



POSITION DESCRIPTION

Academic Positions

(In addition to the Position Classification Standards)

Position Title: Professor of History

Level: E

Faculty/Division: Faculty of Arts

Department/Location: School of History and Politics

Primary Purpose of the Position:

UOW is looking for a dynamic leader for its History program. The Professor will have a distinguished record as a researcher and teacher and experience of academic leadership. You will be a strong contributor to research, teaching, and curriculum development within the History program and will work with the School, Faculty and University to enhance and promote the program nationally and internationally.

Position Environment:

The History program offers a major in the Bachelor of Arts and contributes to the Bachelor of International Studies, the Master of International Studies and the minor in Australian Studies. It has an active honours and postgraduate program and a strong research culture, currently hosting five full-time researchers on externally funded fellowships. Researchers in History are major contributors to the Institute of Social Transformation Research, a University of Wollongong Research Strength.

The Professor will provide leadership in research, teaching and curriculum development in the History program, and enhance the reputation of the program, the Faculty, and the University. You will be an active member of the University community and contribute to governance at all levels. In particular, we are looking for experience of, and interest in, innovative approaches to historiography and methodology, such as e-history or digital history. The area of speciality is open but should complement our teaching and research expertise in Australian history, transnational history, colonial and postcolonial history, European history, Asia Pacific history, war and society.

Major Accountabilities/Responsibilities:

Responsibilities	Outcome	Office Use Only
1 Conduct research in History and produce high quality publications	Major contribution to the Faculty's research output; contribution to the national and international reputation of the History program and the Faculty of Arts.	As per Faculty Workloads Agreement which includes . teaching . research . administration, and . professional/ community activity
2 Attract external funding and provide research leadership within the History program and the Faculty	Attract national competitive grants or equivalent; establish collaborate research projects within and beyond the History program	
3 Contribute at a senior level to the administration and management of the History program. Provide leadership to ensure the future of the program.	Successful management of the History program and its relationships within the University. Strategies leading to long-term success of program	
4 Supervise honours and postgraduate research	Attract HDR candidates; research student completions	
5 Develop, coordinate and teach undergraduate subjects at all levels within the History program.	Development of undergraduate subjects; attraction of students to the History major.	

	Lead and oversee curriculum development and innovation.	A dynamic, innovative and relevant History curriculum.	
6	Contribute to professional activities in History	Promotion of excellence in professional activities; enhanced national recognition of the History program	
7	Establish, maintain and nourish strategic links with university partners in Australia and overseas, as well as with industry partners	Successful partnerships in research and teaching as evidenced by collaborative ventures, sponsorship and exchanges	
8	Contribute to the University's program of community engagement	Contribution to community awareness of activities and issues relating to History	
9	Administration for program, School, Faculty and University	Significant contribution to University governance	
10	Observe principles and practices of Equal Employment Opportunity	Ensuring fair treatment in the workplace	
11	Have OH&S responsibilities, accountabilities and authorities as outlined in the OHS Roles and Responsibilities Document	Ensuring a safe working environment for self & others.	

Reporting Relationships:

Position Reports to:	Dean
The position supervises the following positions:	Assisting Head of School in the supervision and mentoring of other staff in History
Other Key Contacts:	Head of School Director, Institute for Social Transformation Research Faculty Executive Manager Associate Dean Education Associate Dean Research Head of Postgraduate Studies

Key Relationships:

The Professor will be expected to make significant contributions to School, Faculty and University committees and strategic development, including:

Contact/Organisation:

Faculty Committee

School meetings

Program meetings

Purpose & Frequency of contact

Several meetings per year for updates and discussion of Faculty activities and business

Regular meetings to keep academic members of the School informed of curriculum needs/changes, student matters, research and other matters of relevance to the School and the Faculty

Meetings held as required to finalise student results, discuss curriculum development and teaching arrangements

Key Challenges:

