

## **JOB DESCRIPTION**

<b>POST TITLE:</b>	Assistant Professor
<b>DEPARTMENT:</b>	Centre for Translation and Comparative Cultural Studies
<b>POST NO:</b>	34928-048
<b>POST RESPONSIBLE TO:</b>	Head of Department
<b>SALARY</b>	£33,779 – £40,335 pa
<b>CLOSING DATE</b>	27 May 2008

### **Job Purpose**

You will undertake research, teaching, administration and other activities supporting the work of the Centre and developing and enhancing its reputation, both internal and external to the University.

### **Duties and Responsibilities**

There is some flexibility in the areas of specialism sought from the successful candidate. The Centre would however be particularly interested in the candidate being able to contribute to World Literature, Translation Studies and related areas including the subject areas of comparative cultural studies and postcolonial studies.

### **Research**

1. To establish a sound research base within the Department in order to pursue individual and collaborative research of high quality consistent with making a full active research contribution to the Department in line with the departmental objective of obtaining the highest rating in the next RAE.
2. To secure, in collaboration with colleagues as appropriate, external funding through research grants or contracts to support a developing research agenda.
3. To manage research projects within the University, including their financial control and to supervise post-doctoral research assistant, research students, technical and other support staff engaged in research.
4. To consider the value of research achievements within their potential commercial context and where appropriate and with the assistance of the Research Support Services, take appropriate action to protect such research results by patent application or copyright to the potential benefit of the University.
5. Where appropriate and expedient, to secure contract work to the benefit of (your) research activity and to provide resources to underpin this activity.
6. To publish research outcomes in appropriate journals of international standing and to publish and disseminate the results of research and scholarship in other outlets
7. To identify and explore with the Department and the University any entrepreneurial opportunities which may arise and to ensure that intellectual property rights are protected for the benefit of the University and the researcher.

8. To attend and present research findings and papers at academic and professional conferences, and to contribute to the external visibility of the department.
9. To contribute fully to the research plans developed by the Department, including providing such information as may be required by the Department 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 the RAE or similar activities.

### **Teaching**

10. 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.
11. To design, and be responsible for the contents of specific areas of teaching and learning within the undergraduate and postgraduate programmes.
12. To give lectures, seminars, tutorials and other classes as appropriate in support of the required teaching obligations and to supervise laboratory work by undergraduate and postgraduate students, as appropriate.
13. To supervise undergraduate and postgraduate project work.
14. To support students during any industrial placements, fieldwork or exchange programmes as required.
15. To ensure that student feedback on teaching is sought through questionnaires and other sources and to respond constructively to such feedback.
16. To maintain a broad knowledge of up-to-date research and scholarship in relevant fields to ensure that teaching meets the standards expected within a research-led University.
17. To undertake academic duties (i.e. setting examination questions, marking, invigilation and pastoral support of students) required to sustain the delivery of high quality teaching.
18. 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**

19. To undertake such specific departmental roles and management functions as may be reasonably required by the Head of Department.
20. To attend departmental meetings and to participate in other committees and working groups within the department, the faculty and the University.
21. To participate in relevant professional activities.
22. To engage in continuous professional development.
23. To undertake external commitments, which reflect, well and enhance the reputation of the University.
24. 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 postholder will be required to be flexible in their duties.

## PERSON SPECIFICATION

**POST TITLE:** Assistant Professor

**DEPARTMENT:** Centre for Translation and Comparative Cultural Studies

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

<b>REQUIREMENTS</b> The postholder must be able to demonstrate:	<b>ESSENTIAL (E) OR DESIRABLE (D) REQUIREMENTS</b> (please indicate)	<b>MEASURED BY:</b> a) Application Form b) Interview c) Presentation d) References
2.1 or above Honours degree or equivalent	E	a
Possession of a PhD	E	a
Ability to initiate, develop and deliver high quality research projects and proposals	E	a, b, c, d
Evidence of relevant research potential, including potential to publish in appropriate leading journals and strong commitment to further publication	E	a, b, c, d
Recent evidence of effective teaching at undergraduate and postgraduate level	E	a, b, c, d
Capacity to work with and support other staff in developing both their teaching and research potential	E	a, b, c, d
Demonstration of leadership and responsibility in at least one area of academic administration and willingness to accept further roles.	D	a, b, c, d
Willingness and ability to seek externally-funded research programmes	E	a, b, c
Willingness and ability to initiate development in the curriculum	E	a, b, c
Strong communication and presentation skills	E	a, b, c

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 is now working towards harmonising terms and conditions. Further details on this phase of the project will be available shortly.

