

# COLLEGE OF INTEGRATED CHINESE MEDICINE

## RESEARCH LECTURER JOB DESCRIPTION

**Title of the post:** Research Lecturer

**Accountable to:** Programme Lead Research

**Job purpose:** The job of a Research lecturer involves teaching undergraduate acupuncture students.

### **Roles and responsibilities**

**Supervising Research Students:** Guiding and mentoring undergraduate students in their research, including supervising dissertations.

**Delivering Instruction:** Designing, preparing, and delivering lectures to undergraduate students. This includes creating course materials, such as handouts and presentations in collaboration with the Research Programme Lead.

### **General teaching roles & responsibilities:**

- Complete all necessary administrative tasks, including marking attendance, ensuring health and safety compliance, and preparing and uploading course materials.
- Develop and maintain strong relationships with students, tailoring the approach to accommodate diverse learning styles and abilities.
- Teach undergraduate courses, ensuring a high standard of education, this includes delivery of scheduled lessons using a range of appropriate and effective teaching methods.
- Design, execute, and critically assess a variety of teaching methods and student assessments.
- Undertake a minimum of 5 hours of continuous professional development (CPD) annually to support academic and professional growth.

### **Research Key Responsibilities**

- **Assessment & Reporting:** Adhere to all established deadlines for marking and assessment of the literature review and dissertation. This includes coordinating with the Programme Leader for Research to report student progress and submit final grades in a timely manner.
- **Student Dissertation Supervision:** Act as a supervisor for undergraduate students completing their dissertations, providing guidance and support throughout their research process.
- **Meetings & collaboration:** participate in dissertation committee and supervisors meetings,

- **Continuous growth:** maintain up-to-date knowledge and apply relevant research to teaching practices.

***Essential Skills for a Research Lecturer:***

- **Expertise and Research Proficiency:** Deep and current knowledge of research, with a proven track record of high-quality research.
- **Effective Communication:** Excellent verbal and written communication skills to convey complex ideas clearly to diverse audiences.
- **Pedagogical Skills:** The ability to design, deliver, and adapt teaching methods to accommodate various learning styles and effectively mentor and supervise undergraduate students in their research and academic growth.
- **Organisational Acumen:** Strong time management and analytical skills to effectively balance teaching, supervision, research, and administrative tasks.
- **Collaboration:** The ability to work independently and as part of the research team.
- **Technological Competence:** Proficiency in using relevant software and technology for both research and teaching.

***Desirable Skills for a Research Lecturer:***

- **Research Proficiency:** A strong track record of conducting high-quality research, evidenced by publications.
- **Academic Administration:** Familiarity with university administrative processes, such as student admissions, committee work, and quality assurance.

To apply please complete an application form, and send with a covering letter, explaining why you think you would be suitable for this role.

Return all applications to the Academic Director, Lynda French, at [LFrench@cicm.org.uk](mailto:LFrench@cicm.org.uk)

Any questions about the role, please contact the Research Programme Leader, Angela Van Veen, at [avanveen@cicm.org.uk](mailto:avanveen@cicm.org.uk)

**Closing Date: Friday 3rd October 2025**

**Interview Date: Monday 6th October 2025 (in person or via teams)**