### JOB DESCRIPTION

**Ref: A3076**

<table>
<thead>
<tr>
<th><strong>Job Title:</strong> Teaching Fellow /Senior Teaching Fellow in Project Management</th>
<th><strong>Grade:</strong> 7 or 8 (TF) / 9 (STF)</th>
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<tbody>
<tr>
<td><strong>Department/College:</strong> Department of Management Science, Lancaster University Management School</td>
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<td><strong>Directly responsible to:</strong> Head of Department of Management Science</td>
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<td><strong>Supervisory responsibility for:</strong> N/A</td>
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**Other contacts:**

**Internal:** Colleagues within the Department of Management Science and the Management School; students; colleagues in other faculties; providers of student support; central administration; ISS; library.

**External:** Academic community, external examiners, research funding bodies, professional bodies, private, non-profit and public sector organizations.

**Major Duties:**

**Teaching Fellow**
- Undertake teaching, including lecturing, tutoring, marking and project/dissertation supervision;
- Ensure that modules (for which responsibility is allocated) meet internal and external quality assurance requirements;
- Monitor and control the quality of learning on the modules for which responsibility has been allocated;
- Develop existing and new modules in Project Management, at undergraduate and taught postgraduate levels;
- Contribute to the development of executive education;
- Engage with the development and delivery of online and blended modules and programmes;
- Undertake scholarship, which may include scholarly publications which are recognised as advancing learning, teaching or assessment in Project Management, lead workshops or undertake reviews in an aspect of teaching or supporting learning.
- Undertake other academic and administrative duties as required by the Head of Department or the Dean of the Faculty.

**Senior Teaching Fellow**
- In addition to the above:
  - Take a leading role in implementing the teaching and learning strategy of the Department;
  - Contribute to the mentoring and support of others in teaching and supporting learning within or beyond the Department;
  - Lead on the design of new courses in terms of content, structure, forms of delivery, and method of assessment;
  - Make a significant contribution to the enhancement of the quality of teaching, learning and assessment at Lancaster University Management School;
Establish and develop sustainable teaching-related networks which bring benefit to the department and/or Faculty/University.