

Role & Grading Framework

Academic Promotion Policy – Appendix 1

Role Profiles

Academic Role Profiles – Grade 7 Lecturer

Main purpose of the Role

You will teach at undergraduate and postgraduate level; and will undertake research appropriate to the University's strategic plan.

Role Specific Duties and Responsibilities

- Prepare teaching materials and deliver lectures and tutorials at undergraduate and postgraduate level.
 - Act as module tutor
 - Supervise undergraduate projects
 - Supervise postgraduate students and (if appropriate to the research area) research assistants
 - Liaise with other institutions and organisations, e.g. professional and accreditation bodies, research funding agencies, employers etc.
 - Contribute to Quality Assurance and Quality Enhancement processes and developments
 - Contribute to the development of the subject within the School and work collaboratively with others to continuously improve the student experience
 - Contribute to curriculum development
 - Demonstrate a commitment to representing the University through public engagement, industry liaison, and knowledge exchange activities.
 - Prepare assessments and carry out marking on modules delivered
 - Develop a programme of research, scholarship and professional practice, consistent with the University's Research Strategy.
 - Participate in collaborative research within the University
 - Keep up-to-date with current research and teaching developments in the subject area
 - Participate in the academic tutorial systems within the School
 - Actively engage with the discipline/profession
 - Raising research and knowledge exchange income as appropriate to the research area and exploring commercialisation opportunities.
- Various duties as may be assigned from time to time by the Head of School / Head of Division

Grade 7 Lecturer – Knowledge, Skills and Experience required

Attributes	Essential Selection Criteria	Desirable Selection Criteria
Education/Qualifications	PhD or evidence of near completion Or Substantial relevant professional experience	Higher Education teaching qualification or equivalent experience, and/or HEA Fellowship or equivalent Accreditation by appropriate professional bodies
Knowledge and Experience	Appreciation of the values and practises associated with student learning in Higher Education Specialist knowledge in a relevant subject area Evidence of a developing publication record	Teaching in Higher Education Experience of developing new/revised curricula Experience of programme leadership and development Experience of module development Procurement of funding for research, knowledge transfer and/or consultancy/commercialisation activity Supervision of postgraduate research students Previous professional experience in a related area Experience of Quality Assurance and Quality Enhancement systems
Competencies	Effective Communication Liaison and Networking Initiative and Problem Solving Analysis and Research Pastoral Care and Welfare Teaching, and Learning Support	

Grade 7 Lecturer – Competencies to be demonstrated

In order to achieve Abertay University's goals all employees need to demonstrate the following competencies:

Effective Communication

Definition: The use of appropriate communications media and methods, to convey, explain or discuss information in a manner that is clear and accurate for the target audience.

Expected level - The ability to use a range of media to clearly and accurately communicate specialist or highly technical knowledge and conceptual ideas to a variety of groups, including students, peers and external bodies.

Liaison and Networking

Definition: Active participation in, contribution to or leadership of internal/external networks which build positive relationships and promote collaborative/inter-disciplinary working.

Expected level - The ability to effectively work with both colleagues and students, and join external networks, to build positive relationships that support future collaboration.

Initiative and Problem Solving

Definition: Showing desire for continuous improvement in individual and team performance by actively contributing to problem solving and responding positively to opportunities for development.

Expected level - The ability to show initiative, creativity and judgment in their teaching/research and to work with colleagues to identify areas for improvement within their team.

Analysis and Research

Definition: The use and/or design of appropriate methods to actively engage in research and scholarly activities to investigate issues, analyse information and disseminate knowledge in a particular field of specialism.

Expected level - The ability to actively keep up to date their knowledge of a field of specialism, to develop research objectives and proposals for their own and joint research, to conduct research both individually and collaboratively, to write up their research for publication and to effectively translate new knowledge into their course of study.

