**FACULTY OF HUMANITIES**

**Academic Co-ordinator of the**

**Humanities New Academics Programme**

**Context**

The New Academics Programme is designed to meet the training and development needs of academic staff holding probationary appointments, and successful completion of the programme is required before such staff can be confirmed in post. With the exception of one day’s central session, the programme is delivered through three pathways, one for each faculty.

HNAP is the pathway for the Faculty of Humanities. It consists of 24 units which are intended to cover the whole range of responsibilities of academic staff: teaching and support for students’ learning; research, research supervision, and knowledge exchange; academic management and service and an induction to the institutional context of the University.

These units are all compulsory, except for those (e.g. staff on teaching-focused appointments) whose appointments have a more restricted brief. Participants who have undertaken equivalent training elsewhere may apply to be exempted from specific units. Half of the units have a written assignment attached to them; and these assignments are submitted in the form of a portfolio in order to complete the programme. Many of these assignments involve discussion with the participant’s mentor, and mentors therefore play an important role in the programme.

Two of the units are delivered by the Staff Training and Development Unit. The rest of the units are run by the HNAP team in two- or three-day blocks in September, early November and January.

The New Academics Programme is accredited by the Higher Education Academy and participants who successfully complete the programme and portfolio review become Fellows of the HEA.

HNAP is run by two HNAP Co-ordinators, who work closely as a team. Dr Anindita Ghosh has been in post since June 2016 and will work with the new post-holder. It is expected that the new post-holder will take the lead on teaching-related units. The HNAP Co-ordinators report to a member of the Faculty leadership team, currently the Associate Dean for PGR.

**Key Duties and Responsibilities**

* To plan, review and participate in the delivery of the content of HNAP units.
* To ensure the effectiveness and integration of the programme by attending as far as possible all HNAP sessions. It is expected that at least one HNAP Co-ordinator, and where appropriate, both Co-ordinators, will attend each session of the programme (currently scheduled in September, the November reading week, and January), as well as the central NAP sessions (one day each in September and January).
* To liaise with the HNAP administrator to ensure the efficient administration of the programme.
* To review applications for exemption from elements of the programme
* To assess HNAP portfolios.
* To ensure that Schools are aware of the requirements of the programme, through effective communication and by providing mentor training as requested.
* To ensure consistency and adherence to the requirements of HEA accreditation
* To ensure the comparability of HNAP with other NAP programmes at the University of Manchester
* To prepare Annual Reviews of HNAP, submitted both to HPRC and to the New Academics Programme Committee.
* To represent the Faculty on the University’s New Academics Programme Committee and participate as necessary in the development of the central programme.
* To participate in academic staff development across the University, as required

**Person Specification**

The post-holder must possess the following skills, knowledge and qualities:

* A clear vision of the kind of academic staff development required by new academic staff in the University and a good knowledge of the working of the University.
* A commitment to excellence in all aspects of the academic’ role.
* Credibility as a successful all-round academic with a strong record of teaching and research. It is expected that the post-holder will hold appointment at Senior Lecturer level or above.
* A track record of excellence in teaching, evidenced through unit survey results, peer review reports, and/or external recognition.