



The  
University  
Of  
Sheffield.

About  
The  
Job.

Ref: R06340

School of East Asian Studies

Lecturer in Chinese Studies

### Job Description

#### Brief outline:

As a member of the language team, the postholder will take responsibility for the development and teaching of modules on Chinese language and studies at all levels in the school, and especially for the Level 1 and Distance Learning modules. Duties will include preparing and supervising different modes of assessment, as well as undertaking departmental administrative duties. The successful applicant will be expected to undertake research in line with the school's Research Strategy, including producing publications and participating in research-related activities. Applicants should possess a recognised qualification (such as PhD, or equivalent experience) in a relevant field, a track record of relevant research and publication, native-or near-native speaker competence in Chinese and English, and qualifications or experience in teaching and developing courses on the Chinese language. The post is available from 1 September 2008.

**Report to:** Professor Tim Wright

#### Main Duties and Responsibilities

The duties of the position are principally to contribute to the research and teaching activities of the School of East Asian Studies, in the area of Chinese Studies, and to participate in the coordination and teaching of modules and courses, possibly including distance education and online modules, in Chinese language.

#### Research

- § Pursue research and publish journal articles and books nationally and internationally.
- § Contribute to the research culture and activity of the centre, department, school, faculty, and University.
- § Attract research income on an individual and collaborative basis, where appropriate and feasible.
- § Supervise undergraduate and postgraduate research projects and coursework.

#### Teaching

- § Assist in the development and teaching of modules on Chinese language and studies at all levels in the school.
- § Develop and teach modules on broader aspects of East Asia as a whole.
- § Initiate and develop subject material.

- § Be fully involved in the assessment of coursework and examinations.
- § Contribute to the review of modules and programmes and quality assurance mechanisms.

### Administration

You will be expected to contribute effectively to the administrative process and committee structures of the school, and as appropriate of the faculty and wider University.

The precise scope of the above duties will be agreed in consultation with the Head of Department.

### Planning and Organising

- § Teaching-related and administrative work is usually allocated by the Head of Department and various committees. Self-generate work through research and scholarly pursuits.
- § Plan and prioritise own daily work and monitor the work of research students on a daily basis.
- § Plan up to three years ahead for research related tasks.
- § Plan up to one month ahead for new course delivery.
- § Deal with reactive requests, such as those relating to teaching, supervising students and administrative tasks, on a daily basis.

### Person Specification

Applicants should demonstrate evidence of the following:

Criteria	Essential	Desirable	How this criteria will be assessed
<b>Qualifications and experience</b>			
§ A PhD or nearly completed PhD (or equivalent experience) in a discipline relevant to the school's research.	ü		Application / Interview
<b>Management skills</b>			
§ Demonstrated ability to contribute to the quality and quantity of the school's research through publications of at least national level of excellence and capacity in the future to produce publications of international levels of excellence.	ü		Application / Interview / References
§ Capacity to make a substantial contribution to the running of the Chinese Studies Programme and School of East Asian Studies.	ü		Application / Interview / References
<b>Communication skills</b>			
§ Near native-speaker proficiency in English and Chinese.	ü		Application / Interview
§ Native-speaker proficiency in Chinese.		ü	Application / Interview
§ Demonstrated organisational, interpersonal and communication	ü		Application / Interview

skills.			
<b>Team working</b>			
§ Proven capacity to work to and meet deadlines, and to work as part of a strong team in the School of East Asian Studies.	ü		Application / Interview / References
<b>Personal effectiveness</b>			
§ Potential to attract research students and external funding.	ü		Application / Interview
§ Strong commitment to excellence in undergraduate and postgraduate teaching.	ü		Application / Interview
§ Demonstrated potential to teach Chinese language and Chinese studies, units.	ü		Application / Interview
§ Flexibility and imagination.	ü		Application / Interview
§ An understanding of Chinese and English grammar and the ability to convey these concepts effectively both orally and in written form.	ü		Application / Interview
§ Experience of teaching Chinese language in a British or similar tertiary institution.		ü	Application / Interview

## Further Information

Informal enquiries: Informal enquiries may be directed to Professor Tim Wright at [t.wright@sheffield.ac.uk](mailto:t.wright@sheffield.ac.uk), or by telephone on +44(0)114 222 8406.

**Salary:** £34,793 - £41,545 per annum, with the expectation of annual incremental progression. Potential to progress to £46,759 through sustained exceptional contribution.

**Terms and conditions of employment:** Will be those for Grade 8 staff.

**Closing date:** 6 June 2008

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