

JOB DESCRIPTION

POST TITLE:	Assistant Professor
DEPARTMENT:	History
SUB-DEPARTMENT:	Italian Renaissance History
POST RESPONSIBLE TO:	Head of Department, History
SALARY:	£36,532 - £43,622 pa
REFERENCE NUMBER:	30119-109
CLOSING DATE:	1 December 2009

JOB PURPOSE:

To undertake research, teaching, administrative and other activities supporting the work of the History Department.

DUTIES AND RESPONSIBILITIES:

Research

1. To contribute to a strong research base within the Department in order to pursue individual and collaborative research of high quality.
2. To publish research outcomes in appropriate journals of international standing; to disseminate the results of research and scholarship in other appropriate outlets.
3. To attend and present research findings and papers at academic and professional conferences, and to contribute to the external visibility of the Department and University.
4. To secure, in collaboration with colleagues as appropriate, external funding through research grants or contracts to support a developing research agenda in history.

Teaching

1. To undertake undergraduate and postgraduate teaching, including the supervision of undergraduate and postgraduate research work and the design and delivery of specific areas of research-led teaching at both undergraduate and postgraduate levels.
2. To regularly spend the autumn term based in Venice, delivering undergraduate teaching and pastoral care to students engaged in the Department's 'Renaissance and Modern Stream' of the single honours History degree.
3. To develop and apply innovative and appropriate teaching techniques and materials, creating interest, understanding and enthusiasm amongst students.
4. To attract and successfully supervise postgraduate students.
5. To undertake academic duties (e.g. setting examination questions, collecting student feedback through questionnaires, marking, invigilation and pastoral support of students) required to sustain the delivery of high quality teaching.

6. To support and comply with 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

1. To undertake such specific Departmental roles and management functions as may reasonably be required by the Head of Department, including attendance at Departmental meetings and participation in other committees and working groups within the Department, the Faculty, and the University.
2. To engage in continuous professional development, including participation in relevant professional activities.
3. To participate in relevant professional activities and undertake external commitments, which reflect well on, and enhance the reputation of the Department and the University.

The duties and responsibilities outlined are not intended to be an exhaustive list but rather to provide guidance on the main aspects of the post. The post-holder will be required to be flexible in his or her duties.

PERSON SPECIFICATION

POST TITLE: Assistant Professor

DEPARTMENT: History

The Person Specification focuses on the knowledge, skills, experience and qualifications required to undertake the role effectively.

REQUIREMENTS	ESSENTIAL (E) or DESIRABLE (D) REQUIREMENTS	MEASURED BY: a) Application Form b) Writing sample c) Interview d) Presentation
The post-holder must be able to demonstrate:		
2:1 honours degree or equivalent in History or a cognate discipline	E	a
PhD or equivalent in Italian Renaissance History, or an analogous field	E	a
Ability or potential to initiate, develop and deliver high quality research and to publish in peer-reviewed journals and academic monographs	E	a, b, c
A track record of high quality published research in relevant fields	D	a, b
Research skills – qualitative and/or quantitative	E	a, b, c, d
Ability or potential to generate external funding and lead funded research projects	E	a, c, d
Complementarity of research interests with those of the existing members of the History Department	E	a, b, c, d
Experience in higher education	E	a, c, d
Ability to teach undergraduate and postgraduate students, including competency in IT and familiarity with a computerised environment	E	a, c, d
Experience of undergraduate teaching	E	a, c
Experience of postgraduate teaching	D	a, c
The ability to work effectively with fellow academics and with other staff as a member of a team	E	a, c, d
Engaged in continuous professional development	E	a, c
Excellent command of spoken and written English, effective communication skills	E	a, b, c, d

In accordance with the national agenda in higher education to modernise pay and grading structures, the University of Warwick has completed a significant programme of change that has seen the introduction of a new pay spine and single job evaluation scheme. The work commenced in September 2004 and was communicated and implemented across the University in August 2006.

All salaries detailed within this recruitment document are post implementation and will be subject to normal salary progression as defined by the relevant terms and conditions of service.

In conjunction with this, the University has now concluded discussions with trade unions and with effect from 1st October 2009 has implemented harmonised terms of employment.

JOB DESCRIPTION

POST TITLE:	Associate Professor
DEPARTMENT:	History
SUB-DEPARTMENT:	Italian Renaissance History
POST RESPONSIBLE TO:	Head of Department, History
SALARY:	£44,930 - £52,086 pa
REFERENCE NUMBER:	30119-109
CLOSING DATE:	1 December 2009

JOB PURPOSE:

To undertake research, teaching, administrative and other activities supporting the work of the History Department.

