



Associate Professor (Level B)

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

Associate Professors (Level B) are expected to make an outstanding contribution to all activities of the Faculty/ School/ Academic Unit and the University and plays a significant role within their profession or discipline and has attained recognition at a national and international level. They are expected to play a major role and provide leadership in teaching, research, scholarship and academic administration. An **Associate Professor (Level B)** on appointment is equivalent to an experienced Senior Lecturer in comparable public universities.

DUTIES AND RESPONSIBILITIES

Duties and responsibilities of an **Associate Professor (Level B)** include, but are not limited to:

TEACHING AND LEARNING

- Making a significant original and innovative contribution to the advancement of teaching and learning in their Faculty/ School/ Academic Unit, modelling teamwork and flexibility to ensure the pedagogical and commercial success of the Faculty/ School/ Academic Unit and University.
- Contributing significantly to curriculum, resource, program and subject design, development, management and review as required to ensure that learning and teaching in the Faculty/ School/ Academic Unit and across disciplines reflects best practice and a command of the field.
- Demonstrating a command of educational best practice, continuously improving their own teaching and learning to a high level, including maintaining a comprehensive teaching portfolio, and contributing to the continuous development and improvement of learning and teaching across the University.
- Initiating and contributing to 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 significantly 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 an original and innovative contribution to the advancement of scholarship and research.
- Developing productive areas of personal research and scholarship, and as a result, generating high level research outcomes.
- Developing a significant record of publication in top ranked and other research and scholarly journals and other forms of publication.
- Developing recognition of a national reputation in areas of research and scholarship.
- Initiating and developing major research activities including, where appropriate, leadership of a research team and/or project.
- Contributing to leadership of research projects and research teams (where appropriate).
- Developing a record of success 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 and contributing to development of an environment conducive to a strong research ethos.
- Participating in development opportunities to improve research and supervision skills.
- Contributing to developing, mentoring and providing feedback to junior researchers.
- Contributing significantly in the Faculty/ School/ Academic Unit and University in the policy development, management and review of research.

SERVICE, ADMINISTRATION AND PROFESSIONAL CONTRIBUTIONS

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

- Management and administration of a significant area (eg, teaching and learning, student support and administration, postgraduate programs, quality assurance) across the Faculty/ School/ Academic Unit and/or University.
- Making a contribution to the profession and/or discipline including:
 - contributing to relevant professional societies and to the community; and
 - developing and participating in short courses, seminars and conferences programs as appropriate.
- Making an outstanding contribution to the governance and collegiate life internally and externally to the University.
- Adhering to Faculty/ School/ Academic Unit and University policies and procedures and contributing to review of existing policies and procedures and development of new policies and procedures.
- Contributing significantly to Faculty/ School/ Academic Unit meetings, and serving on committees as required.
- Contributing to the financial viability and success of the Faculty/ School/ Academic Unit and University.

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 teaching load for this position is the load established in accordance with Faculty/ School/ Academic Unit policies, except as otherwise agreed with the Executive Dean/ Head of Academic Unit. The workload can be increased if research and scholarship output is not considered to be of an appropriate standard for an **Associate Professor (Level B)**.

RELEVANT EDUCATIONAL QUALIFICATIONS

An **Associate Professor (Level B)** must have a doctoral qualification or the equivalent 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).