## 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 newspaper rankings including 6<sup>th</sup> in the most recent Sunday Times Good University Guide.

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 5<sup>th</sup> 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; 91% of the academic staff are in departments with research ratings of 5 or 5\*. Of the 24 departments assessed under the subject review process, 22 were rated excellent (or scored 21 or more out of 24) for teaching quality.

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. Nearly one-quarter of Warwick’s students are international, helping to create a vibrant and cosmopolitan campus environment which is valued and celebrated by the University.

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 and was voted “Best University Campus” in a national student poll published by the Times Higher Education Supplement in 2006. 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 the largest outside London with the Mead Gallery showing visiting collections of contemporary art, a concert hall, two theatres and a cinema.

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. The University is in the heart of Shakespeare’s Warwickshire with historic Stratford-upon-Avon, the Royal Shakespeare Company and the Cotswolds all within easy reach.

The University of Warwick has a turnover approaching £350 million. The University continues to invest heavily in its campus infrastructure and environment and its future capital plan includes: a new student union building; a 500 bed student residency; new hotel accommodation for visiting academics; a refurbishment of the Library; a further extension to the Warwick Business School; and a state of the art Warwick Digital Laboratory, the foundation stone for which was laid by Prime Minister Gordon Brown in May 2007. Capital investment in the next year alone will total £35 million.

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 Campus Affairs, the Director of IT Services, the Director of Communication and Strategy, the Director of the International Office, the Director of Research Support Services 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 Centre for Translation and Comparative Cultural Studies

The Centre has achieved the highest research quality rating (5\*) in the most recent Research Assessment Exercise (Higher Education Funding Council, 2001) and top-rated for teaching ("excellent").

It has a long established international reputation as a leading Research Centre in interdisciplinary and intercultural studies, with special focus on translation and cultural transfer.

The Warwick approach to translation and comparative study focuses primarily on questions of intercultural transfer processes. The unique feature of the Warwick Centre is the integration of interdisciplinary elements which enables students to feel a strong sense of belonging to a coherent group of scholars, whilst at the same time making it possible to pursue individual research in a wide range of fields.

The highly successful degrees in Translation Studies and Colonial and Postcolonial Literature in English established by Professor Susan Bassnett and Professor David Dabydeen have been in operation since the 1980s, attracting students from all over the world. The Centre has a lively international student population, reading for MA, MPhil, and PhD degrees. The courses are enriched by a carefully planned programme of visiting speakers, and students are encouraged to participate in conferences and a doctoral seminar organised annually by staff members and PhD students. All students are actively encouraged to organise academic events and reading groups that may lead to the publication of papers in the Centre's in-house publications.

The Centre's objectives are:

1. The creation of highly responsive and creative learning structures in all the Centre's courses, combining continuous internal review and feedback with responsiveness to the needs of students.
2. To enhance knowledge and understanding of the problem of communication in the modern world, addressed both in the area of translation studies and cultural studies.
3. Effective teaching of advanced critical analysis to an academically rigorous standard.
4. In extremely fast-moving subjects, to maintain a continuous interaction between teaching and research, both by sharing cutting-edge work done within the Centre itself through seminars, and by continuous interaction with outside speakers, other comparable institutions world-wide, and a programme of visiting fellows.
5. The maintenance of a strong presence internationally, through overseas student recruitment, lectures given in other institutions, and high-profile published work specially associable with the Centre.

Please browse our website for further information on our courses and research:  
<http://www2.warwick.ac.uk/fac/arts/ctccs/>

### The Post

**NB: Due to teaching requirements you must be able to commence employment by 1<sup>st</sup> October 2008.**

Applications are invited for an Assistant Professor in Comparative and/or World Literature and Translation Studies.

The Centre for Translation and Comparative Cultural Studies is seeking to appoint a person who can supplement the Centre's strong international reputation in both teaching and research. The person appointed will have the opportunity to teach at postgraduate level and will be expected to demonstrate a continuing commitment to undergraduate or postgraduate teaching within the fields of World Literature and Translation Studies, including the subject areas of comparative cultural studies and postcolonial studies where appropriate. Experience of collaborative and/or empirical research and of research funding, would be an advantage.

## **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 Personnel Services 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.