifying the learning needs of students and defining appropriate learning objectives
- Contributing to the development of the curriculum and to innovations in teaching practice
- Managing own teaching administration (for example class preparation and marking) with guidance as required
- Attending departmental meetings and participating in other departmental activities

Note

The LSE has a progressive pay structure that rewards you with annual pay increases up to a certain level as you develop in your role. We also provide for further reward past this point in the form of further pay increases based on exceptional performance.

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.

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.