



## 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 Methodology**

**Department/Division: Methodology**

**Accountable to: Head of Department**

### Job Summary:

The LSE Fellow in Methodology role is a fixed term position based within the Department of Methodology (<http://www.lse.ac.uk/methodology>). 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 methodology courses. This currently comprises the following courses:

#### Computational Methods

- MY470 Computer Programming
- MY472 Data for Data Scientists
- MY474 Applied Machine Learning for Social Science

#### Quantitative Methods

- MY451 Introduction to Quantitative Analysis
- MY464 Introduction to Quantitative Methods for Media and Communications
- MY465 Intermediate Quantitative Analysis
- MY452 Applied Regression Analysis
- MY455 Multivariate Analysis and Measurement
- MY456 Survey Methodology
- MY457 Causal Inference for Observational and Experimental Studies
- MY459 Quantitative Text Analysis
- MY461 Social Network Analysis

#### Qualitative Methods

- MY421 Qualitative Research Methods
- MY425 Case Studies and Comparative Methods for Qualitative Research



- MY428 Qualitative Text Analysis

#### Research Design

- MY400 Fundamentals of Social Science Research Design
- MY401 Research Design for Studies in Digital Innovation
- MY405 Methods for Evaluation in Health, Development and Public Policy
- MY410 Research Design for International Development

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. However, the postholder will contribute to at least one of the computational methods courses.

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

- Contributing to the scholarship and intellectual life of the School by conducting teaching and research which will enhance the School's reputation as a research-led teaching institution, with appropriate mentoring from department.
- Supervising, teaching and examining undergraduate and masters level students through lectures, seminars, course work and tutorial.
- Identifying learning needs of students; helping to define learning objectives and to provide appropriate support.
- Acting as a personal tutor and providing pastoral care.
- Supervising personal tutees for their end of year dissertation, participating in dissertation workshops throughout the year and referring supervisees to expert advisors where appropriate.
- Holding regular office hours for students on the course (at least 2 hours per week).
- Providing formative and summative feedback on assessments.
- Undertaking examination-related duties, such as exam and dissertation marking, as required.
- Participating in regular teaching meetings, with academics and administrators involved in the course, with appropriate mentoring.
- Managing academic administration arising from teaching responsibilities – e.g. class preparation and marking, with guidance as required.

#### 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 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](#)



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**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.