Pastoral Care and Welfare

Definition: Willingness to act as a point of contact for students and/or staff to direct them to appropriate points of contact to discuss sensitive issues/concerns, and take appropriate action. Where necessary, make referrals for additional support.

Expected level - The ability to effectively act as personal tutor, providing first line support for students and sensitively responding to their needs on an individual basis, appropriately referring them to other support services where necessary.

Teaching, and Learning Support

Definition: Proactive support, engagement and/or leadership in the design, delivery and assessment of quality teaching to achieve educational standards.

Expected level - The ability to effectively develop the capability within an established Programme by formulating learning objectives and teaching materials, delivering teaching in a variety of settings using a range of methods/techniques, and evaluating teaching design and performance through regular collection and analysis of feedback.

Academic Role Profiles – Grade 8 Lecturer

Main purpose of the Role

- Teach at undergraduate and postgraduate level
- Undertake research appropriate to the University's strategic plan.
- Provide academic leadership at the module and programme level, and support colleagues in their development.

Role Specific Duties and Responsibilities

- Prepare teaching materials and deliver lectures and tutorials at undergraduate and postgraduate level.
- Act as module tutor and/or programme tutor including module leadership and development
- Supervise undergraduate projects
- Supervise postgraduate students and (if appropriate to the research area) research assistants
- Liaise with other institutions and organisations, e.g. professional and accreditation bodies, research funding agencies, employers etc.
- Represent the University in outreach, industry liaison, and knowledge exchange activities, promoting our academic activities to an external audience.
- Contribute to Quality Assurance and Quality Enhancement processes and developments
- Contribute to the development of the subject within the School and work collaboratively with others to continuously improve the student experience
- Contribute to curriculum development
- Prepare assessments and carry out marking on modules delivered
- Develop a programme of research, scholarship and professional practice, consistent with the University's Research Strategy.
- Participate in collaborative research within the University
- Keep up-to-date with current research and teaching developments in the subject area
- Participate in the academic tutorial systems within the School
- Actively engage with the discipline/profession
- Raise research and knowledge exchange income as appropriate to the research area and explore commercialisation opportunities.

Grade 8 Lecturer - Knowledge, Skills and Experience required

	Essential	Desirable
Education/ Qualifications	<p>PhD or substantial experience in the area of professional practice cognate to the academic area</p> <p>Higher Education teaching qualification or equivalent experience, and/or HEA Fellowship or the ability to achieve this</p>	<p>Accreditation by appropriate professional bodies</p>
Knowledge & Experience	<p>Substantial experience of teaching in HE across a range of programmes at different levels, including postgraduate</p> <p>Experience of module leadership and development</p> <p>Experience of curriculum development</p> <p>Specialist knowledge in a relevant subject to develop teaching programmes and to support students in their learning</p> <p>Experience of working within a Quality Assurance and Quality Enhancement system</p> <p>Established track record of published research</p> <p>Procurement of funding for research, knowledge transfer and/or consultancy/ commercialisation activity, as appropriate to the discipline</p>	<p>Previous professional experience in a related area</p> <p>Experience of programme leadership and development</p> <p>Supervision of postgraduate research students</p>

Grade 8 Lecturer - Competencies to be demonstrated

Effective Communication

Definition: The use of appropriate communications media and methods, to convey, explain or discuss information in a manner that is clear and accurate for the target audience.

The ability to use a range of media to clearly and accurately communicate specialist or highly technical knowledge and conceptual ideas to a variety of groups, including students, peers and external bodies.

Liaison and Networking

Definition: Active participation in, contribution to or leadership of internal/external networks which build positive relationships and promote collaborative/inter-disciplinary working.

The ability to effectively work with colleagues, students and externals to build collaborative relationships and to actively participate in the development of external networks.

Initiative and Problem Solving

Definition: Showing desire for continuous improvement in individual and team performance by actively contributing to problem solving and responding positively to opportunities for development.

The ability to show initiative in developing their own ideas (e.g. for fundraising and/or dissemination of research), to effectively advise others within their division and actively work with them to identify areas for improvement.

