



Guidance on employing LSE Fellows and Teaching Fellows

Introduction

This guidance provides information and advice on the differences between a Band 5 Teaching Fellow and Band 6 LSE Fellow; the relevant recruitment process; length of contract; mentoring; research (if applicable) and end of contract. This guidance document is an ancillary document to the [Recruitment and Selection Policy and Procedure](#) (Academic, Research and Teaching Appointments).

LSE Fellows

What is an LSE Fellow?

An LSE Fellow is a career development post which allows aspiring academics who are post PhD, or close to PhD completion, the opportunity to gain experience in teaching and research. They are essentially post-Doc positions with which the LSE attracts aspiring and talented early stage academics who are not yet ready to take on career-track academic positions.

LSE Fellows teach undergraduate and Masters' students and should contribute to courses as appropriate, with the support of faculty. LSE Fellows will not normally be solely responsible for a course, unless this development is specifically requested. Even in this instance, LSE Fellows should benefit from the support and guidance of faculty.

It is recognised that not all departments have the same teaching and operational requirements, however, the developmental aspect of the LSE Fellow role should remain core to each post and be encouraged and supported by each department. Departments and Heads of Department will be responsible for ensuring that this is the case.

LSE Fellows are salary Band 6 and must be close to PhD completion or have completed their PhD. LSE Fellows should work to the job description and person specification included in this document. Departments should proactively monitor LSE Fellows who are close to PhD completion to ensure they complete their PhD as expected. If they do not, advice should be sought from the department's [HR Partner](#).

Recruiting LSE Fellows

If you are seeking to recruit an LSE Fellow, please contact your [HR Adviser](#) who will guide you through the recruitment process. All LSE Fellows should be advertised externally to reach the widest pool of talent.

LSE Fellow teaching/contact time should be limited to the local norm in each department, against the norm of faculty teaching to allow LSE Fellows time to conduct research. Heads of Department are responsible for ensuring that this is the case within their Department.

Review period

This post is subject to a formal six month review period, during which time it will be expected that staff will demonstrate that they are on track to meet the requirements of this role, with Departments bearing in mind that this scheme is developmental in nature. Managers and staff are encouraged to discuss progress at regular intervals within the six-month review period and further guidance is available from the Human Resources Division.



Length of contract

LSE Fellows are career development posts and should normally be offered for two years in the first instance. A further extension of one year can be offered, if appropriate, normally up to a maximum of three years. Only in very exceptional circumstances can a post be extended to four years and such an extension requires the approval by the Vice-Chair of the Appointments Committee. Contracts of one year should only be offered in the case of covering faculty absence of this period. All contracts should be fixed term, due to the developmental nature of the role, and will normally commence in September.

In the most part LSE Fellows are likely to be full time. However, if this is not the case the department is responsible for ensuring that the teaching and research balance is pro-rated accordingly. For example a 0.5FTE post should undertake approximately half of the teaching expected of a full time post, and include pro-rated time for research.

If an employee takes a period of maternity/adoption/shared parental leave during the first two years as an LSE Fellow, the contract should be considered for extension by at least the same amount of time as the leave taken, where funds are available. Where leave is taken in the third year, or following any further exceptional extensions of the contract, it is unlikely that a further extension on the basis of leave taken will be approved. Departments should contact HR for further guidance.

Mentoring

Mentoring is an important part of the experience and development of an LSE Fellow. LSE Fellows fall under the Mentoring Scheme in the [Academic Staff Career Development Guidance](#). Full information on the scheme can be accessed in the previous link.

Mentors should provide LSE Fellows with informal and frequent advice throughout the year. Any matters discussed between the mentor and mentee should remain confidential unless by mutual agreement third parties are consulted.

Mentors should be assigned annually to an LSE Fellow by their Department and names returned to HR as part of HR's annual process. HR will be in touch during the session to request names of mentors from Departments. It is then the Department's responsibility to advise the LSE Fellow who their mentor is and then it is for the LSE Fellow and mentor to arrange meetings.

