



Teaching Fellow in Voters, Public Opinion and Participation

University College London (UCL) is a multi-faculty college of the University of London with a population of over 17,000 students, from more than 130 different countries. Degree programmes are provided in Arts and Humanities, Social and Historical Sciences, Architecture, Building, Environmental Design and Planning, Laws, Life Sciences and Clinical Sciences (including Medicine), Mathematical and Physical Sciences, and Engineering Sciences.

UCL is among the world's top universities, as reflected in performance in a range of rankings and tables, and its Department of Political Science is recognised as a centre for excellence in the field, ranked 6th in the UK in the 2008 RAE. The Department of Political Science and School of Public Policy is the centre of teaching and research in all fields of politics, including international relations, political theory, human rights, public policy-making and administration.

The School runs the following postgraduate programmes:

MSc in Public Policy
MSc in European Public Policy
MSc in International Public Policy
MSc in Global Governance and Ethics
MSc in Democracy and Comparative Politics
MA in Human Rights
MA in Legal and Political Theory
MSc in Security Studies
MPhil and Doctoral Studies

The School collaborates in teaching with other departments in UCL, including Economics, Geography, Laws, Philosophy, the Centre for European Studies and the School for Slavonic and Eastern European Studies. It also houses the offices of the University Association for Contemporary European Studies (UACES).

The School has approx. 380 postgraduate students registered on its programmes for the 2012/13 academic session.

The Post

UCL seeks a Teaching Fellow to provide teaching and administration for the postgraduate course 'Voters, Public Opinion and Participation' in the Department of Political Science. The appointment is offered as a part-time, seasonal appointment (0.25 FTE) for 7 months from 1st December 2013 to 30th June 2014.

The department's 'Voters, Public Opinion and Participation' is an optional core course for students enrolled on the Masters in Democracy and Comparative Politics offered within the Department of Political Science. The appointment includes dissertation supervision and marking responsibilities for this period along with usual duties of teaching administration. It is anticipated that the post holder will also be available in September 2014 to first mark supervised Masters dissertations (for an additional one off payment).

Responsibilities

Specific responsibilities include:

- Lectures and seminars for the course 'Voters, Public Opinion and Participation' in term two (January to March 2014);
- Further development of the detailed course outline and reading list, as appropriate;
- Regular weekly student office hours in term time;
- Setting essay questions and associated first marking of essays;
- Second marking of essays/examination scripts;
- Supervision of up to 10 Masters dissertations;
- First marking dissertations in September 2014 (for a one-off payment);
- Supervision of up to two affiliate students taking the "Independent Study" course in term two;
- Normal duties of teaching administration including maintaining class registers and attendance records for courses taught; maintaining Moodle pages and reading lists for courses taught; reporting problems to the Departmental Tutor/Head of Department;
- Maintaining quality assurance documentation for the courses taught; management of plagiarism issues; attending departmental meetings as designated.

The above is not an exhaustive list of responsibilities but covers the main components of the role. The post holder may be asked to carry out other specific tasks and duties as required by the Programme Director or the Head of Department.

Person specification

Essential

- PhD in Political Science (PhD candidates nearing completion will also be considered);
- Familiarity with the key arguments and literature in voting behaviour, public opinion and opinion formation; and political participation
- A keen enthusiasm for teaching the subject;
- Flexibility and ability to work well both independently and as part of a team;
- Excellent organisation and interpersonal skills.

Desirable

- Experience of teaching a related subject at undergraduate and/or postgraduate level;
- Experience of dissertation supervision;
- Experience of teaching administration at university level;
- Evidence of quality assurance procedures associated with university teaching;
- Evidence of potential for high quality academic research in a relevant field.

Salary

This is a 25% FTE part time, seasonal appointment available from 1st December 2013 to 30th June 2014 (to cover course preparation, term time teaching and the marking period) in the first instance. The salary is on UCL salary scale at Grade 7 at point 33 at 25% pro rata (the full time salary is £36,064 per annum including London Allowance).

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Application process

Applications for this position must be submitted online at <http://www.ucl.ac.uk/hr/vacancies/adverts/job-list.html>. Your application should include:

- a UCL application form;
- a cover letter which should outline your reasons for applying and explain why you think you are a strong candidate for the position;
- details of two referees including names and contact details.

Please note that referees will only be contacted if you are short-listed. Please indicate whether we can contact your referees without further permission from you.

Informal enquiries may be addressed to Dr Jennifer vanHeerde-Hudson (Telephone: 0207 679 4781, email: jennifer.hudson@ucl.ac.uk).

CLOSING DATE FOR APPLICATIONS: 5pm, 30 September 2013

It is anticipated that interviews will be held in the week of 7-11 October 2013.