- Provide leadership in research and enhance the research culture in the program and the Faculty
- Produce high quality research outputs and research grants income
- Promote honours and HDR recruitment; supervise honours and HDR students
- Enhance undergraduate teaching program, including honours, through teaching and curriculum development
- Develop international partnerships in research and teaching
- Make a substantial contribution to academic governance

Knowledge & Skills:

Essential:

- Demonstrated record of successful academic leadership
- Research and teaching expertise in areas which will enhance current UOW strengths in Australian history, transnational history, colonial and postcolonial history, European history, Asia Pacific history, war and society
- Expertise in innovative approaches to historiography and methodology
- Record of winning national competitive grants or similar sources of external research funding
- Expertise in supervising honours and HDR students to successful completion
- Capacity to collaborate with colleagues at all levels, particularly in the development of research projects and funding applications
- Demonstrated understanding of academic administration and management

Desirable:

- Ability to conduct research in a language other than English

Education & Experience:

Essential:

- PhD in History
- Strong publication record in high quality outlets
- Demonstrated high level experience in academic planning and administration
- Extensive experience of research supervision, leadership and mentoring
- Successful record of teaching at undergraduate level in a range of History subjects
- Experience of curriculum development and planning in History
- Demonstrated record of collaboration with high quality research and teaching partners in Australia and overseas

Desirable:

- Demonstrated ability to work flexibly and in team-teaching contexts
- Experience of flexible subject delivery
- Experience of teaching students whose first language is not English

Personal Attributes:

- Strong leadership capacity
- Excellent communication skills
- A commitment to collegiality and to a supportive work environment

Special Job Requirements:

University class times are presently 8.30am to 9.30pm Monday to Friday – teaching to be undertaken within these hours. The appointee may be required to teach in a variety of locations in Australia and offshore or to undertake intensive (weekend) teaching.

Approval:

Approved by Dean: _____

Date: _____

Approved by Personnel: _____

Date: _____



POSITION CLASSIFICATION STANDARD - Teaching and Research

Level: E
Title: Professor

Description

A position classification standard describes the broad categories of responsibility attached to academic staff at different levels. The standards are not exhaustive of all tasks in academic employment, which is by its nature multi-skilled and involves an overlap of duties between levels. **Therefore the standards should not be applied mechanistically. Quality of performance is the principal factor governing level of appointment of individuals, and a broadly worded skill base is set out for each level.**

All levels of academic staff can expect to make a contribution to a diversity of functions within their institutions. Such functions include teaching research participation in professional activities and participation in the academic planning and governance of the institution. The balance of functions will vary according to level and position and over time.

- General Standard
- Specific Duties
- Skill Base

General Standard

A Level E academic is expected to exercise a special responsibility in providing leadership and in fostering excellence in research, teaching and policy development in the academic discipline within the department or other comparable organisational unit, within the institution and within the community, both scholarly and general.

Specific Duties

Specific duties required of a level E academic may include

- Provision of a continuing high level of personal commitment to, and achievement in, a particular scholarly area.
- The conduct of research.
- Fostering the research of other groups and individuals within the department or other comparable organisational unit and within the discipline and within related disciplines.
- Development of research policy.
- Supervision of the program of study of honours students or of postgraduate students engaged in course work.
- Supervision of major honours or postgraduate research projects.
- Making a distinguished personal contribution to teaching at all levels.
- The conduct of tutorials, practical classes, demonstrations, workshops, student field excursions, clinical sessions and studio sessions.
- The preparation and delivery of lectures and seminars.
- Consultation with students.
- Marking and assessment.
- Playing an active role in the maintenance of academic standards and in the development of educational policy and of curriculum areas within the discipline.
- Developing policy and being involved in administrative matters within the department or other comparable organisational unit and within the institution.
- Participating in and providing leadership in community affairs, particularly those related to the discipline, in professional, commercial and industrial sectors where appropriate.

Skill Base

A Level E academic shall have the same skill base as a level D academic but will be recognised as a leading authority in the relevant discipline area.