DUTIES AND RESPONSIBILITIES:

Research

1. To contribute to a strong research base within the Department in order to pursue individual and collaborative research of high quality.
2. To publish research outcomes in appropriate journals of international standing; to disseminate the results of research and scholarship in other appropriate outlets.
3. To attend and present research findings and papers at academic and professional conferences, and to contribute to the external visibility of the Department and University.
4. To secure, in collaboration with colleagues as appropriate, external funding through research grants or contracts to support a developing research agenda in history.

Teaching

1. To undertake undergraduate and postgraduate teaching, including the supervision of undergraduate and postgraduate research work and the design and delivery of specific areas of research-led teaching at both undergraduate and postgraduate levels.
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5. To undertake academic duties (e.g. setting examination questions, collecting student feedback through questionnaires, marking, invigilation and pastoral support of students) required to sustain the delivery of high quality teaching.
6. To support and comply with 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

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PERSON SPECIFICATION

POST TITLE: Associate Professor

DEPARTMENT: History

The Person Specification focuses on the knowledge, skills, experience and qualifications required to undertake the role effectively.

REQUIREMENTS	ESSENTIAL (E) or DESIRABLE (D) REQUIREMENTS	MEASURED BY: a) Application Form b) Writing sample c) Interview d) Presentation
The post-holder must be able to demonstrate:		
2:1 honours degree or equivalent in History or a cognate discipline	E	a
PhD or equivalent in Italian Renaissance History, or an analogous field	E	a
Ability or potential to initiate, develop and deliver high quality research and to publish in peer-reviewed journals and academic monographs	E	a, b, c
A track record of high quality published research in relevant fields	E	a, b
Research skills – qualitative and/or quantitative	E	a, b, c, d
Ability or potential to generate external funding and lead funded research projects	E	a, c, d
Complementarity of research interests with those of the existing members of the History Department	E	a, b, c, d
Experience in higher education	E	a, c, d
Ability to teach undergraduate and postgraduate students, including competency in IT and familiarity with a computerised environment	E	a, c, d
Experience of undergraduate teaching	E	a, c
Experience of postgraduate teaching	E	a, c
The ability to work effectively with fellow academics and with other staff as a member of a team	E	a, c, d
Engaged in continuous professional development	E	a, c
Excellent command of spoken and written English, effective communication skills	E	a, b, c, d

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FURTHER PARTICULARS

The University

The University of Warwick is arguably the most successful of UK universities founded within the past half-century, and has earned an outstanding reputation both for research and teaching. Warwick is comfortably ranked within the top ten of all UK university league tables. The latest national UK newspaper tables (Times, Guardian, Independent, December 2008) all ranked Warwick in 7th place overall for research based on its performance in the Research Assessment Exercise.

Founded in 1965 Warwick has been a unique and uniquely successful British university combining a “can-do” entrepreneurial spirit with a commitment to absolute academic excellence. Professor Nigel Thrift, Warwick’s 5th Vice-Chancellor, was appointed in 2006 to transform the University from a leading university within the UK to become one of the world’s top 50 universities by 2015. A new university strategy has been launched as a result of extensive consultation with staff, students and Warwick’s many external stakeholders, and is making good progress.

Warwick employs over 5,000 members of staff, of whom 2,400 are academic and research staff spread across 28 academic departments and 30 research centres; The University’s most recent QAA Institutional Audit in November 2008 resulted in findings of “confidence” in our management of academic standards and the quality of the learning experience, and a very positive report. The results of the 2008 Research Assessment Exercise (RAE) again reiterated Warwick’s position as one of the UK’s leading research universities, being ranked 7th overall in the UK (based on multi-faculty institutions). 65% of Warwick’s research is ‘world-leading’ or ‘internationally excellent’, with a quality level of either 3* or 4*. 19 Warwick Departments were ranked in the top 10 in the UK in their units of assessment and Warwick achieved a 35% increase in the number of staff selected in RAE 2008, with almost 90% of staff submitted.

The University of Warwick has a total student population of 17,000 (full-time equivalent) of whom approximately 11,000 are undergraduates and 7,000 are postgraduates. The University is an international and cosmopolitan body which is committed to tackling major global problems through research and teaching. Many of Warwick’s staff originate or were educated overseas and almost a third of the total student population comes from over 120 countries outside of the UK.

The University’s campus, located on a 400-acre site spanning the south west boundary of Coventry and the county of Warwick has an open and pleasant outlook. The campus offers excellent sporting facilities, including a swimming pool, a newly refurbished gym, a climbing wall, an all weather running track and acres of football and rugby pitches. An indoor tennis centre has recently been opened. The renowned Warwick Arts Centre is one of the largest outside London with the Mead Gallery showing visiting collections of contemporary art, a concert hall, two theatres and a cinema. The 1,500 seat Butterworth Hall will reopen in Autumn 2009 following a £6.9 million redevelopment.

