Job Title: Director of Undergraduate Studies (DUGS)

Department/Division/Faculty: Computing

Campus/Location: South Kensington campus

Job Family/Level: Learning & Teaching, Teaching Fellow, Level 6 (Salary scales)

Responsible to: Head of Department (HoD), deputy HoD, and others assigned by the HoD as necessary

Line Management for: Teaching Fellows that manage undergraduate (UG) teaching and administration

Key Working Relationships (Internal): Director of Postgraduate Studies (PGDS), Director of Educational Technology, UG Admissions Tutor, UG Senior Tutors, Examination Officer, Study Exchange Coordinator, Industrial Placement Coordinator, Departmental Disability Officer, Champion of Equality/Diversity/Inclusion (EDI), Academics, Teaching Fellows, Learning Technologists, Professional Support Staff

Key Working Relationships (External): Bodies of Quality Assurance and other bodies external to College relevant to UG education, Guardians of UG Applicants where applicable

Contract type: Full-time, Open-ended

Purpose of the Post

The DUGS is responsible to the Head of Department or delegate for leading, designing, implementing, and managing our undergraduate education programmes - in consultation with the Head of Department, Senior Officers of the departmental Committees and Staff-Student Committees.

Key Responsibilities

The responsibilities of the DUGS include, grouped in six thematic categories:

1. Leadership
   1.1 Providing leadership and direction to senior members of the teaching staff, including the deputy DUGS, Course Directors, Year Coordinators, Senior Tutors, Wellbeing Officers, and relevant Learning Technologists, and Teaching Fellows.
   1.2 Leading, initiating, and completing curriculum and strategic reviews of departmental UG education.
   1.3 Co-leading the departmental education strategy (including Marketing, Recruitment, and Admissions) with senior members of the Department such as the HoD and PGDS.
   1.4 Acting in accordance with the values [https://www.imperial.ac.uk/computing/about/our-values/](https://www.imperial.ac.uk/computing/about/our-values/)
   1.5 of the Department and with Imperial Expectations.

2. Departmental Management
   2.1 Serving on the Departmental Management Committee and assisting the HoD in running all aspects of UG education in the Department.
   2.2 As advised by the HoD, serving on departmental committees such as those for pay reviews, promotions, and recruitment panels.
   2.3 Advising of HoD on staff resources needed for delivery of departmental UG programmes.
2.4 Liaising with EDI Committee to implement EDI policies in UG activities.

3. Line Management
   3.1 Managing relevant Teaching Fellows, reviewing their work flow, undertaking their annual personal review and development process (PRDP), and supporting their career development.
   3.2 Coordinating and planning resourcing to ensure that all teaching staff have required resources for discharging their roles effectively.

4. Strategic Planning of Undergraduate Activities
   4.1 Ensuring that departmental UG programmes remain leading in their discipline in content and delivery.
   4.2 Assessing and supporting the development of new teaching initiatives in UG education, in line with departmental education strategy.
   4.3 Assessing and supporting associated educational activities such as outreach programmes, short courses, and online courses.
   4.4 Working with the HoD, Departmental Operations Manager (DOM) and others to forecast UG admissions targets during budget planning rounds.
   4.5 Regularly reviewing risks of UG activities and taking action to mitigate these.
   4.6 Liaising with the DOM to ensure adequate space provision for UG activities.
   4.7 Developing and updating departmental policies relating to the recruitment and teaching of UG students to ensure high-quality processes.

5. Interfacing with Faculty and College
   5.1 Representing the Department at Faculty and College level meetings such as the Faculty Teaching Committee.
   5.2 Participating in consultations and initiatives related to UG activities at Faculty and College level, coordinating these in the Department where necessary.
   5.3 Communicating to staff and students in the Department changes to UG activities made by College or external bodies.
   5.4 Supporting the allocation and management of UG scholarships and bursaries from College or external funding bodies.
   5.5 Ensuring compliance with all College policies and regulations pertaining to UG education – including those for academic and exam regulations of UG education.
   5.6 Acting as the UG education interface with central administrative services, with College Committees (including the appropriate Faculty Education Committee) and with Committees and organizations external to College.

