**JOB DESCRIPTION**

Vacancy Ref: A2093

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Teaching Fellow</th>
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<tr>
<td>Department/College:</td>
<td>Management Science</td>
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<tr>
<td>Present Grade:</td>
<td>8P</td>
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<tr>
<td>Directly responsible to:</td>
<td>Head of Department</td>
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<tr>
<td>Supervisory responsibility for:</td>
<td>Students, Graduate Teaching Assistants for associated modules</td>
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**Other contacts:**

**Internal:**
Department colleagues, and Management School colleagues and students, together with colleagues from other faculties, providers of student support services, the Library, Information Systems Support and central administration.

**External:**
International partners, employers, professional bodies

**Purpose of the job:**
To undertake teaching, module direction and academic administrative management activities within the Department of Management Science. Teaching activities are to be in one or more of the following subject areas: Problem Structuring Methods, Behavioural Operational Research (OR), Process of OR and Information Systems Development.

**Major Duties:**

**Academic**

- To fulfil academic duties such as undergraduate/postgraduate teaching, tutoring and marking, and supervision of assessed work and dissertations.
- To contribute to the delivery and co-ordination of master’s level programmes and modules.
- To engage in scholarship relating to the subject area and/or its pedagogy, resulting in appropriate forms of external dissemination,

**Management & Quality**

- To take responsibility for modules and academic programmes as directed by the Head of Department
- In conjunction with Directors of Study, ensure that modules are up to QAA standards.
- Monitor and control the quality of learning on the different modules delivered.
- Engage in the evaluation of teaching activities within the Department, with a view to strengthening educational capability in Management Science.

**Other**

- Any other duties as deemed appropriate by the Head of Department