The University of Warwick is ideally placed for easy access to London (just over one hour on the train), close to the picturesque towns of Warwick, Kenilworth and Leamington Spa and about 45 minutes from the centre of Birmingham. Immediately to the south of the main campus is rural Warwickshire and both Shakespeare’s Stratford and the Cotswolds are just 30 minutes away.

The University of Warwick has a turnover approaching £350 million. The University continues to invest heavily in its campus infrastructure and environment and current developments include a multi million pound Students’ Union building, a new Clinical Trials Unit for Warwick Medical School and a complete redevelopment of the Butterworth Hall in the Warwick Arts Centre. Future developments include a £2 million refit of our Chemistry teaching labs, new student residences and further extension of the Warwick Business School.

Recent completed development includes the state-of-the-art £50 million Warwick Digital Laboratory the foundation stone for which was laid by Prime Minister Gordon Brown in May 2007 and he returned to formally open the building in 2008.

Further details about the University of Warwick can be found at <http://www.warwick.ac.uk>

The Managerial and Administrative Structure of the University

The University's administrative and managerial structure is headed by the Vice-Chancellor, supported by the Deputy Vice-Chancellor, the Registrar, the Deputy Registrar and the Finance Director. However, as with all such structures, the informal lines of decision making and the sharing of responsibility for planning and strategy flatten the hierarchy. Institutional level decisions are initially made by a group comprising academics and administrators who form the Senate Steering Committee which operates much along the lines of a weekly cabinet for the University.

The Registrar, Mr Jon Baldwin, is responsible for the administration of the University and is supported in this task by a team of Senior Officers, each of whom is responsible for a key area and associated offices of University administration: the Academic Registrar, the Estates Director, the Director of Human Resources and Commercial Activities, the Director of IT Services, the Director of Development, Communication and Strategy, and the University Librarian. A number of office heads and directors report in turn to these Senior Officers. To ensure overall co-ordination between and across the University's administration, all administrative posts within academic departments have a "dotted line" reporting to the University Registrar as well as the Department in which they are based.

The Post

The University of Warwick is seeking to appoint an Assistant or Associate Professor in Italian Renaissance History. A strong research record is essential. The Department will also be looking for ability to convert pioneering research into high quality published work. Candidates must be prepared to regularly spend the autumn term based in Venice, delivering undergraduate teaching and pastoral care to students engaged in the Department's 'Renaissance and Modern Stream' of the single honours History degree. The successful candidate will demonstrate willingness and ability to advance the Department's and the University's established and emerging research and teaching initiatives.

Although this post is initially for five years, there is the possibility of an extension beyond this date dependent upon funding and performance.

The History Department

The History Department at Warwick is one of the largest in the country, with a strong international reputation, and high rankings in university guides and surveys. The Department was rated Excellent in the Teaching Quality Assessment. It rated second nationally in terms of grade point average (GPA) in the 2008 Research Assessment Exercise (RAE) www.rae.ac.uk. It attracts undergraduate and graduate students of high calibre from the UK and overseas.

The Department's research activity is characterised by a strong spirit of co-operation, which extends across the Arts Faculty and the University as a whole. Nationally and internationally Warwick History acts as a focus for innovatory developments in social and cultural history. Past and present partner universities and institutions in a range of research activities include the Technical University Dresden, Paris I Panthéon-Sorbonne, University of Maastricht, University College Dublin, and Chicago's Newberry Library. The Centre for Renaissance Studies operates with input from members drawn from several disciplines including History, and the Department also enjoys close connections with the Centre for Caribbean Studies and the Humanities Research Centre. The Eighteenth-Century Centre has a special programme of research development with Waddesdon Manor, the Rothschild chateau which holds major collections of eighteenth-century furnishings and ornaments as well as archives, prints and books. For those working in global and imperial contexts, the Department has the Global History and Culture Centre, with an emerging research group working in this area. The Department's Wellcome Trust funded Centre for the History of Medicine launched an ambitious five year programme entitled "Situating Medicine: New Directions in the History of Medicine" in Autumn 2008. The Department sponsors seminars and reading groups in early modern history, modern history, history of the Americas, global history, cultural history, the eighteenth century, and the history of medicine. Research is fostered by the University's generous provision for sabbatical leave and by administrative

and financial support for developing grant applications. The Department has a strong track record in attracting externally-funded grants.