6. Operational Matters
   6.1 Assigning duties to all teaching staff of departmental UG education, liaising with the PGDS or others – where necessary.
   6.2 Chairing and organizing the departmental Teaching Operations Committee. Regularly attending and co-organizing the departmental Staff/Student Committee.
   6.3 Working with Senior Tutors to oversee support for mitigating circumstances of UG students.
   6.4 Ensuring that UG student feedback is documented, monitored, and informs decision making on UG matters.
   6.5 Giving support for ad-hoc issues for UG students as and when they arise – such as issues around feedback, wellbeing, student discipline, and internships.
   6.6 Supporting the recruitment, training, and supervision of Graduate Teaching Assistants (GTAs).
   6.7 Ensuring an accurate, definite record of each UG programme of study on the departmental website for the benefit of current and prospective students, including programme specifications and schemes for the award of honours.
6.8 In consultation with the Undergraduate Admissions Tutor, Departmental Disabilities Officer, and Disability Advisory Service, ensuring there is competency standards document available for all departmental UG programmes.

6.9 Ensuring that Health & Safety is properly coordinated for undergraduate programmes within the department and to be answerable to the Head of Department on such matters, see: http://www3.imperial.ac.uk/safety/policies/organisationandarrangement/s/directorofundergraduatestudies

The post is in the L&T job family; career progression is therefore guided by the promotion processes for this job family.

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### Person Specification

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<thead>
<tr>
<th>Requirements</th>
<th>Essential (E)/Desirable (D)</th>
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<tbody>
<tr>
<td><strong>Education</strong></td>
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<tr>
<td>Doctoral degree in Computing or a related discipline</td>
<td>E</td>
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<tr>
<td><strong>Experience</strong></td>
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<td>Experience with management of student wellbeing or other student support</td>
<td>E</td>
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<tr>
<td>Experience of contributing and collaborating at a senior level within organizations</td>
<td>E</td>
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<tr>
<td>Past or current management of a higher-education programme of studies</td>
<td>E</td>
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<tr>
<td>Familiarity with, and openness to, agile processes of planning and executing work</td>
<td>D</td>
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<tr>
<td>Experience in policy development and implementation in higher education</td>
<td>E</td>
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<tr>
<td>Track record of scholarly activities such as education-related research</td>
<td>E</td>
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<tr>
<td>Recognized expert in educational best practice for their subject area</td>
<td>E</td>
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<tr>
<td><strong>Knowledge</strong></td>
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<tr>
<td>Specialized knowledge of university UG courses</td>
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<tr>
<td>Specialized knowledge of UG admissions and course administration</td>
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<tr>
<td>Knowledge of recent developments in the discipline of Computing and ability to interpret how those may inform departmental UG education strategy</td>
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<tr>
<td><strong>Skills &amp; Abilities</strong></td>
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<tr>
<td>Ability to work and communicate in a team effectively</td>
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<td>Ability to lead, design, implement, and evaluate educational activities</td>
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<td>Ability to lead and motivate a team at senior management level</td>
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<td>Strategic leadership skills in higher education</td>
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<td>Effective negotiation and presentation skills</td>
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<tr>
<td>Adept at providing direction and overseeing the work of others</td>
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<td>Ability to adhere to departmental and College values</td>
<td>E</td>
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<tr>
<td>Potential to transfer educational research into our UG education</td>
<td>D</td>
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<tr>
<td>Potential to teach UG modules in core Computing topics</td>
<td>D</td>
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<tr>
<td>Familiarity with databases, web tools, and spreadsheets for collaborative working</td>
<td>E</td>
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<tr>
<td>Effective written and oral communication skills for internal and external audiences</td>
<td>E</td>
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</tbody>
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### Further Information

**Information about the Faculty of Engineering**

The Faculty of Engineering is one of four faculties within Imperial College London and is led by the Dean, Professor Nigel Brandon OBE FEng FRS. The Faculty seeks to provide international leadership in engineering research and
education and is widely recognised as a world-leading engineering school. Our departments consistently excel in prominent league table rankings, while the College enjoys similar success. Our Faculty is unique in the UK in supporting world-class education and fundamental research across the full range of engineering disciplines. All ten of our academic departments are located on a single campus in South Kensington, giving a concentration of talent that creates a stimulating and vibrant research culture which promotes multidisciplinary collaborations and attracts internationally leading researchers and scholars.