All mentors are expected to arrange dates and times for discussions throughout the year. For the first two years, meetings should normally be taking place at least once per term, after which they can take place as and when needed, although not less than once annually. However, given the informal nature of mentoring it is expected that the majority of mentoring may also well take place outside of specifically scheduled meetings.

Research

Although the LSE Fellow role will primarily focus on teaching, research is an important part too. Departments should, therefore, ensure that LSE Fellows have sufficient time built into their role to allow time for research. For example, the local faculty norm could be followed.

End of contract

Given the developmental nature of the LSE Fellow role, LSE Fellow contracts will not normally be extended beyond three years and will not be entitled to redundancy payments or redeployment within the School. This is to ensure that the next cohort of aspiring academics are given the opportunity to gain experience in teaching and research.



If an LSE Fellow is appointed for two years and, for example, further funding becomes available, the contract may be extended up until the three year cap.

Once the LSE Fellow has finished in their role, it is hoped they will have gained experience to pursue a career in academia, if they so wish. As such, once an employee has completed three years as an LSE Fellow, they should not apply nor be considered for alternative LSE Fellow posts even if, for example, the role is in a different department

LSE Fellows will not normally be able to apply for external research funding, in their capacity as an LSE Fellow.

If you have any questions relating to the end of the LSE Fellow contract, please contact your [HR Adviser](#).

LSE Fellow Job Description and Person Specification

In order to retain the veracity of the LSE Fellow position, the following templates should be used. The duties and competencies should not be altered, in the most part, to allow consistency in the roles across the School.



Job Description

This form summarises the purpose of the job and lists its key tasks. It is not a definitive list of all the tasks to be undertaken as those can be varied from time to time at the discretion of the School, in consultation with the postholder.

Job title: LSE Fellow

Department/Division: XX

Accountable to: XX

Job Summary

The post holder will contribute to the scholarship and intellectual life of the Department and LSE by conducting teaching and research which will enhance the School's reputation as a research-led teaching institution. With appropriate mentoring from the Department, the post holder will help improve our students' educational experience whilst gaining excellent teaching experience and developing their own research career. Teaching and student contact time will be allocated in accordance with the local departmental norm (normally up to one hundred hours per year).

Duties and Responsibilities

- Delivering high-quality teaching (lectures and seminars) to undergraduate and MSc students, face-to-face and online.
- Identifying the learning needs of students, defining appropriate learning objectives and providing them with appropriate support.
- Preparing, marking and providing feedback on formative and summative work, including coursework, exam papers and dissertations.
- Participating in regular teaching meetings with academic and professional services staff.
- Working closely with professional services staff to ensure the smooth running of all aspects of teaching and assessment.
- Holding regular Advice & Feedback (Office) hours.
- Acting as an academic advisor (mentor), including with regard to dissertation writing, and providing pastoral care.
- Organising and participating in activities to enhance the students' development of their individual research projects (dissertations).
- Developing a research programme and publication record - e.g. through publication(s) arising from the PhD or post-doctoral research
- Participating in development opportunities both at a departmental and School level (e.g. workshops, training, talks).

Flexibility

To deliver services effectively, a degree of flexibility may be required in the duties performed in order to meet the exigencies of service. Job roles may also naturally develop over time and ongoing substantial



changes to a role will be discussed between line managers and their staff, with job descriptions updated as and when appropriate.

Equity, Diversity and Inclusion (EDI)

LSE is committed to building a diverse, equitable and truly inclusive university. All posts (and post holders) will seek to ensure diversity and inclusion, while opposing all forms of unlawful and unfair discrimination on the grounds of age, disability, gender identity, marriage and civil partnership, pregnancy and maternity, race, nationality, ethnic or national origin, religion or belief, sex and sexual orientation, or social and economic background.

Ethics Code

Posts (and post holders) are assumed to have a responsibility to act in accordance with the School's Ethics Code and to promote the principles and values that the Code enshrines. The Ethics Code clearly states that the whole LSE community, including all staff, students, and governors of LSE, are expected to act in accordance with the principles which are set out in the Code. As such you are required to read and familiarise yourself with it. The School's Effective Behaviours Framework is designed to support this Code. It sets out examples for the six behaviours that all staff are expected to demonstrate, these can be found on the following link: [click here](#)

Environmental Sustainability

The post holder is required to minimise environmental impact in the performance of the role, and actively contribute to the delivery of the LSE Environmental Policy.



