



## DOWNING COLLEGE CAMBRIDGE

### Information for the role of Williams Downing Fellowship in Economics 2019

The Governing Body of Downing College in the University of Cambridge invites applications for election to the Williams Downing Fellowship in Economics starting on 1 October 2019. The appointment is for a fixed term of five years.

The appointment is jointly funded by Downing College, Newnham College, and St Edmund's College. The person appointed will be responsible, with Fellows in allied disciplines, for the academic work of the Colleges' undergraduate and postgraduate students in Economics. The postholder will be required to undertake Direction of Studies in Economics in each of the three Colleges; supervise for 240 hours per annum in small groups for the three Colleges or on an exchange basis more broadly across the Collegiate University; participate in Admissions interviews and Open Days; and actively pursue research interests.

The salary will be £36,620 per annum (reviewed annually in line with University academic stipends). As a member of the Downing's Governing Body, the Williams Downing Fellow will be expected to participate in the College's governance and communal life and will enjoy the rights and privileges of a Fellow as well as the generous package of benefits of an employee. The College welcomes a diverse range of applicants.

It is hoped that the Governing Body of the College will make an election in July 2019 and an appointment will be made subject to the statutes and ordinances of the College. The successful applicant will be required to provide evidence of eligibility to work in the UK prior to taking up the appointment. In the absence of any suitable candidates from the UK or the rest of the European Economic Area (EEA), the College will take the necessary steps to provide a Certificate of Sponsorship for a successful candidate applying from outside this area. Candidates applying from outside the EEA should ensure, therefore, that they meet the Tier 2 points requirements set out by the Home Office (<http://www.ukba.homeoffice.gov.uk/pointscalculator>) in order to be able to work in the UK under the points-based system.

#### **Application Process**

To apply for this position, please complete the online application form in full, available at <http://www.dow.cam.ac.uk/index.php/joining-downing/vacancies> and return by **5pm on Monday 8 July 2019**.

All applicants will be contacted once a shortlist has been drawn up. We anticipate that the interviews will take place during the following week, although this schedule is subject to change.

For further information or queries, please contact:

**The HR Office**

Email: [hr@dow.cam.ac.uk](mailto:hr@dow.cam.ac.uk)

Tel: 01223 334820

Downing College

Cambridge

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## DOWNING COLLEGE CAMBRIDGE

### ROLE PROFILE

#### COLLEGE TEACHING OFFICER

**Reporting to:** The Senior Tutor

**Employment Terms:** Fixed term for five years.

**Accountabilities:**

1. Supervise the studies of junior members of the Colleges for a minimum of 240 hours (pro rata) each year. These supervisions will include students from Downing College, Newnham College, and St Edmund's College ("the Funding Colleges") and other Colleges as required. Each of the Funding Colleges is entitled to 80 hours per year, which, if approved by a College's Senior Tutor can be teaching for other Colleges in exchange. Downing reserves the right to partner with other Colleges in substitution of the initial Funding Colleges.
2. You will be expected to undertake all necessary preparation for teaching, mark all work, submit reports on supervisions, and provide personal references for students in a timely manner.
3. Act as Director of Studies for Economics for each of the Funding Colleges, fulfilling the necessary duties for that role in each College (see role description below).
4. On request set and mark College examinations.
5. Interview admissions candidates in your subject.
6. Participate in Open Days and other Admissions-related activities, including the "Pool".
7. Participate in subject-related College Societies.
8. Serve on College Committees as appropriate.
9. Participate in the academic activities of your Faculty when possible, provided that such participation is not to the detriment of your College responsibilities.
10. Pursue, with a view to publication, as appropriate, research in your subject.

11. Supply a termly account of the hours taught for each College or by way of exchange for other Colleges, together with all supervision claims submitted to Downing and to all other Colleges, indicating those for which payment is to be made to Downing as part of the contract.

For ease of reference, a more detailed description of the role of Director of Studies in the University of Cambridge is attached as an Appendix.

## Appendix: Role of Director of Studies

The following description of the role of Director of Studies has been issued by the Senior Tutors' Committee.

### **Role Description**

Directors of Studies play a crucial role as the primary point of contact between the College and the individual Faculties and Departments. They have responsibility for the academic life of all the undergraduate students in their College who are reading their subject. It is expected that they fulfil this role in a number of the following ways:

#### **1. Admissions candidates**

They assist the Admissions Tutor with the admissions process by:

- a. attending Open Days and answering queries from potential applicants;
- b. participating in Subject Moderation procedures;
- c. interviewing candidates for admission;
- d. setting and marking intercollegiate or other admissions assessments where used;
- e. advising the Admissions Tutor on which candidates should receive offers and what conditions are to be set;
- f. advising the Admissions Tutor on which candidates are to be pooled or to be admitted from the Winter or Summer Pools.

