



## THE POST

<b>College/Service:</b>	College of Humanities ( <a href="http://humanities.exeter.ac.uk/">http://humanities.exeter.ac.uk/</a> )
<b>Post:</b>	Lecturer (Education and Research) in Shakespeare and Renaissance Literature.
<b>Reference No:</b>	R44382
<b>Grade:</b>	F
<b>Reporting to:</b>	Head of English

The above full-time post is available from 1<sup>st</sup> September 2013 at the latest, at the Cornwall campus in the College of Humanities.

## Job Description

### ***Main duties and accountabilities***

1. To fulfil research, teaching and administration duties as a Lecturer in English.
2. To extend the research profile of the Department of English, attracting and supervising postdoctoral researchers and postgraduate research students.
3. To collaborate with colleagues both within the College and the University of Exeter as a whole in order to develop and support Department of English research and teaching programmes and the College's research and teaching programme.
4. To contribute to the general operation of the College as a member of its academic team.

### ***Research***

1. To conduct independent research and act as principal investigator and project leader.
2. To enhance the College's international reputation through research publications of appropriate quantity and quality; to contribute to worldwide debate at national and international conferences; and to win research earnings through successful grant applications as well as identifying potential income-generating programmes and collaborative partnerships.
3. To supervise research projects, managing any dedicated research staff and postgraduate research students, and provide the mentorship to enable staff and students to develop their skills and academic careers.
4. To help promote a collegiate working atmosphere and stimulating environment that will attract further research staff of the highest quality as well as strong postgraduate research students.

5. To contribute to the further and ongoing development of research in English Literature at Exeter and on the Cornwall Campus.

### **Teaching**

To deliver mainly undergraduate courses to appropriate academic standards such that:

1. Knowledge acquired from research informs teaching.
2. Students are challenged but also tutored and supported with individual care.
3. Teaching and learning techniques are innovative and inspiring.
4. Students are supervised appropriately.
5. Assessment criteria are appropriate, and fairly applied with results fed back to students helpfully.
6. Module content is continuously reviewed to identify areas for improvement.

### **General**

To contribute to the overall general and academic management in the College by undertaking activities that may be required, such as:

1. Developing overall academic content and structure of modules with colleagues.
2. Developing ideas for generating income and promoting both the College in general and the Department of English in particular.
3. Supporting admissions processes and procedures.
4. Supporting examinations processes and procedures.
5. Contributing to the work of College committees.
6. Contributing to accreditation and quality control processes.
7. Contributing to strategic planning.

This job description summarises the main duties and accountabilities of the post but is not comprehensive; the post-holder may be required to undertake other duties of similar level and responsibility.

### **Person Specification**

The successful applicant will have an independent research programme in Renaissance Literature and will indicate a willingness to develop Shakespeare Studies within the department. S/he will be able to demonstrate the following qualities and characteristics:

1. PhD in a recognised area of English Literature.
2. A profile of publication in Renaissance Literature, including 4\* research in the current REF cycle.
3. Sufficient knowledge to develop teaching and research programmes.
4. A strong record in attracting research funding, or demonstrable potential to attract such funding.
5. Team skills to work in collaboration with existing group members.
6. An active and supportive approach to inter-disciplinary and multi-disciplinary research that will help to foster interactions and links both within the University and externally with other educational bodies, professional institutions and employers.
7. The attitude and ability to engage in continuous professional development.
8. The aptitude to develop familiarity with a variety of strategies to promote and assess learning.
9. Enthusiasm for delivering undergraduate teaching across the range of the Department's programmes.

### **Informal Enquiries**

Before submitting an application you may wish to discuss the post further by contacting Professor Tim Kendall, Head of English, telephone (01392 724343) or email [T.Kendall@exeter.ac.uk](mailto:T.Kendall@exeter.ac.uk).

### **Additional Information Relating to the Post**

#### **Salary**

The starting salary will be on Grade F, £32,267 to £39,649 per annum, subject to knowledge, skills and experience. Progression beyond point 36 is subject to performance in the role.

