



Professor

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 **Professor** is expected to exercise a special responsibility in providing leadership in their discipline and profession, within their Faculty/ School/ Academic Unit, the University, and the community. They should make a distinguished personal contribution and foster excellence in research, teaching, university service, staffing issues, professional activities, commerce and/or policy development within the University.

A **Professor** is recognised as a leading authority in their discipline. Appointment or promotion to the rank of **Professor** may be obtained only on the basis of a distinguished academic career spanning years of substantial contribution to research and scholarship, and will require a record of demonstrable excellence and leadership in academic, teaching and professional achievement.

A **Professor** will have achieved distinction at the national level and international level.

DUTIES AND RESPONSIBILITIES

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

TEACHING AND LEARNING

- Making an original, innovative and distinguished contribution to teaching.
- Providing the highest levels of leadership in teaching and learning in their discipline, modelling teamwork and flexibility to ensure the pedagogical and commercial success of the Faculty/ School/ Academic Unit and University.
- Providing clear leadership in 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 strong 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.
- Leading scholarly activities that influence and enhance learning and teaching in the University.

- Taking leadership in 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.
- Taking leadership in ensuring the embedding of graduate attributes of the University in subjects or discipline areas for which they are responsible and ensuring that there is explicit relationship of learning and teaching to University objectives.
- Taking leadership in ensuring Faculty/ School/ Academic Unit-wide and University compliance with all policies and procedures relating to teaching and learning, and in 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; supervising tutors; carrying out related planning and coordination responsibilities; organising the preparation and marking of assignments and all examinations; invigilating examinations; and submitting grades.
- Taking leadership in relevant performance management including induction, training, mentoring and regular feedback to staff teaching in the areas of their responsibility.
- Providing leadership, support and feedback for staff in their area in the development of comprehensive teaching portfolios and resources to enable them to apply for University and national teaching awards.
- 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.
- Modelling regular and effective consultation with students.
- Demonstrating leadership in the Faculty/ School/ Academic Unit in 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, and demonstrate leadership in reflection and response to that feedback.
- Contributing significantly to internal and external reviews and accreditation of subjects and programs for which they are responsible.
- Demonstrating leadership in the Faculty/ School/ Academic Unit in providing respect and support for the development of students as individuals and thereby contributing significantly to creating the unique Bond experience for students in their learning.
- Modelling approaches to learning that influence, motivate and inspire students to learn.
- Contributing significantly to relevant extra-curricular educational activities that impact on employers and/or the wider community.

RESEARCH AND SCHOLARSHIP

- Making an original, innovative and distinguished contribution to research and scholarship.
- Providing leadership in the development and implementation of the Faculty/ School/ Academic Unit and University research plans and in ensuring congruence between Faculty/ School/ Academic Unit and University research plans and initiatives.
- Maintaining a substantial record of publication in top ranked research and scholastic journals and other forms of publication recognised at the highest level in the field.
- Maintaining productive areas of personal research and scholarship, and as a result, generating high level research outcomes.
- Disseminating research information and outcomes to enhance the reputation of the Faculty/ School/ Academic Unit and University, including provision of high level commentary within the research and wider communities.
- Maintaining a national or international reputation for sustained high quality research and scholarship.
- Providing leadership in initiating and managing substantial research projects and (where appropriate) leading effective research teams.

- Providing leadership in maintaining a successful record of research funding within the Faculty/ School/ Academic Unit.
- Providing leadership in postgraduate supervision and the development of an environment conducive to a strong research ethos.
- Providing leadership in the induction, training, mentoring and regular feedback to staff supervising research within the Faculty/ School/ Academic Unit.
- Contributing significantly in the Faculty/ School/ Academic Unit and University in the policy development, management and review of postgraduate research.
- Contributing significantly in the wider university community through the assessment of promotion applications, examination of doctoral and other theses and the refereeing of research outcomes.

SERVICE, ADMINISTRATION AND PROFESSIONAL CONTRIBUTIONS

- Within the Faculty/ School/ Academic Unit and/or University, providing a sustained and demonstrated substantial contribution in three or more of and taking a significant leadership role in at least two 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;
 - Leadership, management and administration of a major aspect of the Faculty/ School/ Academic Unit's teaching, research or student service activities;
 - Leadership of a significant Centre; and
 - Management and administration of a significant area (e.g. teaching and learning, student support, postgraduate programs, quality assurance) across the Faculty/ School/ Academic Unit and/or University.
- Making a significant contribution to academic and administrative leadership generally within the Faculty/ School/ Academic Unit and University, including providing leadership in Faculty/ School/ Academic Unit and University meetings, and playing a major role in planning and committee activities as required.
- Providing leadership in the attainment of Faculty/ School/ Academic Unit and University strategic priorities and a culture of respect, accountability and professionalism.
- Contributing at a strategic level to the achievement and success of Faculty/ School/ Academic Unit reviews and external accreditations processes.
- Taking responsibility for the attraction, retention, mentoring, supervision, performance management and career development of academic staff in the Faculty/ School/ Academic Unit as required.
- Making a notable 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.
- Providing leadership in adherence to Faculty/ School/ Academic Unit and University policies and procedures and in the review of existing policies and procedures and development of new policies and procedures.
- Providing leadership in ensuring 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 designation may be changed by consent if the level of research and scholarship is not considered to be of an appropriate standard for a **Professor**.

RELEVANT EDUCATIONAL QUALIFICATIONS

A **Professor** 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).