Analysis and Research

Definition: The use and/or design of appropriate methods to actively engage in research and scholarly activities to investigate issues, analyse information and disseminate knowledge in a particular field of specialism.

The ability to effectively develop research objectives, projects and proposals for individual and collaborative research, successfully identify and contribute to processes to secure funding; and extend, transform and apply knowledge beyond the university through publications, disseminating research findings and presenting at conferences.

Pastoral Care

Definition: Willingness to act as a point of contact for students and/or staff to discuss sensitive issues/concerns, take appropriate action and, where necessary, make referrals for additional support.

The ability to effectively act as module tutor providing support for students (appropriately referring them to other support services) and mentoring new lecturers during their probationary period.

Teaching and Learning Support

Definition: Proactive support, engagement and/or leadership in the design, delivery and assessment of quality teaching to achieve educational standards.

The ability to effectively design and deliver a range of modules within their subject area, using appropriate teaching, learning and assessment methods; to successfully supervise students projects, field trips and/or placements and to actively contribute to course improvements through planning, design and development of objectives and materials.

Academic Role Profile – Grade 9 Senior Lecturer

Main purpose of the Role

Take a major role in the academic, knowledge exchange and research activities in the School, in particular:

- contribute to the overall academic development of the Division and School, including programme development and the development of teaching at undergraduate and postgraduate level
- undertake research appropriate to the University's strategic plan.
- lead the design and implementation of appropriate teaching and learning support systems within own area of responsibility.
- build effective professional relationships by working collaboratively with colleagues and acting as a mentor to assist in the development of others.

Role Specific Duties and Responsibilities

- Provide academic leadership at programme and module level including development, the supervision of projects and management.
- Supervise postgraduate students and research assistants/fellows
- Liaise with other institutions and organisations, e.g. professional and accreditation bodies, research funding agencies, employers etc.
- Develop innovative teaching and learning practices, and encourage the development of innovative approaches to course delivery.
- Engage in subject, professional and pedagogy scholarship and research as required to support teaching and programme development.
- Lead initiatives to extend the impact of our academic activities to a wider audience at a national level, including relevant communities, media, and academic and business stakeholders.
- Maintain an in-depth understanding of own specialism to enable the development of new knowledge and understanding within the subject field.
- Conduct individual or collaborative research projects subject to an external international peer review process
- Encourage, support and lead colleagues to undertake research.
- Develop and maintain relationships with internal and external contacts to meet the requirements of the School.
- Lead the design and implementation of quality enhancement and assurance activities within the area of responsibility to facilitate a positive student learning experience within the School.
- Be involved in School level strategic planning and contribute to the wider strategic planning process for the University.
- Actively engage with the discipline/profession
- Various duties as may be assigned from time to time by the Head of School / Division Leader

Grade 9 Senior Lecturer - Knowledge, Skills and Experience required

	Essential	Desirable
Education/ Qualifications	<p>PhD or extensive professional experience at a senior level</p> <p>Higher Education teaching qualification or equivalent experience, and/or HEA Senior Fellowship or the ability to achieve this</p>	<p>Accreditation by appropriate professional bodies</p>
Knowledge & Experience	<p>An active publication record</p> <p>Substantial experience of teaching in HE across a range of programmes at different levels, including postgraduate</p> <p>Experience of leading the development of new/revised curricula</p> <p>Experience of programme leadership and development</p> <p>Experience of quality assurance and quality enhancement systems</p> <p>Experience of procurement of funding for research, knowledge transfer and/or consultancy /commercialisation activity, as appropriate to the discipline</p>	<p>Previous professional experience in a related area</p> <p>Experience of leading research groups</p> <p>Experience of interdisciplinary research</p> <p>Previous management experience</p> <p>Successful supervision of PhD students</p>

Grade 9 Senior Lecturer - Competencies to be demonstrated

Effective communication

Definition: The use of appropriate communications media and methods, to convey, explain or discuss information in a manner that is clear and accurate for the target audience.

