



## **ASSOCIATE PROFESSOR OF ADVERTISING AND PR**

**Salary range: £40,200 - £46,570 per annum**

**This position may be considered on a full-time or 2 x 0.5 fractional basis  
plus excellent benefits**

Richmond, The American International University in London, is seeking to appoint an Associate Professor in Advertising & Public Relations. Richmond is a private, not-for-profit, liberal arts and business studies University. It has dual degree accreditation, awarding UK and US taught undergraduate and master's degrees.

The successful candidate will be required to develop and teach courses at the undergraduate and (possibly) postgraduate level and to play an important role in planning course and programme development in BA Communications: Advertising and Public Relations and (possibly) MA Advertising & Public Relations. The successful candidate will report to the Head of Department of Communications.

Applicants wishing to be considered for this position must hold a PhD or a terminal qualification in a relevant subject area and be able to demonstrate ability in teaching, preferably in an international institution, at both undergraduate level and (possibly) postgraduate levels. Preference will be given to applicants with a demonstrated publication record and an active research agenda, particularly in the field of communications, international public relations, and advertising.

This is a permanent position, subject to satisfactory completion of a one-year probationary period. Appointment will be made at the Associate Professor level with a salary commensurate with teaching, research and practical experience. Referees will be contacted prior to shortlisted candidates being invited for interview and applicants will be notified of this in advance.

Richmond is an equal opportunities employer.

A Basic level Disclosure and Barring Service check will be required.

For further information about this vacancy and the University, please visit: [www.richmond.ac.uk](http://www.richmond.ac.uk).

**Closing date: 04 October 2021.**

**Please submit an application online at <http://careers.richmond.ac.uk/> ensuring you upload a current CV and supporting statement, together with details of three recent work-related references.**

**Please note that while submitted applications will be acknowledged, we are unable to provide individual feedback to applicants.**

## JOB DESCRIPTION

**TITLE: ASSOCIATE PROFESSOR OF ADVERTISING & PUBLIC RELATIONS**

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### **REPORTS TO:**

The Associate Professor of Advertising & Public Relations reports to the Head of the Department of Communications.

### **SUMMARY:**

The Associate Professor of Advertising & Public Relations is responsible for teaching, advising and assessing students in the courses s/he 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 the Summer School. Your teaching obligation will be 24 semester hours per academic year, which is typically 8 courses. During the Fall and Spring semesters, you are required to be present on campus at least four full working days a week, maintain office hours, and attend and participate in University-wide committees.

Your main duties are summarised below.

#### **Teaching and curriculum development:**

- teach 24 semester hours (8 courses) over an academic year comprising two semesters and one summer school, covering undergraduate and, where appropriate, graduate courses in the American system of higher education;
- serve in an administrative capacity as an undergraduate Subject Leader or a Postgraduate Convenor, if required;
- prepare syllabi, reading lists, grading assessment standards and classroom instruction (virtual if required);
- carry out 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 programme reviews in your specialism and revise and develop as necessary in consultation with the Head of Department;

- be involved in contributing to annual programme review;
- undertake preparation for, and participate in Board of Examiners' meetings;
- inform the library of books required for courses;
- inform the Administrative Assistant of the requisite books to be ordered for the course/s;
- maintain class attendance registers and ensure student records are up to date at all times;
- organise guest lectures as appropriate;
- 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 Registry Services, Student Affairs and the relevant committees where necessary;
- 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 Head of Department;
- further, through personal example, the international and liberal arts education mission of the University.

**Service duties:**

- attend and participate in Orientation and Open Days;
- attend and participate in School meetings;
- attend and participate in University-wide committees;
- formulate and recommend subject area budget needs to the Head of School as requested;
- 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. The University is anticipating a change of location to a new site in South West/West London in 2022.

**SPECIAL NOTE:**

A Disclosure and Barring Service check at the basic level is required for this position.

**GENERAL:**

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

**PERSON SPECIFICATION:**

The Associate Professor of Advertising & PR will be required to show evidence of the following experience, skills, capabilities and aptitudes:

- proven teaching experience at the undergraduate and (possibly) postgraduate level in US or UK higher education, preferably in an international, multicultural institution;
- an active research and publishing agenda in a related subject area;
- a demonstrable commitment to liberal arts education and to the research, teaching and service dimensions of Richmond's mission as a university;
- have an imaginative, innovative and enthusiastic approach to teaching and curriculum design;
- an engaging approach to teaching and enthusiasm in undertaking academic support and administrative duties;
- experience of curriculum design and development;
- experience of using Microsoft Office Suite and a student information records system;
- ability to work across organisational structures to build successful working relationships;
- an understanding of both the American and UK higher education systems or the ability to rapidly acquire such an understanding.

**DESIRABLE:**

- a PhD or terminal qualification in the relevant subject area;
- a related professional qualification.

**DATE REVIEWED:**

June 2021