



Template job description for Associate Professor

Contents

Template job description	2
Appendix 1: Example job description for Associate Professors with teaching and research focused roles	5
Appendix 2: Example job description for Associate Professors with teaching and scholarship focused roles	7

- 1.1. The template job description for the role of Associate Professor should be tailored in line with the balance of the job and workload allocation for each individual.
- 1.2. An individual's job description should encompass the activities expected within their job. It is unlikely that an individual's role would encompass both the scholarship and research elements and as such it is envisaged that only research or scholarship would be included in a job description tailored for an individual. Typical Associate Professor job descriptions are provided in appendices 1 and 2. There is also scope to reflect any discipline or job specific requirements/activities that are not described within the template.
- 1.3. All jobs must be capable of being carried out within a reasonable allocation of work time and it is acknowledged that in practice workload balance across these activities will vary over time to reflect requirements and priorities, as agreed between the school and individual. The principles of the workload allocation will depend on faculty/school level agreements.
- 1.4. In line with University strategy, there is an expectation that all academic staff will be engaged in teaching and learning activity. It is clear that the agreed balance of the role may affect the volume of teaching undertaken and this template job description allows this to be reflected.
- 1.5. The entry level requirements for the role are identified in the grade 9 academic promotions criteria. The template job descriptions provide a framework for typical Associate Professor roles; they are not exhaustive lists of activities or a list of minimum requirements for entry to the grade.
- 1.6. The title of Associate Professor is linked to the role, not the individual. Individuals should be addressed as 'Dr' or other appropriate title and would not be expected to present themselves as 'Professor' internally or externally.

Template job description

Role holder: XXX
Title: Associate Professor
Faculty: XXX
School: XXX
Responsible to: Dean of the Faculty (via XXX)
Reports to: Head of School
Grade: 9

Main purpose of the job:

To draw on extensive academic excellence to underpin and carry out research or scholarship, teaching, leadership and management in the field of XXX and within the school and faculty.

Main duties and responsibilities:

General:

- To contribute to the development and achievement of University, faculty and school strategy within the context of an international, research-led university.
- To be recognised as an authority in the field, developing and maintaining an external profile as appropriate to the discipline.
- To maintain scholarly activity and keep up to date with developments in the field as necessary to carry out the duties of the post.
- To carry out the duties of the post in accordance with the University values and standards, including the Leadership and Management Standard, and in line with University policies and procedures and local faculty/school benchmarks as appropriate, upholding high professional standards and leading by example.
- To work with our students as members of a learning community to provide world class education and an excellent student experience.
- To maintain own continuing professional development.
- To maintain a safe work environment, including ensuring compliance with legislation and the undertaking of risk assessments.
- To integrate the University value of inclusiveness into all appropriate aspects of the job; respecting the dignity and diversity of all members of the University community and of visitors to the University.

Research, Innovation and Impact:

- To pursue, develop and lead research, innovation and impact at an appropriately benchmarked level.
- To develop the strategic direction within own research area.
- To promote the integration of own research area with other research interests within and, as appropriate, outside the school and faculty.
- To maintain a high quality record of regular and original research publications of external standing as appropriate to the field or discipline.
- To attract research income on an individual and collaborative basis, as appropriate to the field or discipline, to underpin high quality research activity.
- To provide high quality postgraduate supervision and attract research students to the University.
- To take part in knowledge transfer activities, where appropriate and feasible.

Scholarship:

- To develop and lead pedagogic developments relating to learning and teaching to a level recognised externally for excellence.
- To produce scholarly pedagogic publications, disseminating findings across the University and externally.
- To promote theoretically informed and innovative approaches to learning and teaching related activities across the University and externally.
- To maintain an external profile within learning and teaching or own subject area at a level appropriate to the discipline.
- To have a significant role in the strategic development of the curriculum and learning and teaching / student support policies.

