

# Job Description

Job Title:	Part time Lecturer - Associate Lecturer
School:	
Grade:	Hourly paid
Responsible to:	Head of School
<p><b>Job Purpose</b></p> <p>To deliver specific modules within the School on a part time basis, under the supervision of the module leader.</p>	
<p><b>Main Duties and Responsibilities:</b></p> <ol style="list-style-type: none"> <li>1. Delivery of the teaching, learning and assessment for the module specified in the contract, under the tutorage and instructions of the specified module leader.</li> <li>2. To produce teaching materials for the contracted module(s), or to adapt teaching materials supplied for the module by the University.</li> <li>3. To set and mark assessment for the contracted module(s) in collaboration with the relevant module leader at UCLan Cyprus and the relevant academic staff at UCLan in the UK.</li> <li>4. To provide written feedback to students in a timely manner.</li> <li>5. To undertake administrative duties relevant to modules (such as module handbook, teaching and assignment materials, module attendance and class registers, assessment records) under the tutorage of the module leader.</li> <li>6. To adhere to quality assurance systems and the academic regulations of the University</li> <li>7. To engage in the end of year module review process</li> <li>8. To attend the module board for the contracted module to present the results.</li> <li>9. To undertake any staff development or activities related to the delivery of the contracted module required by the University.</li> <li>10. To undertake any other duties relevant to the School's activities relating to the above teaching duties and commensurate with the level of the post, as directed by the Head of School.</li> </ol>	

<b>Print name:</b>	
<b>Sign:</b>	
<b>Date:</b>	