

1 Advertisement

Post Title: Lecturer in American Studies and English

School/department: Media, Arts and Humanities / English

Hours: Part-time considered up to 0.8 FTE. Requests for flexible working options will be considered (subject to business need).

Location: Brighton, United Kingdom

Contract: fixed term until 28 February 2024.

Reference: 20889

Salary: starting at £39,592 to £ 43,155 per annum, pro rata if part-time

Placed on: 10 July 2023.

Closing date: 31 July 2023. Applications must be received by midnight of the closing date.

Expected Interview date: Interviews are likely to take place in the first half of August 2023.

Expected start date: 1 September 2023

The English Department and the Centre for American Studies at the University of Sussex are seeking to appoint a lecturer in American Literature for a fixed-term position to cover staff absence until 28 February 2024.

You will have teaching and research experience in pre-1900 American Literature. Further expertise in American History and American Studies will be an advantage for this position.

You will be expected to convene and teach the first-year module 'Writing Early American Literature' as well as to teach on introductory American Studies modules and to supervise final-year American Studies dissertations. An interest in American law will be an advantage.

You will join a thriving, collegial Department with a strong commitment to interdisciplinary study, and an intellectually ambitious undergraduate and postgraduate student community. You will also teach on our American Studies degree which is consistently ranked among the top three in the UK and has a global reputation for excellence. Teaching experience, good communication skills, and an ability to work productively as part of a friendly, team-oriented Department are essential skills for this position.

Please contact Dr. Katharina Rietzler, Subject Head for American Studies, at K.E.Rietzler@sussex.ac.uk for informal enquiries.

For full details and how to apply see our [vacancies page](#)

The University of Sussex values the diversity of its staff and students and we welcome applicants from all backgrounds.

Please note: The University requires that work undertaken for the University is performed from the UK.

2. The School / Division

Please find further information regarding the School of Media, Arts and Humanities at <https://www.sussex.ac.uk/schools/media-arts-humanities/>

3. Job Description

Job Description for the post of: Lecturer in American Studies and English

Department: English Literature

School: School of Media, Arts and Humanities

Location: Falmer Campus

Grade: Lecturer A (Research & Scholarship focussed), Grade 7

Responsible to: Subject Head for American Studies

Responsible for: n/a

4. Person Specification

PRINCIPAL ACCOUNTABILITIES

1. To deliver and contribute to the design of high-quality teaching programmes to attract students.
2. To contribute fully to the School and University by participating in meetings, working groups, committees and other School and University activities.

KEY RESPONSIBILITIES

1. Teaching & Student Support

- 1.1 Contribute to the planning, delivery and assessment of high-quality undergraduate and postgraduate teaching, in liaison with the relevant programme and course convenors.
- 1.2 Contribute to the development, design and management of courses and new curriculum proposals that are attractive to students.
- 1.3 Ensure that teaching content, methods of delivery and learning materials will meet the defined learning objectives, including the use of appropriate technology.

- 1.4 Set, mark, and assess coursework and examinations; select appropriate assessment instruments and assessment criteria; and provide constructive and comprehensive feedback to students.
- 1.5 Ensure that teaching materials remain up-to-date and relevant, incorporating advances in the subject area into the course of study.
- 1.6 Develop and maintain an understanding of appropriate pedagogy in the subject area and respond to challenges.
- 1.7 Supervise the work of undergraduate and taught postgraduate students, providing them with advice on study skills, projects, fieldwork and placements.
- 1.8 Undertake and complete administrative duties required in the professional delivery of teaching.
- 1.9 Make a significant contribution to the accreditation of courses and quality-control processes.
- 1.10 Undertake academic advising duties, and provide first-line support for sensitive issues, referring on as appropriate to services providing further assistance.
- 1.11 Adopt an approachable and accessible attitude towards students, offering office hours, informal advice etc.
- 1.12 Transfer knowledge in the form of practical skills, methods and techniques.
- 1.13 Supervise the work of students, provide advice on study skills and help them with learning problems.

