



Associate 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/ Head of Academic Unit.

INTRODUCTION

An **Associate Professor (Level A)** is a very experienced academic with a strong history of performance across all areas of the Associate Professor (Level B) description and equates to the standard expected of the most senior levels of Associate Professor in the Australian public university classification framework.

The position is consistent with outstanding performance over a sustained time period and has attained recognition at a national and international level. Only the most exceptional candidates could be expected to reach the required level in less than five (5) years after attaining a Level B position.

DUTIES AND RESPONSIBILITIES

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

TEACHING AND LEARNING

- Providing outstanding original and innovative leadership in the advancement of 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.
- Taking a significant role 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 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.
- Contributing to leadership in scholarly activities that influence and enhance learning and teaching in the University.
- Modelling 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.
- Modelling 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.

- Modelling compliance with all policies and procedures relating to teaching and learning, making every effort to contribute significantly 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; supervising tutors; carrying out related planning and coordination responsibilities; organising the preparation and marking of assignments and all examinations; invigilating examinations; and submitting grades.
- Providing relevant performance management including induction, training, mentoring and regular feedback to staff teaching in the areas of their responsibility.
- Assist in the provision of 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.
- Contributing significantly to internal and external reviews and accreditation of subjects and programs for which they are responsible.
- Demonstrate 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 and innovative contribution to the advancement of scholarship and research.
- Contributing significantly to 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 productive areas of personal research and scholarship, and as a result, generating high level research outcomes.
- Maintaining a significant record of publication in top ranked and other research and scholarly journals and other forms of publication.
- Disseminating research information and outcomes to enhance the reputation of the Faculty/ School/ Academic Unit and University, including providing high level commentary within the research and wider communities.
- Developing recognition of an international or high level national reputation in one or more areas of research and scholarship.
- Initiating and developing major research activities including, where appropriate, leadership of a research team and/or project.
- Developing a successful record of research funding, whether individually or as part of a team.
- Contributing to leadership in postgraduate supervision and the development of an environment conducive to a strong research ethos.
- Contributing significantly to relevant induction, training, mentoring and regular feedback to staff supervising research in the areas of their influence or responsibility.

- Contributing significantly in the Faculty/ School/ Academic Unit and University in the policy development, management and review of 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 an outstanding contribution to three or more of and taking a significant 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;
 - 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 (eg, teaching and learning, student support and administration, 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.
- Supporting the attainment of Faculty/ School/ Academic Unit and University strategic priorities and contributing to a culture of respect, accountability and professionalism.
- 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.
- 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.
- Participating in the attraction, retention, mentoring, supervision, performance management and career development of academic staff in the Faculty/ School/ Academic Unit as required.
- Contributing at a strategic level to the achievement and success of Faculty/ School/ Academic Unit reviews and external accreditations processes.
- Contributing significantly 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 designation may be changed by consent if the level of research and scholarship is not considered to be of an appropriate standard for an **Associate Professor (Level A)**.

RELEVANT EDUCATIONAL QUALIFICATIONS

An **Associate Professor (Level A)** 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).