Person Specification

This form lists the essential and desirable requirements needed in order to do the job.

Applicants will be shortlisted **solely** on the extent to which they meet these requirements.

Job title: LSE Fellow (Band 6)

Department/Division: XX

Accountable to: XX

Competency	E/D
Completed or close to completing a PhD in <subject>, by the post start date	E
A very good knowledge of <subject area>	E
A developing research record in <subject>	E
Excellent communication and presentation skills	E
The ability to work in close partnership with fellow teachers, including on a one-on-one basis and in small groups, and to provide effective support, as necessary	E
Foster an engaging and supportive learning environment	E
A commitment to equality and diversity	E
Relevant teaching experience	D
Experience of managing and contributing to course virtual learning environments (e.g. Moodle)	D
Experience in carrying out course administration	D

E – Essential: requirements without which the job could not be done.

D – Desirable: requirements that would enable the candidate to perform the job well.



Teaching Fellows

What is a Teaching Fellow?

A Teaching Fellow is a part time career development post which provides LSE PhD students who have yet to complete their PhD with the opportunity to a broader range of experience in teaching than can be provided by an hourly paid Graduate Teaching Assistant contract. Unlike LSE Fellows, a Teaching Fellow job description does not include 'research' because the individual's PhD research will be ongoing during the period of employment.

Teaching Fellows will teach undergraduate students and contribute to courses as appropriate, with the support of faculty. Only in very exceptional circumstances can Teaching Fellows teach Masters' students.

It is recognised that not all departments have the same teaching and operational requirements; however, the developmental aspect of the Teaching Fellow role should remain core to each post and be encouraged and supported by each department. Departments and Heads of Department will be responsible for ensuring that this is the case.

Teaching Fellows should be recruited at salary Band 5 and work to the Teaching Fellow job description and person specification included in this document.

Recruiting Teaching Fellows

Teaching Fellows should be advertised internally as an opportunity for LSE PhD students to gain experience in teaching. Please note that if the candidate is on a visa, they may be restricted in the number of hours and duration they can work. Moreover, LSE students are restricted to working a maximum of 20 hours per week.

If you are seeking to recruit a Teaching Fellow, please contact your [HR Adviser](#) who will be able to guide you through the recruitment process.

Teaching and contact hours should be reflective of the local norm in each department, against the norm of faculty teaching and be based on the relevant FTE for that post. Heads of Department are responsible for ensuring that this is the case within their Department.

Review period

This post is subject to a formal six month review period, during which time it will be expected that staff will demonstrate that they are on track to meet the requirements of this role, with Departments bearing in mind that this scheme is developmental in nature. Managers and staff are encouraged to discuss progress at regular intervals within the six-month review period and further guidance is available from the Human Resources Division.

Length of contract

Teaching Fellows are career development posts and should be offered for two years in the first instance. A further extension can be offered, if required, up to normally a maximum cap of three years. Only in very exceptional circumstances can a post be extended to four years and such an extension requires the approval by the Vice-Chair of the Appointments Committee. Contracts of one year should only be offered in the case of covering faculty absence of that period or if the candidate expects to complete their PhD within the first year of employment. All contracts will be fixed term, due to the developmental nature of the role and will normally commence in September.

Departments should proactively monitor when a Teaching Fellow is expected to complete their PhD. If a Teaching Fellow completes their PhD during their two year contract, they may continue in the role until the contract end



date, but an extension should not be offered. This is to allow other LSE pre-PhD students the opportunity for this career development. Departments should, in addition, seek advice from HR in relation to Teaching Fellows on student visas as their PhD nears completion.

If a post is part time the department is responsible for ensuring that the teaching is pro-rated accordingly. For example a 0.5FTE post should undertake approximately half of the teaching expected of a full time post.

If an employee takes a period of maternity/adoption/shared parental leave, the contract should automatically be extended for the period of leave, where funds are available and providing they are still in the process of completing their PhD.

