ROLE PROFILE

Job Title: Teaching Associate in American & Canadian Studies (fixed-term)

School/Department: School of Cultures, Languages and Area Studies, Department of American & Canadian Studies

Job Family and Level: Research and Teaching, Level 4

Contract Status: Fixed term, 1 September 2019 – 30 June 2020

Hours of Work: Full-time - 36.25 hours per week

Location: Trent Building, University Campus

Reporting to: Dr Susan Billingham (Head of Department)

Purpose of the role:
Teaching Associate in American and Canadian Studies with teaching and administrative duties, providing teaching relief for the Head of Department of American and Canadian Studies and faculty seconded to non-teaching duties.

Main Duties and Responsibilities:
The successful candidate will provide teaching relief in American & Canadian Studies. Precise duties may vary, based on the shifting demands of the teaching programme. It is anticipated that duties will include the following:

- To co-teach on the Level 2 optional module A History of Crime and Punishment in the U.S.
- To co-teach on the Level 2 optional module The U.S. and the World in the American Century: U.S. Foreign Policy 1898-2008
- To supervise undergraduate dissertations
- Pastoral care (e.g. as module tutor and Personal Tutor)
- To undertake allotted administrative roles (in areas related to assessment, examinations, or attendance, for example)
- To undertake a two-day Introductory Course on effective teaching and the PGCHE (Postgraduate Certificate in Higher Education), if appropriate.
- To assist generally with the work of the Department.
- Any other duties appropriate to the grade and role of the post holder.

This job description may be subject to revision following discussion with the person appointed and forms part of the contract of employment.
Person Specification

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<th>Qualifications/ Education</th>
<th>Essential</th>
<th>Desirable</th>
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<tr>
<td>Qualifications/ Education</td>
<td>Ph.D in American Studies or cognate field</td>
<td>15 credits of a UK Postgraduate Teaching Certificate or Education-related Masters Higher Education Academy Associate status or equivalent nationally recognised status for HE teaching from another country.</td>
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| Skills/Training | Ability to deliver modules to large (50+) and small groups, using lectures, seminars and tutorials, as appropriate. Ability to design course materials and to plan and organise the delivery and assessment of taught courses within an agreed quality framework. | |
| Experience | Proven track record in university teaching and experience of convening modules. | |

| Personal Attributes | Good communicator Well-organised Teamworker | |

Due to the requirements of the UK Border and Immigration Agency, applicants who are not UK or EEA nationals and whose immigration status entitles them to work without restriction in the UK will be considered on an equal basis with UK and EEA nationals. Other non-UK or non-EEA nationals whose employment will require permission to work subject to a resident labour market test may only be considered if there are no suitable UK or EEA national candidates for the post. Please visit [http://www.ukba.homeoffice.gov.uk/](http://www.ukba.homeoffice.gov.uk/) for more information.

Informal enquiries may be addressed to Dr Susan Billingham, Head of Department, email: susan.billingham@nottingham.ac.uk. Please note that applications sent directly to this email address will not be considered.

FURTHER PARTICULARS

School of Cultures, Languages and Area Studies
Department of American & Canadian Studies

The Department of American & Canadian Studies
The largest department of its kind in Europe, the Department of American & Canadian Studies (ACS) has a vibrant academic community, with thriving undergraduate and postgraduate programmes, and a teaching and research culture of the highest quality. There are 18 permanent members of academic staff in the Department and one postdoctoral fellow. ACS was the highest ranked American & Canadian Studies department in the country for research power and impact in the last Research Excellence Framework (REF2014). The Department hosts the editorship of the British Journal of Canadian Studies. Many of our faculty and postgraduates are active in the University’s Centre for Research in Race and Rights. For full details of staff and their research interests please visit: [http://www.nottingham.ac.uk/american/stafflookup/index.aspx](http://www.nottingham.ac.uk/american/stafflookup/index.aspx)

The Department has a dynamic cohort of postgraduates, with 20 to 25 full- and part-time candidates registered in any one year. A weekly work-in-progress seminar forms the focal point for a lively postgraduate culture, complemented by reading groups, an annual postgraduate retreat, and a regular program of visiting speakers.
American and Canadian Studies has a thriving undergraduate programme, with around 320 students currently registered. We offer an interdisciplinary Single Honours programme, as well as Joint Honours degrees with English, History, Film and Television Studies, Politics, and Latin American Studies. Students can choose a programme of 3 or 4 years’ duration, the latter incorporating a year of study abroad at one of the Department’s partner institutions in the U.S. and Canada. The University has a modular degree structure, with two teaching semesters superimposed upon three terms.