**NEWNHAM COLLEGE**

**CAMBRIDGE**

## COLLEGE LECTURERS – JOB DESCRIPTION

College Lecturers undertake a variety of duties, and normally have other duties in the College, in the University, or both, or in other research institutions. The duties carried by an individual lecturer at a given time may vary with the College's needs. There are however some essential aspects of the job: these include supervising, participation in the admissions process, and directing studies when required to do so.

1. College Lecturers may be required to direct studies.

All changes in College Lecturers' responsibilities are organised with and through the Senior Tutor, who is responsible for reporting these changes to the Academic Planning Committee and seeking Council agreement to any substantial changes. Changes that require Council agreement include: exchanges of one sort of duty for another; short term leave; other leave arrangements, including sabbatical arrangements; arrangements to take on additional responsibilities or duties which may be additionally remunerated.

1. Directors of Studies are responsible for organising teaching in their subjects. College Lecturers are expected to consult with the relevant Director(s) of Studies, and to apply their teaching in the first instance for the benefit of the College, either by teaching Newnham students, or, if appropriate, as exchange with supervisors in other colleges who then provide equivalent hours of teaching for Newnham students.

Exchange Teaching (with some variety of nomenclature) is widely practised around the University though its precise mechanisms are varied by custom and practice in different departments and faculties. It may vary from explicit trading with other colleges, to simple participation in departmentally-organised supervision schemes. Directors of Studies will advise the Senior Tutor as to whether a Lecturer’s teaching falls in this category. Other teaching may be undertaken as a private arrangement between the College Lecturer and another college, but does not attract an enhanced rate of payment and is not paid through the Newnham payroll.

College Lecturers may be asked to advise the Director of Studies about supervisors if they are unable themselves to cover all the teaching in their own subject, and adjacent areas and, where appropriate, to facilitate contact. They may also be asked to contribute to setting and marking College examinations.

1. College Lecturers are also expected to take part in selecting candidates for admission in their subjects. This work may include reading submitted work and application forms, interviewing and assessing students' potential. Most admissions work is done outside Full Term. They are also expected to take some part in recruitment activities, for example, by attending open days from time to time and by telling visiting teachers and school pupils about their subjects.
2. College Lecturers are expected to contribute to the academic life of the College in more general ways. They are either full members of Governing Body or entitled to attend Governing Body; full members of the Governing Body are expected to attend meetings of the Governing Body. College Lecturers are members of the Education Committee and expected to attend its meetings. If they are Directors of Studies, then they are members of the Directors of Studies Committee and expected to attend its meetings. They offer specialist subject-related advice to students; they make proposals for awards and prizes. They advise about library books in their subjects. They inform Directors of Studies of any developments in their Department/Faculty and, when appropriate, represent the College's interests in their Faculty or Department.

5. The post or office is subject to the Newnham College Senior Members Handbook and Policies & Procedures. You should read this carefully and by signing a copy of your appointment letter, you are confirming your acceptance of its terms and conditions.