2. Scholarship & Enterprise

- 2.1 Individually or with colleagues, explore opportunities for enterprise activity, third stream income and/or consultancy.
- 2.2 Build internal contacts and participate in internal networks and relevant external networks in order to form relationships and collaborations.
- 2.3 Supervise doctoral students as part of a supervision team, as appropriate to the discipline.
- 2.4 Continually update knowledge and understanding in field or specialism, and engage in continuous professional development.
- 2.5 Translate knowledge of advances in the subject area into the course of study.
- 2.6 Undertake scholarship to inform education to ensure excellent learning experience for students.

3. Contribution to School & University

- 3.1 Attend and contribute to School meetings.
- 3.2 Engage in activities beyond day-to-day teaching duties, for example Admissions Days or field trips.
- 3.3 Assist with undergraduate and postgraduate recruitment.
- 3.4 Participate in School or University working groups or committees, as required.
- 3.5 Undertake additional administrative duties, as required by the Head of School.

4. Role-specific duties

- 4.1 Prepare and deliver teaching in the field of American Literature pre-1900, undergraduate interdisciplinary American Studies modules and specialist final-year American Studies dissertations.
- 4.2 Contribute to the smooth running of the American Studies degree programme.

This Job Description sets out current duties of the post that may vary from time to time without changing the general character of the post or level of responsibility entailed.

INDICATIVE PERFORMANCE CRITERIA

1. High quality teaching performance across a range of teaching activities, at different levels (year 1 undergraduate to postgraduate) appropriate to the discipline; as evidenced by surveys, questionnaires and peer review.
2. Evidence of skill in assessment and feedback techniques, and using a range of methods for evaluating the effectiveness of teaching.
3. Demonstrable contribution to the planning and development of courses.
4. Delivering a teaching load in line with School expectations.
5. Evidence of applying knowledge arising from scholarship to enhance teaching practice.
6. Evidence of active engagement in advising students and proactively responding to problems experienced by students.
7. Completion, within a reasonable period of time, of a recognised higher education teaching qualification.
8. Efficient and effective contribution to academic support duties within the School or the University.

9. Initiating, developing or participating in links between the University and external bodies such as business and industry, the professions, community organisations and policy-makers.
10. Evidence of successful engagement in PhD supervision as appropriate to the discipline.
11. Efficient and effective contribution to academic support duties within the School or the University.

PERSON SPECIFICATION

ESSENTIAL CRITERIA

1. Normally educated to doctoral level, or other equivalent qualification, or appropriate level of experience, as appropriate to the discipline (see role-specific criteria below).
2. Excellent interpersonal skills, with the ability to engage with students using a variety of teaching methods.
3. Experience of teaching at undergraduate level.
4. Excellent presentation skills, with the ability to communicate effectively, both orally and in writing, with students, colleagues and external audiences.
5. Ability to work individually on own initiative and without close supervision, and as part of a team.
6. Ability to exercise a degree of innovation and creative problem-solving.
7. Excellent organisational and administrative skills.
8. Ability to prioritise and meet deadlines.
9. A willingness to participate in student support activities beyond required teaching duties.
10. Excellent IT skills, with the ability to produce high-quality, inclusive learning materials.

ESSENTIAL ROLE-SPECIFIC CRITERIA

1. A completed doctorate in American Literature or American Studies. Candidates who have submitted their dissertation and are awaiting their viva voce will be considered.
2. Teaching experience in pre-1900 American Literature or the demonstrable ability to teach in the field of pre-1900 American Literature.
3. Demonstrable ability to teach interdisciplinary American Studies modules at the undergraduate level.

DESIRABLE CRITERIA

1. A recognised higher education teaching qualification.
2. Experience of teaching at postgraduate level.
3. Membership of professional body, if appropriate.
4. Emerging record of developing an education portfolio with some focus on scholarship.

PRINCIPAL ACCOUNTABILITIES

3. To deliver and contribute to the design of high-quality teaching programmes to attract students.
4. To engage in individual and/or collaborative research activity resulting in high-quality publications to be submitted to the REF at acceptable levels of volume and academic excellence; and develop research funding and knowledge exchange income individually or in collaboration with others, as appropriate, depending on the size and scope of the bid.
5. To contribute fully to the School and University by participating in meetings, working groups, committees and other School and University activities.