Teaching:

- To undertake research-led teaching¹ at different levels on undergraduate and/or postgraduate taught courses, regularly collecting, and responding to, student feedback.
- To contribute at an appropriate level to school and faculty policy and practice in teaching.
- To play a significant role in the design, development and planning of modules and programmes within the subject area as required.
- To play a significant role in the review of modules and programmes and in quality assurance and enhancement as required.
- To develop innovative approaches to learning and teaching as appropriate.
- To provide timely feedback and assessment of coursework and examinations.
- To provide general support and guidance to students, resolving issues and/or referring to specialist parties, where appropriate.
- To act as a personal tutor, including pastoral care and supporting students in maximising the benefit of their time at Leeds.
- To supervise students undertaking research projects as appropriate.

To provide academic leadership through:

- Significant contribution to the overall work of the University and/or equivalent external organisations by representing the school and faculty on appropriate committees and groups.
- Effective contribution to the management and administrative processes and committee structures of the school, faculty and University.
- Managing or leading major initiatives or areas of work (as either sustained or one-off projects) which facilitate school, faculty or University performance or business as required.
- Involvement in the recruitment, management and development of staff and act as a mentor to colleagues.
- The promotion of the values of collegiality within the academic community.
- Actively promoting and embedding University standards of employment practices across the School.

¹ It is recognised that academics will, at times, teach subjects that are not closely related to their research specialism, in which case research and scholarship may inform, rather than lead, their teaching.

This job description provides a framework for the role and it may be necessary for an Associate Professor to undertake any duties commensurate with the post as might reasonably be required.

Person Specification

The person specification should be developed according to the specific Associate Professor role, taking into account, for example, the academic discipline, research area and teaching responsibilities as appropriate, and should be designed to support the requirements of the faculty / school.

Associate Professors would normally be expected not only to be experienced teachers but to have a significant publication record, together with proven research experience, and to have demonstrated academic leadership/administrative skill and an ability to lead and manage effectively.

Appendix 1: Example job description for Associate Professors with teaching and research focused roles

Role holder: XXX
Title: Associate Professor
Faculty: XXX
School: XXX
Responsible to: Dean of the Faculty (via XXX)
Reports to: Head of School
Grade: 9

Main purpose of the job:

To draw on extensive academic excellence to underpin and carry out research, teaching, leadership and management in the field of XXX and within the school and faculty.

Main duties and responsibilities:

General:

- To contribute to the development and achievement of University, faculty and school strategy within the context of an international, research-led university
- To be recognised as an authority in the field, developing and maintaining an external profile as appropriate to the discipline.
- To maintain scholarly activity and keep up to date with developments in the field as necessary to carry out the duties of the post.
- To carry out the duties of the post in accordance with the University values and standards, including the Leadership and Management Standard, and in line with University policies and procedures and local faculty/school benchmarks as appropriate, upholding high professional standards and leading by example.
- To work with our students as members of a learning community to provide world class education and an excellent student experience.
- To maintain own continuing professional development.
- To maintain a safe work environment, including ensuring compliance with legislation and the undertaking of risk assessments.
- To integrate the University value of inclusiveness into all appropriate aspects of the job; respecting the dignity and diversity of all members of the University community and of visitors to the University.

Research, Innovation and Impact:

- To pursue, develop and lead research, innovation and impact at an appropriately benchmarked level.
- To develop the strategic direction within own research area.
- To promote the integration of own research area with other research interests within and, as appropriate, outside the school and faculty.
- To maintain a high quality record of regular and original research publications of external standing as appropriate to the field or discipline.
- To attract research income on an individual and collaborative basis, as appropriate to the field or discipline, to underpin high quality research activity.
- To provide high quality postgraduate supervision and attract research students to the University.
- To take part in knowledge transfer activities, where appropriate and feasible.

Teaching:

- To undertake research-led teaching² at different levels on undergraduate and/or postgraduate taught courses, regularly collecting, and responding to, student feedback.
- To contribute at an appropriate level to school and faculty policy and practice in teaching.
- To play a significant role in the design, development and planning of modules and programmes within the subject area as required.
- To play a significant role in the review of modules and programmes and in quality assurance and enhancement as required.
- To develop innovative approaches to learning and teaching as appropriate.
- To provide timely feedback and assessment of coursework and examinations.
- To provide general support and guidance to students, resolving issues and/or referring to specialist parties, where appropriate.
- To act as a personal tutor, including pastoral care and supporting students in maximising the benefit of their time at Leeds.
- To supervise students undertaking research projects as appropriate.