#### **2. First year students**

They organise induction for new students by:

- a. supplying introductory material, reading lists etc. in advance of students' arrival;
- b. meeting new students at the beginning of the year to explain the teaching and learning at the Collegiate University in detail;
- c. advising students on how to get the most out of supervisions, lectures, seminars and practicals, and from available learning facilities and materials.

#### **3. All students**

Directors of Studies will normally:

- a. meet students at the beginning and end of each Term or as agreed with the Senior Tutor to advise on a programme of work and to monitor progress;
- b. advise students on University courses and examinations;

- c. liaise with the College Librarian to ensure that stocks of books are kept up to date;
- d. be familiar with the range of learning facilities and materials available in the College and University and advise students on their use;
- e. be aware of and ensure compliance with any specific academic requirements in students' Disability Support assessments;
- f. be available to meet and advise students on subject-related matters, particularly if the student is experiencing academic difficulties;
- g. attend Faculty or Departmental meetings of Directors of Studies;
- h. complete all necessary administration associated with Directors of Studies;
- i. arrange supervisions or, in some cases, ensure that Departments have done so and that such provision is satisfactory;
- j. warn students if they are neglecting their studies or if their supervision reports give cause for concern;
- k. liaise with Tutors where students appear to having problems;
- l. read supervision reports submitted by supervisors using CamCORS and, where appropriate, approve them for payment and release them to students;
- m. monitor expenditure on supervisions and the college's adherence to the agreed intercollegiate supervision norms;
- n. explain supervision reports to students and give feedback and guidance;
- o. seek feedback from students on supervisors and, where appropriate, act on feedback received;
- p. be available to meet any student who is considering a change of subject, be aware within reason of the options available in related Triposes and the regulations governing progression from year to year;
- q. where a course change is agreed, complete and distribute the Change of Course form, to be found at:  
[http://www.seniortutors.admin.cam.ac.uk/files/change\\_of\\_course\\_form.pdf](http://www.seniortutors.admin.cam.ac.uk/files/change_of_course_form.pdf)
- r. whenever possible, give advice on possible postgraduate courses;
- s. in the case of higher-level courses where Directors of Studies are appointed (Mathematics Part 3/CASM, LLM, MCL, Diploma of Architecture), ensure that they are aware of the issues associated with these one-year courses, very often undertaken by non-UK students, and be prepared routinely to provide a higher level of support;
- t. write references as reasonably requested by students;
- u. check and approve examination entries using CamSIS;
- v. organise College examinations where appropriate;
- w. explain to students the detailed information available concerning their examination results;
- x. make recommendations on scholarships and prizes.

#### 4. Supervisors

Directors of Studies arrange supervisions and monitor the standard of both College-organised supervisions and those which are Faculty-based by:

- a. appointing supervisors and specifying hours of teaching;
- b. instructing new supervisors in what is required of them;

- c. checking that supervisors have received appropriate training or have appropriate experience, and monitoring the take-up of training;
- d. ensuring that supervisors discuss with the Director of Studies the situation of any student who is experiencing problems, as soon as they arise.

## 5. Data Protection

Directors of Studies must make themselves familiar with the main requirements of their College's Data Protection Policy. The broad principles to be borne in mind are as follows:

A student has the right to see any record held about them, from interview reports, to supervision reports and references. All such reports should therefore be written on the assumption that the student may see them. All students have the right to ask for personal information about them to be kept secure and confidential. If in any doubt, a Director of Studies should always request consent to disclose personal information about a student to another person.

Directors of Studies also have a responsibility to 'third parties' who have provided information about a student, such as that contained in a reference, to seek their permission before disclosing that information to the student if the student has asked to see it.

## 6. Expectations of students

In return for their efforts a Director of Studies should normally expect a student to:

- a. attend promptly all scheduled meetings with their Director of Studies, unless there is a compelling reason why they cannot, and give as much notice as possible of any unavoidable absence or delay;
- b. discuss their interests and plans with their Director of Studies, and take note of his or her advice and guidance on academic matters;
- c. attend relevant University lectures, seminars and practicals, and make use of the available learning facilities and materials;
- d. attend supervisions arranged for them and give as much notice as possible to both the supervisor and the Director of Studies of any unavoidable absence due to illness or other grave cause;
- e. pro-actively discuss with their Director of Studies any concerns they may have about their supervisions, in particular when they seem not to be working satisfactorily or there is a problem;
- f. respond to requests for feedback on supervisions and supervisors;
- g. deal promptly with all academic correspondence (especially email) and with College and University administrative requests, such as enrolling for examinations, completing teaching questionnaires, etc;
- h. give the maximum possible notice when requesting a reference from their Director of Studies.