



Assistant Professor Level A

Position Description

The duties and responsibilities of this position may include each of the itemised activities with specific expectations negotiated from time to time with the Executive Dean.

INTRODUCTION

An **Assistant Professor Level A** is an experienced academic and broadly equates to the level expected of a Senior Lecturer in a comparable Australian university. An **Assistant Professor Level A** is expected to make a significant contribution to teaching, research and service in the Faculty and University at a national level for undergraduate, honours and postgraduate programs. They are also expected to maintain and develop activities relevant to their profession or discipline. Appointment or promotion to the rank of **Assistant Professor Level A** requires a proven history of performance across all areas of the **Assistant Professor Level B** description, generally over at least 5 years.

DUTIES AND RESPONSIBILITIES

Duties and responsibilities of an **Assistant Professor Level A** include, but are not limited to:

TEACHING AND LEARNING

- Making a significant and original contribution to teaching and learning in their discipline, modelling teamwork and flexibility to ensure the pedagogical and commercial success of the Faculty and University
- Contributing to curriculum, resource, program and subject design, development, management and review as required to ensure that learning and teaching in the Faculty and across disciplines reflects best practice and a command of the field
- Continuously improving their own teaching and learning, including developing a comprehensive teaching portfolio, and contributing to the continuous development and improvement of learning and teaching across the university
- Participating in scholarly activities that influence and enhance learning and teaching in the University
- Preparing high quality subject delivery and learning support materials using any web based platforms, electronic library information systems and other teaching and learning systems developed for use in the University
- Ensuring that the graduate attributes of the University are embedded in subjects or discipline areas for which they are responsible and that there is explicit relationship of learning and teaching to University objectives
- Complying with all policies and procedures relating to teaching and learning, making every effort to contribute to the continuous improvement and effectiveness of administration of teaching and learning

- Acting as a subject coordinator and/or area or discipline coordinator including: managing the area/discipline including providing feedback and contributing to performance management; supervising tutors; carrying out related planning and coordination responsibilities; organising the preparation and marking of assignments and all examinations; invigilating examinations; and submitting grades
- Conducting lectures, tutorials, workshops, practical classes, demonstrations, field excursions, clinical sessions and other appropriate learning activities as required
- Ensuring that students are adequately informed of the requirements and conduct of learning activities
- Encouraging regular and effective consultation with students
- Providing flexible, consistent and timely approaches to assessment and feedback that foster independent learning, incorporate relevant developments, and reflect best practice
- Obtaining feedback from students, peers and employers on individual teaching, the subjects and programs for which they are responsible, and the implementation and pedagogy
- Contributing to internal and external reviews and accreditation of subjects and programs for which they are responsible
- Providing respect and support for the development of students as individuals and thereby contributing to creating the unique Bond experience for students in their learning
- Providing approaches to learning that influence, motivate and inspire students to learn

RESEARCH AND SCHOLARSHIP

- Making a significant and original contribution to research and scholarship which expands knowledge or practice
- Providing a continuing high level of personal commitment to, and achievement in, a particular scholarly area and as a result, generating high level research outcomes
- Developing a record of publication in top ranked and other research and scholarly journals and other forms of publication and recognition of that record within the research community
- Participating in research projects and research teams (where appropriate)
- Succeeding in applications for research funding, whether individually or as part of a team
- Supervising the program of study for honours students and postgraduate students undertaking research projects
- Participating in development opportunities to improve research and supervision skills
- Contributing to developing, mentoring and providing feedback to junior researchers
- Contributing in the Faculty and University in the policy development, management and review of research

SERVICE, ADMINISTRATION AND PROFESSIONAL CONTRIBUTIONS

- Within the Faculty and/or University, making a contribution to two or more of and taking a significant role in at least one of:
 - o A significant aspect of promotion, marketing, and recruitment activities
 - o Extra-curricular educational activities that impact on employers and/or the wider community
 - o A significant aspect of alumni and/or development activities
 - o Management and administration of a major aspect of the Faculty's teaching, research or student service activities
 - o A significant Centre

- o Management and administration of a significant area (eg, teaching and learning, student support, postgraduate programs, quality assurance, large award program) across the Faculty and/or University
- Making a contribution to the profession and/or discipline including:
 - o contributing to relevant professional societies and to the community and
 - o developing and participating in short courses, seminars and conferences programs as appropriate
- Adhering to University and Faculty Policies.
- Contributing to department and/or faculty meetings, and serving on committees as required
- Contributing to the financial viability and success of the Faculty and University

OTHER DUTIES AS DIRECTED

Under the direction of the Faculty Executive Dean, you may be required to complete the **'Foundations of University Learning and Teaching'** subject conducted by Bond University.

The staff member may seek and/or the Executive Dean may allocate additional duties within a staff member's skill, competence and training.

TEACHING LOAD

The teaching load for this position is the load established in accordance with Faculty Policies, except as otherwise agreed with the Executive Dean. The workload may be increased if research and scholarship output is not considered to be of an appropriate standard for an Assistant Professor Level A.

RELEVANT EDUCATIONAL QUALIFICATIONS

An **Assistant Professor Level A** must have a doctoral qualification or the equivalent qualification in the relevant discipline.

UNDERSTANDING OF QUALITY ASSURANCE

Staff should demonstrate an understanding of the principles of quality assurance and continuous improvement as they apply at Bond University.

Staff are expected to demonstrate an ongoing commitment to the Bond University Strategic Plan, university policy and to our quality assurance processes

UNDERSTANDING OF CULTURAL SENSITIVITY

Staff will come into contact with staff and students from a variety of cultural backgrounds. It is expected that mutual respect, cultural awareness and cultural sensitivity will form the basis of for a professional working relationship.

Staff are encouraged to attend a cultural sensitivity workshop to further enhance and develop cultural awareness and cultural sensitivity skills.

UNDERSTANDING OF WHS RESPONSIBILITIES

Maintain a safe workplace and follow safety directions and internal controls. Alert your Manager of WHS risks and be vigilant in observing safe practices. Understand WHS requirements in your work area.

All managers of staff are required to conduct risk assessments and implement controls accordingly as well as action safety audit results within the directed time frame.

Awareness of, and accountability for, WHS responsibilities in the work area and for the staff and contractors under your control (if applicable).