To provide academic leadership through:

- Significant contribution to the overall work of the University and/or equivalent external organisations by representing the school and faculty on appropriate committees and groups.
- Effective contribution to the management and administrative processes and committee structures of the school, faculty and University.
- Managing or leading major initiatives or areas of work (as either sustained or one-off projects) which facilitate school, faculty or University performance or business as required.
- Involvement in the recruitment, management and development of staff and act as a mentor to colleagues.
- The promotion of the values of collegiality within the academic community.
- Actively promoting and embedding University standards of employment practices across the School.

This job description provides a framework for the role and it may be necessary for an Associate Professor to undertake any duties commensurate with the post as might reasonably be required.

² It is recognised that academics will, at times, teach subjects that are not closely related to their research specialism, in which case research and scholarship may inform, rather than lead, their teaching.

Appendix 2: Example job description for Associate Professors with teaching and scholarship focused roles

Role holder:	XXX
Title:	Associate Professor
Faculty:	XXX
School:	XXX
Responsible to:	Dean of the Faculty (via XXX)
Reports to:	Head of School
Grade	9

Main purpose of the job:

To draw on extensive academic excellence to underpin and carry out scholarship, teaching, leadership and management in the field of XXX and within the school and faculty

Main duties and responsibilities:

General:

- To contribute to the development and achievement of University, faculty and school strategy within the context of an international, research-led university
- To be recognised as an authority in the field, developing and maintaining an external profile as appropriate to the discipline
- To maintain scholarly activity and keep up to date with developments in the field as necessary to carry out the duties of the post
- To carry out the duties of the post in accordance with the University values and standards, including the Leadership and Management Standard, and in line with University policies and procedures and local faculty/school benchmarks as appropriate, upholding high professional standards and leading by example
- To work with our students as members of a learning community to provide world class education and an excellent student experience
- To maintain own continuing professional development
- To maintain a healthy work environment, including ensuring compliance with legislation and the undertaking of risk assessments
- To integrate the University value of inclusiveness into all appropriate aspects of the job; respecting the dignity and diversity of all members of the University community and of visitors to the University

Teaching:

- To undertake research-led teaching³ at different levels on undergraduate and/or postgraduate taught courses, regularly collecting, and responding to, student feedback
- To contribute at an appropriate level to school and faculty policy and practice in teaching
- To play a significant role in the design, development and planning of modules and programmes within the subject area as required
- To play a significant role in the review of modules and programmes and in quality assurance and enhancement as required

³ It is recognised that academics will, at times, teach subjects that are not closely related to their research specialism, in which case research and scholarship may inform, rather than lead, their teaching.

- To develop innovative approaches to learning and teaching as appropriate
- To provide timely feedback and assessment of coursework and examinations
- To provide general support and guidance to students, resolving issues and/or referring to specialist parties, where appropriate
- To act as a personal tutor, including pastoral care and supporting students in maximising the benefit of their time at Leeds
- To supervise students undertaking research projects as appropriate

Scholarship:

- To develop and lead pedagogic developments relating to learning and teaching to a level recognised externally for excellence
- To produce scholarly pedagogic publications, disseminating findings across the University and externally
- To promote theoretically informed and innovative approaches to learning and teaching related activities across the University and externally
- To maintain an external profile within learning and teaching or own subject area at a level appropriate to the discipline
- To have a significant role in the strategic development of the curriculum and learning and teaching / student support policies

To provide academic leadership through:

- Significant contribution to the overall work of the University and/or equivalent external organisations by representing the school and faculty on appropriate committees and groups
- Effective contribution to the management and administrative processes and committee structures of the school, faculty and University
- Managing or leading major initiatives or areas of work (as either sustained or one-off projects) which facilitate school, faculty or University performance or business as required
- Involvement in the recruitment, management and development of staff and act as a mentor to colleagues
- The promotion of the values of collegiality within the academic community
- Actively promoting and embedding University standards of employment practices across the School.

This job description provides a framework for the role and it may be necessary for an Associate Professor to undertake any duties commensurate with the post as might reasonably be required