

THE UNIVERSITY OF NOTTINGHAM MALAYSIA
Recruitment Role Profile Form

Job Title: Assistant Professor

School/Department: School of Psychology, Faculty of Science

Salary: TBC

Job Family and Level: Research and Teaching

Contract Status: TBC

Location: School of Psychology, UNM Campus, Semenyih

Reporting to: Head of School

Purpose of the Role:

This is a generic Role Profile which outlines the main duties and responsibilities of an **Assistant Professor** in the School of Psychology. The role profile is not intended to be an exhaustive list of every aspect of the job and it is noted that it is likely that this position will be held in conjunction with School and/or Faculty-level administrative responsibilities.

Job Outline

The post holder will be expected to contribute to academic activities through the delivery of high quality teaching and research and s/he will be required to undertake administrative work and/or management functions as required and to generally assist with the efficient and effective running of the School of Psychology and wider university. The position will involve working closely with colleagues at the UK School and opportunities for travel to the UK may be provided.

Main Responsibilities

1	<p>Teaching, Learning and Support</p> <ul style="list-style-type: none"> • To design and deliver modules in specialist subjects, including setting of assessments and examinations, preparation, teaching, marking, tutorial support and associated administration. • To teach and examine students, particularly those on the undergraduate Psychology programmes and students taking modules in the relevant subject areas to the post. • To be Module Convenor for some of the modules associated with these undergraduate degrees and to maintain and develop both the quality and appropriateness of the course materials and the curriculum. • Continuously evaluate teaching content, delivery methods and assessment methods and make improvements. • To take a role in the admission of students to undergraduate degrees. • To take part in and contribute to staff development activities consistent with continuous professional development.
2	<p>Research</p> <ul style="list-style-type: none"> • To take the lead on, plan, develop and conduct individual and/or collaborative research objectives, projects and proposals either as an individual or as part of a broader programme. • To contribute fully to School research activities, including the provision of information required for the MyRA or similar activities • To establish a national reputation and regularly disseminate and explain research findings through leading peer-reviewed publications (on a sustained basis), conferences (both national and international) and other appropriate media. • To generate income by developing and winning support for innovative research proposals and funding bids. • Supervision of PhD students

3	Administration <ul style="list-style-type: none"> To assist with the efficient administration of the School and its activities. To support and comply with the University and School teaching quality assurance standards and procedures, including ensuring QAA and Quality Manual requirements are met in their own area of work. Respond to queries from staff and students (including applicants), providing information and advice and assisting in admissions. Prepare student handouts and handbooks. Maintain and develop on-line teaching resources (e.g. Moodle) for modules within subject area. Peer review of teaching by colleagues. Attend committees, teaching groups and relevant School meetings to ensure teaching and programmes are co-ordinated. To ensure compliance with ethics and health and safety requirements in all aspects of work.
4	Supervision <ul style="list-style-type: none"> Supervise and assess undergraduate students undertaking appropriate Research Projects within the school. Act as personal tutor providing tutorials, assessment and teaching observation. Pastoral care of students, providing advice and support relating to their studies.
5	External liaison <ul style="list-style-type: none"> Contribute to marketing activities, including domestic and international student recruitment. Liaise with Government organisations to ensure the courses at UNMC are recognised and accredited. Liaise with the British Psychological Society to ensure the courses at UNMC are accredited.
6	Any other duties appropriate to the grade and role.

Knowledge, Skills, Qualifications & Experience

	Essential	Desirable
Qualifications/ Education	<ul style="list-style-type: none"> PhD in Psychology or a relevant subject 	<ul style="list-style-type: none"> Undergraduate Degree in Psychology
Skills/Training	<ul style="list-style-type: none"> Evidence of excellent teaching and presentation skills relevant to psychology Teaching experience at HE level Excellent spoken English Excellent interpersonal skills, incorporating written and oral communication skills, time management, organizational, ICT literacy and administrative skills. 	<ul style="list-style-type: none"> A postgraduate teaching qualification, e.g. PGCHE or equivalent
Experience	<ul style="list-style-type: none"> Proven teaching experience in the Higher Education sector Ability to engage and retain the interest and enthusiasm of students and inspire them to learn 	<ul style="list-style-type: none"> Administrative duties associated with taught modules in Higher Education

Decision Making

i) taken independently by the role holder;

- Teaching and guidance of students
- Setting and marking of assignments and exam papers
- Personal tutorial support to students, content of seminars
- Recommendations for the admission of students
- Individual research
- Final admissions decisions

ii) taken in collaboration with others;

- Aspects of course/curriculum development and new programmes of study

- Ensure academic and administrative quality of courses

iii) referred to the appropriate line manager by the role holder.

- New module development/approval
- Complex pastoral issues
- Disciplinary/grievance procedures