

Centre's Background

The Taiwan Studies Programme at the School of Oriental and African Studies was established in 1999. Since its inception, it has become one of the leading centres for Taiwan Studies in the world. In 2006-7 the School launched a MA in Taiwan Studies, the first postgraduate degree focusing on Taiwan in the English speaking world. It offers the widest programme of advanced interdisciplinary courses on Taiwan's society, culture, politics, language and economics available outside Taiwan. The Centre also has specialists in Taiwan's film, domestic politics, literature, international relations, economic development, modern history, language, and political economy. Therefore the school is able to offer PhD supervision to students conducting doctoral research on Taiwan in a variety of academic disciplines.

The School has also become one of the most important centres for Taiwan Studies academic events in the world. During term time it holds regular public seminars, in which scholars working on Taiwan present their research. It also established the annual European Association of Taiwan Studies conference, which is the largest such event in Europe. In addition, it hosts at least one international Taiwan Studies conference a year.

The Director of the SOAS Taiwan Studies Programme is Professor Robert Ash, an expert in Taiwan's economic development. For more information on the Centre, please see its website: www.soas.ac.uk/taiwanstudies or contact Dr. Dafydd Fell, who specialises in Taiwan's domestic politics. Dr Fell can be reached at df2@soas.ac.uk. The address of the Centre is: School of Oriental and African Studies, University of London, Thornhaugh Street, Russell Square, London WC1H 0XG, Tel: +44 (0)20 7637 2388.

Closing date: 15 August 2013

Interviews will be held week commencing 23 September 2013

SOAS values diversity and aims to be an equal opportunities employer.

JOB DESCRIPTION

This form summarises the purpose of the job and lists its key tasks.
It may be varied from time to time at the discretion of the School, in consultation with the post holder.

Vacancy No: 000550

Job Title: Senior Teaching Fellow in Taiwan Studies
(Fixed Term for 1 year)

Department: Centre of Taiwan Studies, Faculty of Law and Social Science

Grade: G7 p.a. plus £2,134 p.a. London Allowance

Accountable to: Dean of Faculty via Director of Centre of Taiwan Studies

Responsible for: n/a

Job Summary:

To provide high quality teaching on Taiwan studies degree courses, including the development and preparation of materials and assessment of students at all levels. To support the administration of the Centre of Taiwan Studies academic programmes.

Key Tasks:

1.	To undertake teaching of Taiwan courses to an agreed number of hours of classroom contact per year, agreed in the light of other responsibilities, and to a maximum of 12 hours per week.
2.	To act as course convenor for some courses, including making appropriate arrangements for the timetable, syllabus, learning materials, tutorial/seminar sessions and assessment; and to attend the relevant examination board(s).
3.	To contribute to teaching on existing postgraduate and undergraduate Taiwan studies courses.
4.	To contribute to designing and teaching new Taiwan studies courses
5.	The postholder may also be required to contribute to a limited amount of teaching outside the Taiwan Studies programme, depending on disciplinary specialism.
6.	To set and mark exams and other coursework according to the approved rubric/regulations, allocating marking where the number of lecturers or class size or structure make this necessary.
7.	To present Taiwan related research in seminars and conferences.

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| 8. | To provide pedagogic advice to students related to the contracted courses, including designating a fixed period of time on a weekly basis for this. |
| 9. | To engage in pedagogic research/scholarship in support of teaching. |
| 10. | To keep course records and monitor student attendance and absence as determined by the Faculty Office. |
| 11. | Supervise Master level student dissertations related to Taiwan |
| 12. | To collaborate with colleagues in the Centre of Taiwan Studies |
| 13. | To undertake administrative work in support of the activities of the Centre of Taiwan Studies, including taking on the role of Deputy Director. |
| 14. | When required to act outside the scope of their course and contract, the faculty may make discretionary awards. |

Competency and Evidence

Teaching and Learning Support

- Design and deliver high quality teaching and assessment to students registered to the contracted courses.
- Set, mark and assess work and examinations and provide feedback to students.
- Ensure that content, methods of delivery and learning materials will meet the defined learning objectives.
- Challenge thinking, foster debate and develop the ability of students to engage in critical discourse and rational thinking.
- Oversee the work of students, provide advice on study skills and help them with learning problems.
- Adapt teaching delivery to meet students' requirements and to identify ways of improving standards.

Research and Scholarship

- Undertake pedagogic research/scholarship using a range of sources to support teaching.

Communication

Oral:

- Deliver high quality teaching to students registered to the contracted courses.
- Participate in discussions and meetings within the Centre of Taiwan Studies.
- Respond to verbal and written queries from students registered to the contracted courses.