Warwick History is a research-led department, which encompasses the School of Comparative American Studies (CAS). Of the 39 permanent academic members of the Department, roughly one-third research the Renaissance/early modern era and two-thirds are historians of the modern period. Geographically, research in the Department currently covers Africa, Comparative American History (Caribbean, Latin America and North America); British History from the early modern period to the present; Continental European History from the Renaissance to the present; and Asian history from the Ming Dynasty to the present, with a particular emphasis on South Asia. Thematically, scholars in the Department are clustered in fields that include race, ethnicity and slavery; popular and political protest; the history of religion; gender and family history; eighteenth-century studies; the history of technology; cultures and practices of health; global history; visual and material culture (including film); and the interface between history and literature.

Staff in the History Department enjoy access to a range of Department, and University, funded resources that support individual and collaborative research projects. The Department's research programmes and activities include, but also extend significantly beyond, funded research centres in: History of Medicine, Caribbean Studies, the Eighteenth Century, Global History and the Renaissance. In addition to institutional support, these Centres enjoy substantial external funding from sources which include the Arts and Humanities Research Council (AHRC), the Economic and Social Research Council (ESRC), the Leverhulme Trust, the Andrew W. Mellon Foundation, and the Wellcome Trust. The University also has a base in Venice, currently at the Palazzo Pesaro Papafava, where it runs a longstanding teaching programme in the autumn term and is piloting research-based programmes and conferences.

Each year the History undergraduate programme recruits approximately 110 students to the single honours History degree and the History and Culture degree, with a further 70 students recruited to joint degrees with Politics, Sociology and French. About thirty percent of the single honours History BA students specialise in Renaissance History and as part of their programme have an integrated term of study in Venice. History participates actively in Erasmus schemes, sending its students to study in France, Germany, Italy and Spain. The Department's Americanists participate fully in its undergraduate programmes, as well as running a separate degree in Comparative American Studies with its own intake of 30 students. Students on the CAS degree spend one year of their programme studying in the Americas. In subject rankings for *The Guardian University Guide for 2008*, the History programme was ranked in 7th place and the CAS degree was ranked in 1st place.

The Department has approximately 110 postgraduate students, registered for MAs and PhDs. Our MA programmes comprise: Religious and Social History 1500-1700; Eighteenth-Century Studies; Culture, Class and Power (European History Since 1850); Society and Culture in the Cold War; Modern British History; Social History of Medicine; History of Race in the Americas, and the MA in History.

For full details of the Department's research and teaching activities, please visit the websites of the History Department and Comparative American Studies at: www.warwick.ac.uk/go/history and www.warwick.ac.uk/go/cas.

Recruitment of Ex-Offenders Policy

(Developed in line with the CRB Disclosure information pack, part DIP011)

This Policy applies to all staff recruitment at the University of Warwick.

As an organisation using the Criminal Records Bureau (CRB) Disclosure service to assess applicants' suitability for positions of trust, the University of Warwick complies fully with the CRB Code of Practice and undertakes to treat all applicants for positions fairly. It undertakes not to discriminate unfairly against any subject of a Disclosure on the basis of a conviction or other information revealed.

The University of Warwick is committed to the fair treatment of its staff, potential staff or users of its services, regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical/mental disability or offending background.

Our written policy on the recruitment of ex-offenders is made available to all applicants at the outset of the recruitment process.

We actively promote equality of opportunity for all with the right mix of talent, skills and potential and welcome applications from a wide range of candidates, including those with criminal records. We select all candidates for interview based on their skills, qualifications and experience.

A Disclosure is only requested after a thorough risk assessment has indicated that one is both proportionate and relevant to the position concerned. For those positions where a Disclosure is required, all application forms, job adverts and recruitment briefs will contain a statement that a Disclosure will be requested in the event of the individual being offered the position.

Where a Disclosure is to form part of the recruitment process, we encourage all applicants called for interview to provide details of their criminal record at an early stage in the application process. We request that this information is sent under separate, confidential cover, to a designated person within the University of Warwick and we guarantee that this information will only be seen by those who need to see it as part of the recruitment process.

Unless the nature of the position allows the University of Warwick to ask questions about the applicants entire criminal record, we only ask about 'unspent' convictions as defined in the Rehabilitation of Offenders Act 1974.

We ensure that all appropriate staff in Human Resources at the University of Warwick who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences. We also ensure that they have received appropriate guidance in the relevant legislation relating to the employment of ex-offenders, e.g. the Rehabilitation of Offenders Act 1974. Line managers are advised who to approach for support on these issues.

At interview, or in a separate discussion, we ensure that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position. Failure on the part of the applicant to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment.

We make every subject of a CRB Disclosure aware of the existence of the CRB Code of Practice and make a copy available on request.

We undertake to discuss any matter revealed in a Disclosure with the person seeking the position before withdrawing a conditional offer of employment.

We do not accept Disclosures transferred from other organisations and do not supply Disclosures requested by us to any external organisations.