

Job Description: Associate Professor (Education)

Post title and post number	Associate Professor (China based)
College/Budget Centre	College of Medical and Dental Sciences
School/Department	School of Biomedical Sciences
Full time/Part time	Full Time
Duration of the Post	Permanent
Salary	
Additional information	
Terms and Conditions	Academic Teaching Staff
Closing Date	
Grade	9

Summary of Role

The individual will be based full-time at Huazhong University of Science and Technology (HUST; 华中科技大学), China.

You will contribute at a senior level and on a sustained basis to the teaching, leadership and administration of the Joint Educational Programme (JEP) delivered at HUST.

The individual will take significant responsibility for, and leadership of, the teaching and learning on the JEP, acting as the HUST-based Programme Lead for the UoB BSc Biomedical Sciences degree within the JEP. The role will also include enhancement of the student experience or employability, that are of manifest benefit to the College and the University. It is expected that you will demonstrate a significant contribution to the advancement of teaching (policy, practice, standards) of the subject and provide leadership in teaching and learning that is innovative to the subject area or institution.

Management and administration to include programme leadership and management activity, schools outreach and public engagement.

In addition, you will be expected to contribute to academic citizenship, likely to be demonstrated through generous, mutually respectful and supportive working relationships with all staff, students and external stakeholders and ensuring the way you carry out your role impacts positively on how others carry out theirs.

Main Duties / Responsibilities

Education

You will contribute across the range of teaching and learning activities:

- Lead on curriculum development and/or renewal
- Lead on development of teaching, learning and assessment strategies, policies and quality assurance within the JEP.
- Lead on the management and the development of approaches to teaching and learning, including designing innovative approaches and supporting colleagues to use them in the subject area or more broadly across a discipline or programme of activity and informed by scholarly practice
- To develop and apply innovative teaching approaches and materials to enable enhanced student learning.

- Contribute to the development and management of assessment strategies within the School.
- To contribute to ad hoc educational projects undertaken within the School, College, Institute and University, including dissemination of findings at conferences and in publications.
- Engage with the Careers Network and external stakeholders to develop potential placement opportunities for the biomedical science programme.
- Advance the practice of teaching in their modules and within the school.
- Play an important role in student academic support.
- Inform your teaching practice by discipline-based research.
- Frequently update your subject expertise, and undertake personal professional development in teaching, including self-reflection on own teaching, using student and peer review feedback, to enhance own teaching and learning processes.
- To play an important role in the recruitment and admission of students e.g. through open day activities
- Act as an education mentor to colleagues in the School/Department/College or more widely;

Use a variety of methods in teaching and advising individuals and groups of undergraduates, including (as appropriate):

- Teaching and examining Biomedical Science modules on the JEP
- Planning and reviewing your own teaching approaches and encouraging others to do the same.
- Designing contemporary, inclusive, engaging and academically challenging curriculum content including actively engaging students in curriculum design.
- Working collaboratively with colleagues to design and deliver teaching, learning and assessment.
- Using digital resources/environments effectively to support learning and assessment.
- Where appropriate, undertaking and developing the full range of responsibilities in relation to supervision, marking and examining.
- Undertake own teaching, which will include teaching and examining courses at a range of levels, planning and reviewing own teaching approaches, developing programme proposals, supervision, marking and examining. You will ensure that your teaching practice is informed by discipline-based research, through participating in the research culture of the School.

Management/Administration

To contribute to School administration and represent the School on College/University committees or working groups when appropriate. Where appropriate to the discipline, this is likely to include some but not all of the responsibilities listed below.

- Making an important contribution to the development and running of the School, for example, taking leadership on teaching delivery and/or assessment;
- Support the Schools international strategy to enhance the Schools International footprint, including contributing to the development of student exchange programmes as well as TNEs
- Advising on personal development of colleagues and students, including acting as a mentor.
- Making a sustained contribution to widening participation, schools' outreach and/or public understanding of the discipline.

- Promoting equality, diversity and inclusion through monitoring and evaluation and actively challenging unacceptable behaviour.

Citizenship

Contributing to an inclusive working environment:

- Pursuing your activities in a way that helps others to pursue their activities effectively and efficiently.
- Demonstrating a willingness to be involved in a variety of activities supporting University life (e.g., participation in graduation, School committees).
- Demonstrating support for colleagues, such as sharing resources, providing advice.
- Willingness to volunteer for one-off duties (such as supporting School/PAU projects).
- Taking collective ownership of challenges faced by the School or College and working with colleagues to develop solutions;
- Positively engaging in School strategic initiatives.
- Proactive support and involvement in activities specifically contributing to a positive and inclusive community spirit across the School/College/University.
- Mentoring and coaching of colleagues, particularly those in the early stages of their career.

Person Specification

- A PhD or equivalent in a Biomedical discipline.
- Demonstrable excellence in delivering Biomedical education (to include human physiology), management and administration.
- Ability to be based in China.
- TEFL and CELTA (or equivalent English Language teaching qualification) would be an advantage but is not essential.

Learning and teaching requirements

An excellent teaching profile and performance in terms of both impact and quality. Teaching quality demonstrated to be informed by an appropriate level of scholarship.

- Substantial teaching experience at an internationally recognised University
- Successful and sustained use of a range of appropriate teaching methods, and assessment strategies that promote high quality learning, including learning that is flexible, distinctive and current and stimulates learners' natural curiosity.
- Extensive experience of module design, assessment and leadership, and expertise in delivering teaching across a range of biomedical subjects.
- Evidence of excellent working relationships with an array of stakeholders.
- Experience of working in a programme management team.
- Experience of quality assurance and enhancement
- Skills in managing, motivating & mentoring others.
- Evidence of scholarship in education (for example Fellowship of HEA, PGCert or equivalent)
- Experience of working with a range of external stakeholders in developing and or managing educational activity, possibly at an international level.
- High quality and sustained contributions to fostering excellence in teaching activities more widely, i.e. in the Department/School or College and/or externally.

Management and administration-related requirements

- Ability to contribute to School/programme management processes.
- Ability to assess and organise resources effectively.
- Understanding of and ability to contribute to broader management/administration processes.
- Experience of championing Equality, Diversity and Inclusion in own work area.
- Ability to monitor and evaluate the extent to which equality and diversity legislation, policies, procedures are applied.
- Ability to identify issues with the potential to impact on protected groups and take appropriate action.