



## **Assistant 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**

An Assistant Professor (Level B) is expected to independently contribute to teaching, research and service in the Faculty/ School/ Academic Unit and University at the undergraduate, honors and postgraduate level. They are also expected to maintain and develop activities relevant to their profession or discipline or in a related area. Appointment or promotion to the rank of Assistant Professor (Level B) requires a proven potential to successfully undertake an academic career in a private university. The following criteria apply:

#### **DUTIES AND RESPONSIBILITIES**

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

#### **TEACHING AND LEARNING**

- Making an effective and independent contribution to 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.
- Continuously improving teaching performance, methods and materials using, among other things, development of a comprehensive teaching portfolio, teaching evaluations, peer review, development workshops and other training opportunities.
- 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 including 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 for which they are responsible, and the implementation and pedagogy.
- 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.
- Making an independent contribution through professional practice and expertise.

## **RESEARCH AND SCHOLARSHIP**

- Being actively involved in research and scholarship, and as a result, developing a record of publication in research and scholarly journals and other forms of publication.
- Participating in research projects and research teams (where appropriate).
- Developing a record of participation in applications for research funding, whether individually or as part of a team.
- Supervising the program of study for honors students and postgraduate students undertaking research projects.
- Participating in development opportunities to improve research and supervision skills.

## **SERVICE, ADMINISTRATION AND PROFESSIONAL CONTRIBUTIONS**

- Within the Faculty/ School/ Academic Unit and/or University, contributing to and taking a role in one or more 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 (egg, teaching and learning, student support, postgraduate programs, quality assurance, award program) across the Faculty/ School/ Academic Unit and/or University.
- Contributing 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.
- Engaging in professional activities appropriate to the profession.
- Adhering to Faculty/ School/ Academic Unit and University policies.
- Contributing 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 REQUIRED**

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 may be increased if research and scholarship output is not considered to be of an appropriate standard for an Assistant Professor (Level B).

The Non-Teaching Semester may be allocated within a single semester, or equivalent time may be allocated in a manner that supports the operational needs and teaching obligations of the discipline, program, and/or Faculty.

## **RELEVANT EDUCATIONAL QUALIFICATIONS**

Normally a doctoral qualification expected in the discipline. Exceptions to degree requirements may be made for individuals who possess a higher degree qualification and substantial professional competence, industry or clinical skills and experience.

## **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).