Written:

- Provide high quality course outlines/teaching materials.
- Provide written feedback to assessed work.

Liaison and Networking

- Frequent liaison with colleagues in the Centre of Taiwan Studies (particularly including the Director of the Centre) on a wide range of issues.
- Frequent liaison with faculty administrative staff on a wide range of procedural issues.
- Pass relevant information onto students promptly & clearly as required.

Managing People

- Agree own responsibilities (with Director of the Centre).
- Manage own teaching, scholarly and administrative activities, with guidance if required.
- Overseeing students and their academic work.
- Act as a mentor for students in capacity of personal tutor, where required.

Teamwork and Team Development

- Participate in Centre of Taiwan Studies meetings and discussions
- Collaborate with academic colleagues on course development and curriculum changes; and with colleagues to identify and respond to students' needs.
- Participate in Peer Observation of Teaching scheme.

Pastoral Care and Welfare

- Provide pedagogic advice to students related to the contracted course(s), including designating a fixed period of time on a weekly basis for this, and referring to others (Personal Tutors and Student Welfare staff) when extra help is needed.
- Use listening, interpersonal and pastoral care skills to deal with sensitive issues concerning students and provide support.
- Appreciate the needs of individual students and their circumstances.
- Act as personal tutor, giving first line support, where required.

Initiative, Problem Solving and Decision Making

- Use initiative and creativity to respond to day-to-day course-related problems, identifying practical and suitable solutions (within the agreed rubric/regulations).
- Take or share decisions regarding the content, delivery and assessment of the contracted courses within the agreed rubric/regulations.

Planning and Managing Resources

- Plan and manage own teaching, tutorials and resources. (as agreed with Director of the Centre of Taiwan Studies).

Sensory and Physical Demands

- Use a range of equipment to assist with teaching delivery and carrying out tasks that require the learning of certain skills.
- Balance with help the competing pressures of teaching scholarship and administrative demands and deadlines.

Work Environment

- Be aware of common hazards and risks within the teaching environment, and eliminate them to safeguard self and students.

Expertise

1. The applicant should have completed, or be close to completing, a social science or humanities PhD with a focus on Taiwan.
2. Ability to teach on the Taiwan studies programme's postgraduate and undergraduate courses. Expertise is particularly required in the areas of Taiwan's external relations, Taiwan's society and culture, Taiwan's economic development and Taiwan's modern history.
3. Ability to design and teach on new Taiwan courses.
4. Ability to supervise MA dissertation projects.
5. Be able to demonstrate experience in research design and methods.
6. Experience of fieldwork in Taiwan.
7. A proven ability to present and write academic papers.
8. Publication of peer reviewed journal articles, book chapters or monographs.
9. Administrative ability/experience.
10. Research level fluency in Chinese.
11. Ability to lecture and tutor undergraduate and postgraduate students from diverse backgrounds and experience to a high academic standard.
12. Engage in continuous professional development.
13. Understand equal opportunity issues as they may impact on academic content and issues relating to student need.

The above list of job duties is not exclusive or exhaustive and the post holder will be required to undertake such tasks as may reasonably be expected within the scope and grading of the post. Job descriptions should be regularly reviewed to ensure they are an accurate representation of the post.

July 2013

PERSON SPECIFICATION

Job Title: Senior Teaching Fellow in Taiwan Studies
(Fixed Term for 1 year)

Department: Centre of Taiwan Studies, Faculty of Law and Social Sciences

Essential Skills, Knowledge, Experience:

1. Specialist academic expertise in discipline(s) related to the contracted Taiwan Studies courses.
2. Ability to lecture and tutor undergraduate and/or postgraduate students from diverse backgrounds and experience to a high academic standard.
3. Proven administrative and organisational skills.
4. Sound time management skills; the ability to plan and to meet deadlines.
5. Well developed oral, written and interpersonal communication skills.

Essential Qualifications:

6. Educated to Postgraduate level or equivalent qualifications.
Applicants who have completed, or are close to completing, a social science or humanities PhD with a focus on Taiwan is highly desirable.

Essential Personal Qualities:

7. Ability to use initiative and creativity to resolve problems, identifying practical and suitable solutions.
8. Experience of providing pedagogic advice relating to the contracted course(s) as required, referring to others (Personal Tutors and Student Welfare staff) when extra help is needed.
9. Ability to establish and maintain good working relationships with students and staff.
10. Ability to work independently and to participate fully as a team member.
11. Commitment to providing quality programmes at all levels.
12. Flexibility and responsiveness, particularly to the changing education environment.
13. High degree of professional judgement and integrity.

Desirable:

14. Teaching experience in a Higher Education environment, preferably a University is desirable.