



## Teaching Fellow

### 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/ Head of Academic Unit.

### INTRODUCTION

A **Teaching Fellow** is expected to make a contribution to the teaching effort of the Faculty/ School/ Academic Unit and University, particularly at undergraduate and graduate diploma levels, and to carry out activities to develop their scholarly and professional expertise relevant to their discipline or profession, under the guidance and support of more senior academic staff.

### DUTIES AND RESPONSIBILITIES

Duties and responsibilities of a **Teaching Fellow** include, but are not limited to:

- Conducting lectures, tutorials, workshops, practical classes, demonstrations, field excursions, clinical sessions and other appropriate learning activities as required.
- Ensuring that the quality of teaching delivery and subject content is of the highest standard.
- Teach in accordance with Faculty/ School/ Academic Unit and University policies and procedures, as amended from time to time.
- Providing academic and administrative support to the Faculty/ School/ Academic Unit and University as required.
- Being available for consultation for students and staff.
- Preparing and marking assignments and exams, including supplementary exams.
- Preparing and submitting final grades within the relevant deadlines.
- Contributing to subject coordination, including the supervision of tutors and related planning and coordination responsibilities.
- Preparing high quality subject delivery and learning support materials and ensuring that these are available to students.
- Ensuring that students are adequately informed regarding the requirements and conduct of learning activities for which they are responsible.
- Participating in professional and community service including contributions to relevant professional societies and to the community.
- Participate in promotion, marketing and recruitment activities as required.
- Assist in the development and participate in short courses, seminars and conference programs.
- Contribute to Faculty/ School/ Academic Unit meetings, and serve on committees as required.
- Work within Faculty/ School/ Academic Unit and University policies and procedures, as amended from time to time.

## **OTHER DUTIES AS DIRECTED**

Under the direction of the Executive Dean/ Head of Academic Unit, 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/ Head of Academic Unit may allocate additional duties within a staff member's skill, competence and training.

## **TEACHING LOAD**

The work load for a **Teaching Fellow** is determined by the Executive Dean/ Head of Academic Unit within Faculty/ School/ Academic Unit policy. With the approval of the Executive Dean/ Head of Academic Unit the teaching work load may be decreased to take account of research and professional activity and achievements, and to recognize increased levels of responsibility.

Unless otherwise specified in the contract of employment, a **Teaching Fellow** will be expected to teach in five out of each six semesters, with the sixth semester designated as a non-teaching semester which may be used in accordance with university policy.

## **RELEVANT EDUCATIONAL QUALIFICATIONS**

A **Teaching Fellow** is expected to have completed four years of tertiary study or equivalent.

## **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).