The ability to use a range of communication media and methods to clearly and accurately disseminate specialist, highly technical/complex knowledge and conceptual ideas to a variety of groups, including students, peers and external bodies.

Liaison and Networking

Definition: Active participation in, contribution to or leadership of internal/external networks which build positive relationships and promote collaborative/inter-disciplinary working.

The ability to effectively lead and/or develop internal and external networks to foster collaboration and, where necessary, provide professional advice to external contacts.

Planning & Organising

Definition: Proactive planning, prioritisation and organisation of work activities and resources to ensure best value is achieved whilst maintaining service availability and quality standards.

The ability to effectively contribute to business and Programme management planning within the division and take responsibility for resource availability and effective quality, audit and external assessment processes.

Analysis and Research

Definition: The use and/or design of appropriate methods to actively engage in research and scholarly activities to investigate issues, analyse information and disseminate knowledge in a particular field of specialism.

The ability to effectively engage in research and scholarly activities, including contributing to teaching & learning/ research strategies, application of knowledge into practice, determining relevant research objectives within their own area of specialism, conducting independent research as Principal Investigator, refereeing and peer assessment and presenting at national and international conferences.

Pastoral Care

Definition: Willingness to act as a point of contact for students and/or staff to discuss sensitive issues/concerns, take appropriate action and, where necessary, make referrals for additional support.

The ability to effectively respond to the needs of individual students within their Programme who have been referred to them for additional support and to act as first line support for colleague, appropriately referring them to other support services as necessary.

Teaching and Learning Support

Definition: Proactive support, engagement and/or leadership in the design, delivery and assessment of quality teaching to achieve educational standards.

The ability to effectively design and deliver a range of programmes of study (including new courses) at various levels, to actively review and quality assure courses to achieve the educational standards of the division and encourage development of innovative approaches to course delivery.

Academic Role Profile – Grade 10 Professor

The Main purpose of the Role

Assist the Head of School in developing, leading and managing research and knowledge exchange activities at subject, School and interdisciplinary levels.

Enhance the University's reputation by fostering success in: external grant applications; high quality peer reviewed publications; design and delivery of research projects that deliver positive social and economic impacts. Conduct research and other scholarly activity of international quality.

Lead the development and implementation of research and knowledge exchange strategy by identifying and delivering projects in research, consultancy and the provision of services to industry, in ways that demonstrably enhance the School's profile.

Build effective professional relationships by working collaboratively with colleagues and acting as a mentor to assist in the development of others.

Role Specific Duties and Responsibilities

- Lead bids for funding based on research, knowledge exchange and consultancy that represent significant enhancement of the University's resource and profile, including involvement in complex and important negotiations internally, externally and with industry.
- Contribute to improving the student experience in the School by leading and delivering on initiatives aimed at enhancing the School's portfolio of activities in research, knowledge exchange and teaching.
- Contribute to education and teaching practice and provide significant contribution to the intellectual life of the University by encouraging the development of innovative approaches to course delivery and ensure that teaching delivery achieves the educational standards of the School, ensuring the development of new and creative approaches in responding to teaching and research challenges.
- Develop and lead individual and team initiatives in public and community engagement at a national or international level and present these to media, academic, business, government, and other relevant stakeholders, in so doing demonstrating their impact and value.
- Maintain an influential profile within the University and within the academic community more broadly, consistent with School and University strategy.
- Contribute to the development of the School's policies and procedures.
- Contribute to staff development in the areas of research and knowledge exchange activity.
- Contribute to high quality scholarship in areas such as learning and teaching and professional practice.

