JOB DESCRIPTION
Ref: BJTU09

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>International Teaching Fellow in Management and Organisational Behaviour</th>
<th>Present Grade:</th>
<th>8P</th>
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<tbody>
<tr>
<td>Department/College:</td>
<td>Organisation, Work and Technology</td>
<td>Directly responsible to:</td>
<td>Head of Department</td>
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<tr>
<td>Supervisory responsibility for:</td>
<td>N/A</td>
<td>Other contacts</td>
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</tbody>
</table>

**Internal:** Colleagues and students in the Department of Organisation, Work and Technology, Lancaster University Management School (LUMS), and Lancaster University College at Beijing-Jiaotong University for teaching and research, as well as colleagues from other faculties and services (e.g. student support, library, ISS, central administration)

**External:** Professional bodies, academic and teaching networks, employers and business organisations

**General Description:**
The Department of Organisation, Work and Technology at Lancaster University Management School (LUMS) invites applications for an International Teaching Fellow in Management and Organisational Behaviour, to begin May 2018 or as soon as possible thereafter. The department welcomes applications in all areas of management and organizational behaviour, but particularly encourages applications from candidates with research that connects to one of the department's four research themes: human resource management & employment relations; ethics & sustainability; information, technology and organisations; management & society.

The successful candidate will deliver undergraduate modules in Management and Organisational Behaviour. This will involve spending two periods of ten weeks each year at Lancaster University College at Beijing-Jiaotong University. The successful candidate will be available to start in May 2018 or soon after (first assignment to China in September 2018). The successful candidate will have completed a PhD. For a teaching fellow position the candidate will have experience of undergraduate and/or postgraduate teaching as well as programme design and management. The position comes with an allocation of 20% time for scholarship to inform teaching.

Students at the Joint Institute in Weihai and from the main campuses of both Beijing-Jiaotong University (BJTU) and Lancaster University will be encouraged to participate in study abroad, summer schools and other types of exchange opportunities at any of the three locations. Lancaster is committed to providing students at Lancaster University College - Beijing Jiaotong University with an excellent student experience and many of Lancaster’s resources will be available to them. Academic standards will be subject to rigorous quality assurance including continuous moderation of assessment setting and marking.

From September 2018 an undergraduate programme in Business Studies will be delivered to Chinese and international students, co-taught by Lancaster and BJTU academics. In addition to teaching collaborations with BJTU, the universities will develop student exchange opportunities and graduates will be eligible for the Lancaster Alumni Loyalty scholarship. Lancaster and BJTU will work to develop research links and staff at the new campus will be eligible for Lancaster’s staff development programmes.

Applicants must be capable and willing to work overseas with a teaching workload for at least two periods of 10-weeks duration each. The remaining time will be spent at Lancaster University working on a combination of research and teaching-related activities including preparation, assessment, and administration.

You will receive a comprehensive induction at Lancaster University before your first assignment to China in September 2018. Members of academic staff are entitled to paid accommodation in Weihai, travel allowances and medical insurance in accordance with Lancaster University’s International (Short term) Assignment policy.
Major Duties:
To develop teaching within the Department of Organisation, Work and Technology with particular reference to Management and Organisational Behaviour.

Specific areas of activity include:

• To contribute to undergraduate teaching in the area of Management and Organisational Behaviour at Lancaster University College at Beijing-Jiaotong University, and as appropriate also within the Department of Organisation, Work and Technology. This will include lecturing, tutorials, assessment and routine administration. This will include lecturing, tutorials, assessment and routine administration. At minimum there will be two periods of ten weeks each year spent at Lancaster University College at Beijing-Jiaotong University.

• To contribute to the development of new or revised courses and teaching modules in terms of structure, forms of delivery, methods of assessment, etc.

• To lead the running and design of teaching programmes

• To develop a scholarship program that informs teaching

• To engage with relevant stakeholders outside of the university, for example through executive education or through the activities of the Work Foundation

• Provide sabbatical cover for other academics’ teaching where necessary.

• To engage in professional development opportunities, and obtain a relevant teaching qualification if not already held.

• To participate in the life and work of the department, school and the university.

• To undertake any other duties (including administrative duties) as may be directed by the Head of the Department of Organisation, Work & Technology, as commensurate with the grade of the post.