

## Part Time Visiting Lecturer Role Profile

### Purpose

PTVLs are hourly paid staff who either provide external specialist teaching or cover short term teaching needs. They provide lectures, seminars or similar forms of teaching. Note – Visiting lecturers should have no responsibility for course, module or curriculum development, research or any aspect of academic management or leadership, which is not listed in the job duties section below.

<b>PTVL duties may include any of the following:</b>
The main duties include teaching, the regular preparation, marking/double marking, checking for plagiarism and commenting upon students' module coursework and learning activities, and the setting and marking of exam papers;
Lecturing or teaching at the University (or online) upon the occasions and at the times indicated for the respective classes to meet, the time of arrival to be sufficiently early to allow for any preparation that may be required before the class is due to commence;
Lecturing or teaching at the University (or online) within an established programme or programmes of study and within a variety of settings from small tutorial groups to large lectures;
Ensuring the methods of delivery meets the defined learning objectives;
Under the direction of the Course/Module/Subject Leader, carrying out tutorials, lectures or workshops at the University (or online) upon the occasions, locations and at the times indicated, for the respective tutorial, lecture or workshop to meet;
The regular preparation, marking\double marking and correcting of students' class work and homework;
The marking of scripts including resits;
The invigilation of examinations, attendance at staff meetings, if required by the Head of School/Course/Module Leader or other delegated authority, at times arranged by mutual agreement. (PTVLS will not be obliged to attend at any time outside those dates and times specified in contracts, if mutual agreement cannot be reached on such times);
PTVLS are required to become familiar with the syllabi, curriculum and course requirements for those classes for which they are responsible, and provide data as required to the Course/Module Leader or Head of School.
Additional attendance for special purposes may be arranged by agreement with the PTVL. Examples include taking part in staff development or training, student recruitment, exam boards or course review meetings, and official attendance during the enrolment period, but this list is not exhaustive;
Complying with University policy and requirements for accreditation where applicable and with the University's quality control and assurance monitoring procedures.
Reflect on practice and the development of own teaching and learning skills.
Self-manage own activities, with guidance as required.
Able to engage the interest and enthusiasm of students and inspire them to learn.