# JOB DESCRIPTION

**Ref:** LZ7

<table>
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<tr>
<th><strong>Job Title:</strong> Teaching Fellow in Computer Science</th>
<th><strong>Present Grade:</strong> 7</th>
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<td><strong>Department/College:</strong> School of Computing &amp; Communications</td>
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<td><strong>Directly responsible to:</strong> Dean of Lancaster University Leipzig</td>
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<td><strong>Matrix management:</strong> Head of Department, based at Lancaster University, UK</td>
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<td><strong>Supervisory responsibility for:</strong> N/A</td>
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<td><strong>Contracting Institute for role:</strong> Lancaster Leipzig GmbH</td>
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**Other contacts**

**Internal:** Academic colleagues and professional services staff in Lancaster University Leipzig, and School of Computing and Communications, and Faculty of Science and Technology (FST)

**External:** Relevant research funding bodies and councils, professional bodies, academic and research networks, publishers and media organisations, employers and business organisations

**Major Duties:**

To participate actively in the University’s teaching activities in Computer Science by pursuing high quality teaching in the context of our international taught portfolio; and knowledge exchange and public engagement.

1. To individually or collaboratively develop and contribute to a leading taught programme in the fields of computing including but not limited to human computer interaction, duties include:
   - Delivering an internationally-leading taught programme that is informed through our current research activity in the area.
   - Mentoring and managing students regarding academic matters.
   - Teaching, examining, and undertaking administrative duties on undergraduate and postgraduate programmes, as required.
   - Carrying out curriculum development in the form of design of individual and/or revision of courses within the department and international partner institutions.
   - Supervision of students and project dissertations undertaken by undergraduate and postgraduate students.
   - Undertaking personal development in teaching skills and practice, such as acquiring necessary teaching qualifications.
   - Provision of cover where necessary, sabbatical, staff absences, etc.

2. Citizenship, expectations of the role-holder in terms of their engagement with students, staff, partners, and sponsors.
   - To carry out specific departmental/wider institutional roles and functions as may be reasonably required.
   - Engage fully in departmental activity, as evidenced by participation in meetings, seminars, recruitment events, and running of the department.
   - To participate in continuing professional development, through seminars, conference attendance and engaging in training programmes offered by the University.
   - To actively strive towards helping meet departmental and institutional objectives.
• To undertake such other duties as may be reasonably requested and that are commensurate with the grade of the post.
• To behave in a manner in line with the University’s stated values.

Please note this role a full time, indefinite post based in Leipzig, Germany. The contracting employer for this role is Lancaster Leipzig GmbH