Our academic departments deliver world-class education in engineering in order that our graduates possess the skills, knowledge, and attitudes necessary to become international leaders in engineering industry and academia. We provide our students with an outstanding engineering education, which brings together cutting-edge researchers, exceptional teachers, and state-of-the-art facilities in inspiring physical and virtual environments. Students at Imperial will meet, work and live with people studying every aspect of engineering.

The Faculty is home to 1,740 staff (440 academics, 800 researchers and 500 support staff) and 8,000 students (of whom around 1,500 are research students). The Faculty is a powerhouse in research across the engineering sciences, with research funding more than £100m per year.

The Faculty of Engineering is based at the South Kensington and White City campuses and comprises ten Departments covering all aspects of Engineering:

- Aeronautics
- Bioengineering
- Chemical Engineering and Chemical Technology
- Civil and Environmental Engineering
- Computing
- Design Engineering
- Earth Science and Engineering
- Electrical and Electronic Engineering
- Materials
- Mechanical Engineering

The Faculty was formed in August 2001 and formally inaugurated in August 2002. REF https://www.imperial.ac.uk/engineering/about-us/rankings/

The Department of Computing

Our Department of Computing prides itself in its research-led education environment that values and invests in people. We conduct world-class research and transfer this research into our teaching. We are privileged to have such talented students and to educate them to become future leaders in ICT, Engineering, and industry verticals.

Staffing and size of the Department

Our people strategy has Equality, Diversity, and Inclusion are a core principle. We value courage, excellence, integrity, respect, and collaboration and offer newly appointed Lecturers an environment in which they can shape their own research agendas and realize their career ambitions.

Our Department of Computing has over sixty academics, more than a dozen teaching fellows, 30 professional support staff, over two hundred research staff, and over one-thousand taught and research students.
We are eager to increase our percentage of women students and women academics and want to further improve the diversity of our staff and student population.

**Research**

The Department of Computing at Imperial College London is a leading department in Computer Science. Its research was ranked first across all subjects in the UK in the national assessment exercise REF 2021. Our department is a co-lead in the College initiative I-X, a collaborative environment for research, education, and entrepreneurship across artificial intelligence, data science, and digital technologies. This is therefore an exciting time to join our Department of Computing to co-shape the future of research and education in our field.

Our research environment is structured around research themes that reflect the breadth and depth of our world-leading academics, post-doctoral researchers, and PhD students. We have extensive industry collaborations with leading global companies, SMEs, and startups – across many sectors. Several of our academics work in industry, create their own start-ups that make successful acquisition exits, or hold prestigious Research Fellowships or Research Chairs - attesting to the vibrancy of our research.

Each research theme has several research groups that provide the infrastructure for targeted research and support for PhD students and postdoctoral researchers. Academics are not limited to just one theme and many work collaboratively across a few themes. The themes are Artificial Intelligence, Data Science, Programming Languages, Security, Software Engineering, Systems, Theory and Algorithms, Analysis and Verification, and Visual Computing.

**Education**

The Department of Computing offers undergraduate and postgraduate taught degrees and postgraduate research degrees:

**BEng/MEng Computing:** The Computing courses are held within the Department of Computing. The MEng courses are of four-year duration and lead to the MEng Honours degree of Imperial College and the Associateship of the City and Guilds of London Institute (ACGI). The BEng course is of three-year duration and leads to the BEng Honours degree of Imperial College and the Associateship of the City and Guilds of London Institute (ACGI).

