



Job Description

Associate Lecturer (Teaching)

UCL Institute of the Americas

Grade: Grade 7

Salary: £40,125-£43,533 pro-rata per annum including London Allowance

Hours of Work: 7.3 hours per week (0.2FTE)

Duration: 11 January 2021 to 11 May 2021

Location: Combination of remote working and on-site at 51 Gordon Square

Reports to

Institute Director.

Context

The UCL Institute of the Americas (UCL-IA) is a leading multidisciplinary specialist institution for the study of Latin America, the United States, the Caribbean and Canada. In the UK it acts as a focal point for students and researchers seeking to develop in-depth regional and continental knowledge of the Americas. As a centre for Postgraduate study specializing in the social sciences and modern history of the Americas, it offers two undergraduate degree programmes, six taught postgraduate degree programmes, and provides specialist supervision to doctoral level on a wide range of topics and all four main regions of the Americas. Our portfolio of degree programmes can be viewed here: <https://www.ucl.ac.uk/americas/study>. The Institute collaborates with colleagues across UCL, including in the science departments; in the University of London; and across the UK to create a centre of excellence in research, teaching, research facilitation and public policy formulation on the Americas.

As part of its mission to promote specialist regional and comparative knowledge of the Americas, the Institute complements its teaching and research programmes by creating, supporting and coordinating national and international scholarly networks. It actively participates in knowledge exchange/public engagement, and organises its own programme of public lectures, seminars and specialist symposia serving the scholarly, diplomatic and public policy communities. The Institute has a Visiting Fellowship scheme and manages and edits the Palgrave Macmillan Series *Studies of the Americas*.

Located in central London, in the heart of Bloomsbury at 51 Gordon Square, the Institute of the Americas is within a ten-minute walk to the British Museum, and in addition to UCL's own world class library collection, it is close to the other major collections including the Senate House Library and the British Library. All staff are provided with networked computer with access to a vast portfolio of electronic research resources. Within UCL there are opportunities for collaboration with, among others, the Departments of History, Politics, Geography, Anthropology, Spanish and Latin American Studies and the Development Planning Unit.

Administrative duties are shared among members of the academic staff in such a way that in any given year most have at least one major and some minor administrative duties. The Department and UCL as a whole attach particular importance to the pastoral care of students and to providing a friendly and welcoming environment for their studies. Additionally, the Institute is community-minded and embodies a collegial spirit. A rotating system of sabbatical leave is in operation within the Department, in accordance with UCL sabbatical policy, such that each member of academic staff can normally apply for leave for at least one teaching term every fourth year.

- To attend Department, Exam Board and other meetings as required/invited.
- To participate in the College training programme for new teaching staff as appropriate.

Other Duties

- The post holder will actively follow UCL policies including Equal Opportunities policies. The post holder will also maintain an awareness and observation of Fire and Health & Safety Regulations.
- The post holder will carry out any other duties as are within the scope, spirit and purpose of the job as requested by the Institute Director.

Main purpose of the job

- a) To carry out teaching, research facilitation, knowledge transfer, and course administration within the Institute relating to sustainable development in Latin America and the Caribbean, and in particular, the underlying social, political and economic dimensions of environmental change and the contested character of discourses of the environment as they emerge and change over time.
- b) To teach on a Master's course 'Sustainable Development in Latin America and the Caribbean'.

The job description reflects the present requirements of the post, and as duties and responsibilities change/develop, the job description will be reviewed and be subject to amendment in consultation with the post-holder.

Duties and responsibilities

Main duties and Responsibilities

- To deliver teaching (lectures, seminars, and tutorials) for one MA option 'Sustainable Development in Latin America and the Caribbean' in term 2.
- To act as module leader for the above MA module.
- To provide academic and pastoral support for students, including 1 hour of office hours per week in term-time in term 2.
- To assess and give feedback on students' course-work on the MA module delivered in Term 2, and to act as moderator for assessment undertaken by other UCL-IA colleagues.
- To assist with quality assurance procedures.
- To set seminar assignments in a timely manner.
- To manage courses and course material using Moodle (virtual learning environment) as a teaching and learning tool.

Person Specification

Criteria	Essential (E) or Desirable (D)	Assessment method (Application/Interview)
Qualifications, experience and knowledge		
PhD in a subject relevant to Sustainable Development	E	Application
Experience of teaching at university-level.	E	Application
Comprehensive knowledge of the fields taught in the relevant module.	E	Interview
Excellent interpersonal, oral and written communication skills.	E	Application/Interview
Experience of assessing student work at UG level.	E	Application
Training or experience in pastoral care of students.	E	Application
Experience of assessing student work at MA level.	D	Application
Experience of teaching administration for a module.	D	Application
Skills and abilities		
Ability to conduct lectures and class teach using a virtual learning environment to support teaching	E	Interview
Proven ability to manage an MA module.	D	Interview
Personal attributes		
Commitment to high quality teaching and fostering a positive learning environment for students..	E	Interview
Commitment to UCL's policy of equal opportunity and the ability to work harmoniously with colleagues and students of all cultures and backgrounds	E	Interview

How to apply

To apply for the vacancy please send the below to Rachel Cronkshaw (r.cronkshaw@ucl.ac.uk):

- CV
- A cover letter of 1 to 2 pages explaining why you meet the criteria in the person specification, and why you are applying for the role (including how this kind of part-time appointment fits with your other commitments and plans).

Please note that referees will only be contacted if you are conditionally offered the position. Please indicate whether we can contact your referees without further permission from you.

We particularly welcome applications from black and minority ethnic candidates as they are under-represented within UCL at this level.

CLOSING DATE FOR APPLICATIONS: Midnight 03 January 2021

It is anticipated that interviews will be held on **06 January 2021**. Candidates shortlisted for interview will be asked to prepare a 10 minute presentation on how they would teach one of the classes for Sustainable Development in Latin America and the Caribbean. Shortlisted candidates will be given the module handbook ahead of the interview.

The successful candidate must be able to start on the 11 January 2021.

Informal enquiries may be addressed to Rachel Cronkshaw (r.cronkshaw@ucl.ac.uk).