



Further Particulars: Teaching Fellow Appointment

- Job Title:** Teaching Fellow in Electronic and Electrical Engineering
- Post:** This is a fixed-term five year position
- Department:** Electronic and Electrical Engineering
Information regarding the Department can be found at <http://www.ee.ucl.ac.uk>.
- Reports to:** The post holder will report to the Head of Department of EEE (currently Professor Alwyn Seeds).
- Grade:** Appointment will be made at Teaching Fellow level.
Job title will be Teaching Fellow.
Grade 7 £37,152- £40,313 per annum inclusive of £2,919 London allowance
- Start Date:** No later than 21st September 2014.

Summary of job function

The main function of the job is to provide teaching cover for a member of staff who will be Directing a Centre for Doctoral Training and assist that staff member in developing an undergraduate Minor in renewable energy and postgraduate courses for a new Centre for Doctoral Training in Advanced Characterisation of Materials.

Main duties

Undergraduate and postgraduate teaching duties are assigned by the Head of EEE, on the recommendation of the relevant tutor.

The role holder will work closely with academics in the Department to develop the resources that will support the new teaching activities, for example lectures, case studies, practical problem-based learning scenarios and electronic-based learning and appraisal and feedback methods.

The duties will include:

- Teaching students at undergraduate and postgraduate level. This will be through a selection of lecturing, tutoring, classwork demonstrating, project supervision, and laboratory demonstrating;
- Designing and delivering of new undergraduate and postgraduate lecture courses;
- Developing and delivering laboratory training courses on advanced characterisation techniques for postgraduate students;
- Updating teaching material and course handbook, assignment deadlines, timetabling news on the Moodle platform;
- Supporting the development and teaching of the Engineering faculty Integrated Engineering Programme Challenges;
- Developing and delivering teaching elements, including coordination of project-based activities, and supporting the implementation of new teaching technologies and methodologies;
- Curriculum development;
- Contributing where necessary to the assurance and enhancement of teaching quality;
- Providing formative feedback and carry out marking of summative assessment components of all courses;
- Recruitment and selection of undergraduate and post-graduate students;
- Examining and other related duties at undergraduate and post-graduate levels;
- Actively following and promoting UCL policies, including Equal Opportunities

Administration:

- Undertaking of administrative tasks within the Department of EEE and, as required, at faculty and/or institutional level within UCL;
- Attending, and where needed, leading relevant EEE committee meetings;
- Assisting with staff recruitment;
- Serve on Faculty, College and University committees as appropriate;
- Mentoring EEE staff as appropriate and promoting – both within and outside UCL – the work of EEE;
- Complying with UCL and departmental policies on safety, equal opportunities, and other matters.

Other Duties

- Actively participate in learned society activities within the profession.
- Attend courses and conferences and engage in other activities associated with professional development.
- Comply with College and Departmental policies.

The post-holder should carry out any other duties as are within the scope, spirit and purpose of a UCL Teaching Fellow post, as requested by the Head of Department.

The post-holder is expected to take responsibility for their work, duties and results. Please note that, within reason, the duties and role of the post-holder may be changed after appropriate consultation in response to changing organisational requirements. The post-holder is required to follow actively all UCL policies including Equal Opportunities policies.

Person Specification

Qualifications and training

The person appointed should have

- A PhD or equivalent qualification in a discipline relevant to EEE or the Physical Sciences (Essential)
- Demonstrated a clear track record of teaching excellence in EEE or the Physical Sciences (Essential)
- The ability to motivate and engage students
- Excellent interpersonal, oral and written communication skills
- Commitment to UCL's policy of equal opportunity and the ability to work harmoniously with colleagues and students of all cultures and backgrounds (essential).

Other requirements

It is desirable that the person appointed should have

- Experience of working in academia or industry in the field of renewable energy, semiconductor technology or advanced materials characterisation techniques.
- Experience in course development
- Experience in development of undergraduate experimental teaching laboratories
- High level of computer and software literacy

HOW TO APPLY

All applications should be submitted via UCL Online recruitment system at the following link:

<http://www.ucl.ac.uk/hr/jobs> **and search for reference 1430473**

Please complete the application and upload a CV (including the names and contact details of at least two referees who may be contacted prior to interview.)

Informal enquiries regarding the post can be made to Dr Neil Curson on n.curson@ucl.ac.uk

For any questions regarding the application process please contact Vicky Coombes at v.coombes@ucl.ac.uk quoting reference 1430473

Please do not send CV's direct.

The closing date for applications is **Saturday 13th September 2014 at 5.00pm**

We particularly welcome female applicants and those from an ethnic minority, as they are under-represented within UCL at this level.

UCL Taking Action for Equality

About UCL and the Department of Electronic and Electrical Engineering

University College London (UCL) was founded in 1826 as the third university in England, after Oxford and Cambridge. UCL was however the first university in England to admit students of any race, class or religion, and the first to welcome women on equal terms with men. UCL is now the largest comprehensive university in London with more than 4,000 academic and research staff in 72 departments. The main campus of UCL is located in central London, just a few minutes walking distance from British Museum, West-End and Thames River.

The Department of Electronic and Electrical Engineering at UCL was established by Professor Sir Ambrose Fleming in 1885 and has a very strong research culture, state-of-the-art research equipments and facilities, and a very rich history of many fundamental research achievements in electronic and electrical engineering. The Department currently hosts international renowned research groups in Communications and Information Systems; Photonics; Optical Networks; Sensors, Systems and Circuits; Electronic Materials and Devices and Nanotechnology. For more information about the department and our research achievements, please visit the website <http://www.ee.ucl.ac.uk>

Further information regarding UCL may be found at:
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