**BEng/MEng Joint Mathematics and Computer Science:** The Mathematics and Computer Science (JMC) courses are offered jointly by the Department of Computing and the Department of Mathematics. The MEng courses are of four-year duration and lead to the MEng Honours degree of Imperial College and the Associateship of the City and Guilds of London Institute (ACGI). The BEng course is of three-year duration and leads to the BEng Honours degree of Imperial College and the Associateship of the City and Guilds of London Institute (ACGI).

Our taught postgraduate degrees are the MSc Computing, MSc Advanced Computing, MSc Artificial Intelligence, and five Specialist Degrees.

We offer an MRes AI and Machine Learning as well as Integrated MRes/PhD Degrees.
Our department is fortunate to have a dedicated team of Teaching Fellows who work with our research staff and academics to provide high-quality and student-focused teaching and outreach activities. Our Administrative Staff and departmental Computing Support Group are working hard to ensure that our teaching, research, and outreach activities continue to run efficiently and effectively.

**Relationship with other departments and faculties**
The Department of Computing collaborates with many other departments and faculties. As mentioned, we co-lead a new strategic initiative I-X that pioneers new ways of researching, collaborating, teaching, and innovating around artificial intelligence, data science, and machine learning. We have also strong collaborations with other engineering departments such as the Department of Electrical and Electronic Engineering and with departments in the Business School, the Faculty of Medicine, and the Faculty of Natural Sciences.

These collaborations are focused on research, education, transfer, and innovation. Within the scope of the I-X initiative, we are eager to expand our teaching collaborations with the Business School – for example in the space of AI Ventures.

Please note that job descriptions cannot be exhaustive, and the post-holder may be required to undertake other duties, which are broadly in line with the above key responsibilities.

Imperial College is committed to equality of opportunity and to eliminating discrimination. All employees are expected to follow the Imperial Values & Behaviours framework. Our values are:

- Respect
- Collaboration
- Excellence
- Integrity
- Innovation

Employees are also required to comply with all College policies and regulations paying special attention to: Confidentiality, Conflict of Interest, Data Protection, Equal Opportunities, Financial Regulations, Health and Safety, Information Technology, Smoking, Private Engagements and Register of Interests. They must also undertake specific training and assume responsibility for safety relevant to specific roles, as set out on the College Website Health and Safety Structure and Responsibilities page.

As this post is exempt from the Rehabilitation of Offenders Act 1974, a satisfactory Disclosure and Barring Service (DBS) check, at the appropriate level, will be required for the successful candidate. Further information about the DBS disclosure process can be found at: http://www.homeoffice.gov.uk/agencies-public-bodies/dbs/ or by telephoning 03000 200 190. You may also wish to view the College’s DBS webpage for policy statements on the Recruitment and Employment of Ex-Offenders and the Secure Storage, Use, Retention & Disposal of Disclosures and Disclosure Information.

*The College is a proud signatory to the San-Francisco Declaration on Research Assessment (DORA), which means that in hiring and promotion decisions, we evaluate applicants on the quality of their work, not the journal impact factor where it is published. For more information, see https://www.imperial.ac.uk/research-and-innovation/about-imperial-research/research-evaluation/*
The College believes that the use of animals in research is vital to improve human and animal health and welfare. Animals may only be used in research programmes which are ultimately aimed towards finding new treatments and making scientific and medical advances, and where there are no satisfactory or reasonably practical alternatives to their use. Imperial is committed to ensuring that, in cases where this research is deemed essential, all animals in the College’s care are treated with full respect, and that all staff involved with this work show due consideration at every level. Find out more about animal research at Imperial.

We are committed to equality of opportunity, to eliminating discrimination and to creating an inclusive working environment for all. We therefore encourage candidates to apply irrespective of age, disability, marriage or civil partnership status, pregnancy or maternity, race, religion and belief, gender identity, sex, or sexual orientation. We are an Athena SWAN Silver Award winner, a Disability Confident Leader and a Stonewall Diversity Champion.

22 November 2022