UNIVERSITY OF WARWICK

Job Description

Job Title	Assistant or Associate Professor
Department	Mathematics
Grade	7 (Assistant) / 8 (Associate)

Job purpose (a brief summary of the role)	The postholder will undertake research, teaching, administration, and other activities supporting the work of the Department and developing and enhancing its reputation, both internal and external to the University.
Duties and responsibilities	**Research** 1.To pursue individual and/or collaborative research of high quality. 2. To publish research outcomes in appropriate journals of international standing and to disseminate the result of research and scholarship in other reputable outlets. 3. To enhance the research reputation and external visibility of the Department and University by presenting research findings at national and international conferences, and by organising meetings at Warwick and elsewhere. 4. To secure, in collaboration with colleagues as appropriate, external funding through research grants or contracts to support a developing research agenda. 5. Where appropriate, to manage research projects within the University, including their financial control. 6. Where appropriate, to supervise post-doctoral research assistants, MSc and PhD students, and technical and other support staff engaged in research. 7. To contribute to the research plans developed by the Department, including providing such information as may be required to monitor the progress of each member of staff's research programme and to support the Department fully in the preparation of material required for research assessments or similar activities. 8. Where appropriate, to develop the socio-economic impact of research achievements and/or explore entrepreneurial opportunities, and with the help of Research and Impact Services and Warwick Innovations, protect research results through patent applications or copyright, ensuring intellectual property rights benefit both the University and the researcher. **Teaching** 9. To give lectures, seminars, tutorials, and other classes as appropriate in support of the required teaching obligations. 10. To supervise project work by undergraduate students, as required.

	11. To co-operate with colleagues in the continuous review and development of the curriculum and in the design and launch of new degrees or other academic awards where appropriate. 12. To design and be responsible for the contents of specific areas of teaching and learning within the undergraduate and postgraduate programmes. 13. To ensure that student feedback on teaching is sought through questionnaires and other sources and to respond constructively to such feedback. 14. To maintain a broad knowledge of research and scholarship in relevant fields to ensure that teaching meets the standards expected within a research-led University. 15. To set and mark examination questions in a timely manner, and to undertake other academic duties (e.g. invigilation, pastoral support of students) required to sustain the delivery of high-quality teaching. 16. To support and comply with the University and Departmental teaching quality assurance standards and procedures including the provision of such information as may be required by the Department or the University. **Administration and Other Activities** 17. To undertake such specific departmental roles and management functions as may be reasonably requested by the Head of Department. 18. To participate in Department activities such as Open Days, Graduation Ceremonies, and outreach events as required. 19. To attend Department meetings and to participate in other committees and working groups within the Department, the Faculty, and the University. 20. To participate in relevant professional activities and engage in continuous professional development. 21. To undertake external commitments which reflect well on the department and enhance the reputation of the University. 22. To ensure compliance with health and safety in all aspects of work. The duties and responsibilities outlined are not intended to be an exhaustive list but provide guidance on the main aspects of the job. The post holder will be required to be flexible in their duties. The university's academic contract requires that staff should live a "reasonable distance" from the campus. In practice, this means that the department is not obliged to take where you live into account when assigning duties or timetabling lectures, but we do our best to accommodate staff with caring responsibilities.

Person Specification

The Person Specification focuses on the essential and desirable knowledge, skills, experience and qualifications required to undertake the role effectively. This is measured by (a) Application Form, (b) Test/Exercise, (c) Interview, (d) Presentation.

Essential Criterion No.	Essential Criterion Description	Measured by
E1	Possession of a PhD in Mathematical Sciences and some years of postdoctoral experience on application.	A
E2	Strong research potential with the ability to initiate, develop, and deliver high quality research independently.	A,C & D
E3	Excellent published work in relevant fields.	A & C
E4	Ability to teach undergraduate students in lectures, example classes, and tutorials.	A,C & D
E5	Ability or potential to obtain external grant funding to support research projects.	A & C
E6	Ability to work effectively as part of a team, both in research and teaching.	A & C
E7	Evidence of effective teaching and lecturing at the university level. (Associate)	A & C
E8	Evidence of teaching and lecturing experience at the university level. (Assistant)	A & C

Desirable Criterion No.	Desirable Criterion Description	*Measured by*
D1	Experience or interests which contribute to the department's aims of promoting equality and diversity in Mathematics.	A & C
D2	Potential of research to have socio-economic impact.	A,C & D
D3	Experience in module and curriculum development.	A & C
D4	Experience in supervision of undergraduate projects, PhD students, and/or postdoctoral researchers.	A & C
D5	Alignment with departmental research priorities.	A,C & D