- Supervise postgraduate students engaged in further and higher degree research in subjects related to a specialist area.
- Lead and develop internal and external networks to foster collaboration and share information and ideas and to promote the subject and the Institution.
- Promote and market the work of the department in the subject area and across disciplines both nationally and internationally.
- Promote a collegiate approach towards research and knowledge exchange within the Institution.
- Where appropriate chair committees and participate in Institutional decision making and governance.
- Actively engage with the discipline/profession
- Contribute to the work of Senate by engaging constructively with colleagues

Grade 10 Professor - Knowledge, Skills and Experience required

	Essential	Desirable
Education/Qualifications	<p>National or international profile in research, knowledge exchange, professional practice and/or consultancy.</p> <p>PhD or equivalent level of peer-reviewed publications.</p> <p>Membership of national/international professional or academic associations.</p>	<p>Higher Education teaching qualification and/or HEA Senior Fellowship or the ability to achieve this</p>
Knowledge & Experience	<p>Research-supported knowledge in an area consistent with the School's development plans</p> <p>Proven and substantial research and/or high level industry experience supportive of the School's current and future interests and activities</p> <p>Esteem in the relevant discipline or profession, for example significant national or international academic profile, as evidenced by publications, keynote speeches, guest lectures</p> <p>A proven capacity to lead the subject and curriculum development of both undergraduate and postgraduate delivery and to generate new areas of curriculum and portfolio prominence for the School</p> <p>A proven lead in the subject/discipline, with a considerable national or international reputation</p> <p>Experience in generating external grant income</p> <p>Demonstrated leadership of successful collaborative projects in research, knowledge exchange, teaching and/or consultancy/commercialisation activity</p>	<p>Leadership positions in national/international professional or academic associations</p> <p>Experience of opinion and policy formation within the academic and/or other communities</p> <p>Experience of staff development</p> <p>Experience in the management of significant budget area</p> <p>Experience of presentations at national and international conferences and similar events</p> <p>A thorough understanding of institutional management systems and the wider higher education environment, including equal opportunities issues</p> <p>Successful supervision of PhD students</p>

	Experience of collaborative and inter-subject research and in securing funding for research and/or knowledge exchange projects.	
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Grade 10 Professor - Competencies to be demonstrated

Effective Communication

Definition: The use of appropriate communications media and methods, to convey, explain or discuss information in a manner that is clear and accurate for the target audience.

The ability to use a range of communication media and methods to clearly and accurately negotiate on behalf of the School/Division on complex and important university matters.

Liaison and Networking

Definition: Active participation in, contribution to or leadership of internal/external networks which build positive relationships and promote collaborative/inter-disciplinary working.

The ability to effectively lead on institutional governance and quality assurance issues, and promote the university nationally and internationally through chairing and/or developing internal and external networks.

Decision Making

Definition: Active contribution to/ leadership of decision making processes within the team which ensure objectives are achieved and quality standards are maintained.

The ability to provide effective curricular leadership across programmes, set standards, monitor delivery and actively implement new/creative responses to teaching and research challenges.

Initiative and Problem Solving

Definition: Showing desire for continuous improvement in individual and team performance by actively contributing to problem solving and responding positively to opportunities for development.

The ability to actively contribute to strategic decisions at an institutional level, lead in the final arbitration of problems at a local level and provide effective advice to external bodies.

Analysis and Research

Definition: The use and/or design of appropriate methods to actively engage in research and scholarly activities to investigate issues, analyse information and disseminate knowledge in a particular field of specialism.

The ability to effectively lead in research and scholarly activities, including development and implementation of research strategies, co-ordination of research activities, active leadership in collaborative partnerships with other institutions/bodies, successful management of bids for funding and presenting at national and international conferences.

Teaching and Learning Support

Definition: Proactive support, engagement and/or leadership in the design, delivery and assessment of quality teaching to achieve educational standards.

The ability to effectively design and develop the curriculum in their own area of responsibility, cultivate innovative approaches to course delivery and support institutional quality frameworks through development of appropriate quality assurance mechanisms. (May also include active participation in the development of student research skills and supervision of students at undergraduate and postgraduate level.)