An increment will be payable on 1 August each year until the top of the scale is reached (subject to being in post for 6 months and satisfactory performance). The scale will be subject to a cost of living review each year

#### **Hours of work**

There are no specific hours of work but staff are required to work such hours as are necessary to carry out the duties associated with the appointment

#### **Annual Leave**

The annual leave entitlement for full-time appointments is 41 days per calendar year (pro rata for part-time appointments). For further information see our website <http://www.admin.ex.ac.uk/personnel/leave.shtml>.

#### **Professional Development Programme**

New Lecturers at the University of Exeter are appointed to a Professional Development Programme of up to five years providing for progression to Senior Lecturer (grade G), subject to satisfactory performance. Personal goals and objectives will be agreed with the Dean of College to cover the areas of teaching, research, business and community relations, and administration and a structured programme of professional development will be agreed. Further details about the Professional Development Programme can be found at: <http://www.exeter.ac.uk/staff/employment/academicroles/youteachandresearch/lecturer/professionaldevelopmentprogrammepdp/> together with details of the appropriate targets at:

To view the Humanities target [click here](#).

#### **Probationary Period**

The appointment will normally be subject to a probationary period of one year.

#### **References & Medical Clearance**

All appointments are subject to satisfactory reference and medical checks and individuals will be required to complete a medical assessment form before appointment is confirmed. Applicants should note that the University normally contacts referees for short-listed applicants without further advice to applicants. When advising of referees, if they are resident overseas, please ensure you supply fax numbers and/or email addresses enabling us to contact them (if necessary) without delay.

#### **Right to Work in the United Kingdom**

If you do not have the right to work in the UK, this appointment will be subject to the University successfully obtaining a Certificate of Sponsorship under the UK's Points Based System for migrant workers and to you obtaining Entry Clearance/Leave to Remain.

For further information, see the links to the UK Border Agency and UK Visas websites at <http://www.exeter.ac.uk/working/new/international/>). In particular you are encouraged to undertake a self assessment of your eligibility to work in the UK using the link to [www.ukba.homeoffice.gov.uk/pointscalculator](http://www.ukba.homeoffice.gov.uk/pointscalculator).

### **Terms & Conditions**

The Terms and Conditions of Employment can be viewed on line by visiting <http://www.exeter.ac.uk/staff/employment/conditions/terms/>

### **Pensions**

Membership of the Universities' Superannuation Scheme (USS) is automatic provided that you meet the qualifying criteria for membership. The USS is a contracted-out scheme. USS scheme has two sections: Final Salary and Career Revalued Benefits; which section you will be eligible for will depend on any previous membership of USS. An information leaflet concerning the qualification rules for both the sections is enclosed; more detailed information about the USS scheme structure can be found at [www.uss.co.uk](http://www.uss.co.uk). **IF you have been in USS before, you are strongly requested to contact the Pay and Benefits Office as soon as you can so that possible membership of the Final Salary benefits section can be investigated.** The University, as your employer, contributes such sums as will be required to maintain the full benefits of the scheme. You may opt out of the scheme; if you wish to do so, you should contact the Pay and Benefits Manager, Mrs Alison Rose (01392 263088/email [a.j.rose@exeter.ac.uk](mailto:a.j.rose@exeter.ac.uk)) for further information.

Further information about Pension Salary Exchange is available from the Human Resources website [www.admin.exeter.ac.uk/personnel](http://www.admin.exeter.ac.uk/personnel) or from the Pensions Office.

### **Relocation**

You may be able to claim relocation expenses in accordance with the University's Relocation Assistance Scheme. The maximum allowance that you can reclaim under the Relocation Assistance Scheme, if eligible, is 10% of salary.

### **Short-listing Information**

We will acknowledge your application by email. The University of Exeter recognises the time and effort taken to apply for a position and will contact you by email to inform you of results of shortlisting

### **Application Procedure and Interview Information**

The closing date for completed applications is **20 March 2013**.

### **Data Protection Act (1998)**

The information contained within your application is being requested to enable the University to make employment decisions and meet statutory obligations. Any information provided to the University in this context will be treated confidentially and used only by manager(s), member of the University, Human Resources, Superannuation and Payroll during the course of your employment. Where the application relates to a post which is externally funded this information may be passed onto the relevant funding body.