Mentoring

Teaching Fellows should receive mentoring as part of their PhD studies, therefore, the [Academic Staff Career Development Guidance](#) will not apply.

However, informal mentoring arrangements may be made locally if desired.

End of contract

Given the developmental nature of the Teaching Fellow role, Teaching Fellow contracts will not normally be extended beyond three years. This is to ensure that the next cohort of PhD students are given the opportunity to gain experience in teaching.

If a Teaching Fellow is appointed for less than three years and, for example, further funding becomes available and their PhD is still unfinished, the contract may be extended up until the three year cap.

Once an employee has completed three years as a Teaching Fellow, they should not apply nor be considered for alternative Teaching Fellow posts even if the role is in a different department.

As a Teaching Fellow is distinct from an LSE Fellow, Teaching Fellows may apply to an LSE Fellow vacancy, if desired. Time spent as a Teaching Fellow will not count towards the maximum three year employment period as an LSE Fellow.

If you have any questions relating the end of the Teaching Fellow contract, please contact your [HR Adviser](#).

Teaching Fellow Job Description and Person Specification

In order to retain the veracity of the Teaching Fellow position, the following templates should be used. The duties and competencies should not be altered, in the most part, to allow consistency in the roles across the School.



Job Description

This form summarises the purpose of the job and lists its key tasks. It is not a definitive list of all the tasks to be undertaken as those can be varied from time to time at the discretion of the School, in consultation with the postholder.

Job title: Teaching Fellow (Band 5)

Department/Division: XX

Accountable to: XX

Job Summary

- Overview of role; course and department, plus any additional information

Duties and Responsibilities

- Contributing to the scholarship and intellectual life of the School by conducting teaching which will enhance the School's reputation as a research-led teaching institution.
- Supervising, teaching and examining undergraduate level students, under the guidance and mentoring of permanent faculty responsible for the course. Only in very exceptional circumstances can Teaching Fellows teach Masters students.
- Identify learning needs of students; help define learning objectives and providing appropriate support.
- Hold regular office hours for students on the course (at least 2 hours per week).
- Mark formative work as required (including essays, problem sets and mock exams) and providing feedback in various forms; marking undergraduate dissertations.
- Participating in regular teaching meetings, with academics and administrators involved in the course.
- Managing academic administration arising from teaching responsibilities – e.g. class preparation and marking, with guidance as required.

Note

The LSE has a progressive pay structure that rewards you with annual pay increases up to a certain level as you develop in your role. We also provide for further reward past this point in the form of further pay increases based on exceptional performance.

Flexibility

To deliver services effectively, a degree of flexibility is needed, and the post holder may be required to perform work not specifically referred to above.

Equality and Diversity

To uphold the School's commitment to equality of respect and opportunity, as set out in the [Ethics Code](#), we will treat all people with dignity and respect, and ensure that no one will be treated less favourably because of their role at the School, age, sex, disability, gender identity, race, religion or belief, sexual



orientation, marriage and civil partnership, pregnancy and maternity, or social and economic background. For the full Equity, Diversity and Inclusion policy statement, please see the [EDI website](#).

Environmental Sustainability

The post holder is required to minimise environmental impact in the performance of the role, and actively contribute to the delivery of the LSE Environmental Policy.



Person Specification

This form lists the essential and desirable requirements needed in order to do the job.

Applicants will be shortlisted **solely** on the extent to which they meet these requirements.

Job title: Teaching Fellow (Band 5)

Department/Division: XX

Accountable to: XX

Competency	E/D
Evidence of significant progress toward completing a PhD in <subject>	E
A very good knowledge of <subject area>	E
Foster an engaging and supportive learning environment	E
A commitment to equality and diversity	E
Excellent communication and presentation skills	E
The ability to work in close partnership with fellow teachers, including on a one-on-one basis and in small groups, and to provide effective support and mentoring as necessary	E
Relevant class teaching experience	D
Experience of managing and contributing to course virtual learning environments (e.g. Moodle)	D
Experience in carrying out course administration	D

E – Essential: requirements without which the job could not be done.

D – Desirable: requirements that would enable the candidate to perform the job well.