



**RICHMOND**  
THE AMERICAN INTERNATIONAL  
**UNIVERSITY**  
IN LONDON

**JOB DESCRIPTION**

**TITLE:** **ASSOCIATE PROFESSOR OF INTERNATIONAL RELATIONS**

**REPORTS TO:**

The Associate Professor of International Relations reports to the Chair, Humanities, Social Sciences and Communications.

**SUMMARY:**

The Associate Professor of International Relations is responsible for teaching, advising and assessing students in the courses he/she teaches; developing the curriculum in his/her specialist subject; developing and maintaining a record of research and scholarly achievement; undertaking departmental and University duties; and demonstrating service in complementary University activities.

**MAIN DUTIES:**

As a full-time Associate Professor, you are required to be available each academic year from the start of Fall Orientation through to the end of Summer School 1. Your teaching obligation will be 24 semester hours per academic year which, subject to prior written approval by the Department Chair, can be distributed among the Fall, Spring and, where applicable, Summer sessions. During the Fall and Spring semesters, you are required to be present on campus at least four full working days a week, and to maintain office hours, and to attend faculty meetings as specified in Academic Policies and Procedures, and as communicated by your Department Chair.

Your main duties are summarised below.

**Teaching and curriculum development:**

- teach 24 semester hours (8 courses) over an academic year comprising two semesters and two five-week summer schools, covering undergraduate and, where appropriate, graduate courses in the American system of higher education;
- prepare syllabi, reading lists, grading assessment standards and classroom instruction;
- maintain class attendance registers and submit them to the Office of the Registrar;
- carry out continuous assessment of students;
- invigilate mid-term and final examinations;
- mark mid-term and final examination papers and submit grades, together with relevant graded course work, in accordance with established procedures and required deadlines;
- undertake regular curriculum and program reviews in your specialism and revise and develop as necessary in consultation with the Department Chair;
- work with the appropriate Department Chair & Director of the MA in International Relations to contribute to the OUVS annual report;
- undertake preparation for, and participate in Board of Examiners' meetings;
- inform the library of books required for courses;

- inform Department Administrative Assistant of the requisite books to be ordered for the course/s;
- arrange and supervise field trips, as appropriate;
- supervise internship students, as required.

**Student advising and mentoring:**

- maintain at least four, regular office hours per week for out-of-class consultation with students;
- provide academic advice to a given group of students covering course selection and academic development; regularly monitor their performance and liaise closely with the Co-ordinator of Academic Advising;
- encourage, promote and participate in co-curricular and extra-curricular activities.

**Scholarship and/or professional development:**

- undertake research, consulting and scholarly activities appropriate to the level of Associate Professor in an international university;
- develop and maintain a record of research and scholarly achievement;
- take advantage of opportunities for professional development;
- prepare for and participate in the annual performance and development review with the Department Chair/Director;
- further, through personal example, the international and liberal arts education mission of the University.

**Service duties:**

- attend and participate in Orientation;
- attend and participate in departmental meetings;
- attend and participate in faculty meetings and, as requested, University-wide committees;
- assist the Department Chair & Director of the MA in International Relations in identifying qualified adjunct part-time faculty;
- formulate and recommend subject area budget needs to the Department Chair;
- adhere to and promote the University's health and safety policies and procedures.

**LOCATION:**

The Associate Professor will be required to work at both the Richmond and Kensington campuses, as teaching and administrative workloads demand.

**GENERAL:**

The above responsibilities are subject to change at the discretion of the Department Chair and shall include other responsibilities as the Department Chair may from time to time assign. The Department Chair may also, at his/her discretion, reassign some of the above responsibilities. The Department Chair will work with the Associate Professor to co-ordinate work and resolve problems and will evaluate the Associate Professor's performance.

**PERSON SPECIFICATION**

**QUALIFICATIONS:**

A PhD, MBA or terminal qualification in the relevant subject area is essential; a related professional qualification is desirable.

**EXPERIENCE:**

Proven teaching experience in US or UK higher education is required, preferably in an international, multicultural institution, together with an active research agenda.

**QUALITIES:**

The Associate Professor must:

- i. be committed to the international and intercultural dimensions of the discipline and the student body;
- ii. have an imaginative, innovative and enthusiastic approach to teaching and curriculum design;
- iii. be an effective communicator both orally and in writing;
- iv. be committed to working with both faculty and non-faculty colleagues in the furtherance of the University's mission;
- v. demonstrate high levels of interpersonal skills and a genuine commitment to working in a collegial environment;
- vi. be prepared to make use of new technology wherever appropriate.

**DATE REVIEWED:**

March 2010.