



POSITION DESCRIPTION

Academic Positions

(In addition to the Position Classification Standards)

Position Title: Lecturer in English Literatures Level: B
 Faculty/Division : Faculty of Arts
 Department/Location: School of English Literatures and Philosophy

Primary Purpose of the Position:

To undertake research and teaching in the English Literatures program. To teach across a range of subjects at all levels, including honours and postgraduate supervision, and to develop and co-ordinate subjects.

Position Environment:

The English Literatures program offers a major in the Bachelor of Arts and contributes to other majors and programs in the Faculty. It has an active honours and postgraduate program and a strong research culture, currently hosting several Australian Research Council funded projects and an ARC Future Fellow. Researchers in English contribute to the Institute of Social Transformation Research, a University of Wollongong Research Strength.

This position will contribute to teaching at undergraduate and postgraduate levels, as well as to curriculum development and to the administration of subjects and courses. The successful candidate should be able to teach broad-based first-year subjects as well as more specialised subjects at higher levels. In particular, the program welcomes applications from candidates who can teach and do research in one or several of the following areas:

- Period studies ranging from the early modern period to modernism/postmodernism
- Australian literature
- Thematic and theoretical subjects, including postcolonial, transnational, children's and popular literatures.

S/he may also be asked to contribute to teaching in other subjects/programs as appropriate.

Major Accountabilities/Responsibilities:

Responsibilities		Outcome	Office Use Only
1.	Research	To contribute to the Faculty's and University's research profile, to produce nationally and internationally acclaimed publications, and to pursue research funding.	
2.	Undergraduate and postgraduate coursework teaching	To contribute to teaching in English Literatures and cognate areas at all levels; to enhance students' skills, knowledge and understanding.	
3.	Honours and postgraduate research supervision	To attract research students to the discipline and to supervise theses to	

		successful completion.	
4.	Co-ordination of teaching at the level of subject and major	Efficient and timely delivery of all teaching materials; coherent curricula leading to successful student outcomes.	
5.	Faculty/School/University administration	Contribution to School, Faculty and University governance as appropriate for this level.	
6.	Professional and community service	To promote the School, Faculty and the University to the wider community.	
7.	Observe principles and practices of Equal Employment Opportunity	To ensure fair treatment in the workplace	
8.	Have OH&S responsibilities, accountabilities and authorities as outlined in the http://staff.uow.edu.au/ohs/commitment/responsibilities/ document	To ensure a safe working environment for self & others.	

Reporting Relationships:

Position Reports to:	Dean via Head of School
The position supervises the following positions:	May be required to supervise casual staff
Other Key Contacts:	Convenor, English Literatures program Head of Postgraduate Studies Associate Dean, Undergraduate Studies Associate Dean, Research Faculty Executive Manager

Key Relationships:

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:

1. Undergraduate subject teaching, development and coordination from 1st year to honours
2. Publication of high quality original research
3. Successful applications for competitive research grants
4. Active participation in the teaching culture of the Faculty and School through team teaching, tutoring and the flexible delivery of subjects

Knowledge & Skills:

Essential:

- In-depth knowledge of one or more areas of the English Literatures program
- Strong record of quality publications, and an active current research program
- Demonstrated capacity to apply for and receive competitive funding for research
- Demonstrated ability to engage with contemporary theoretical debates in English and cognate disciplines
- Demonstrated ability to conduct lectures, seminars and tutorials with students from diverse linguistic, socio-economic, and cultural backgrounds
- Ability to co-ordinate subjects and programs at undergraduate level
- Ability to supervise honours and postgraduate research students

Education & Experience:

Essential:

- PhD in an area relevant to the position
- Experience of teaching in at least two areas of the undergraduate English Literatures program
- Experience of working with others in a team-teaching environment

Desirable:

- Experience of working with online/digital media in teaching and research
- Familiarity with remote and flexible delivery of subjects
- Ability to teach and research in a language other than English

Personal Attributes:

- Ability to work collaboratively and flexibly in a small-group environment
- A clear thinker with excellent oral and written communication skills
- A commitment to collegiality and to a supportive work environment

Special Job Requirements:

University class times are presently 8.30 am to 9.30 pm Monday to Friday -- teaching can be scheduled within these hours. May be required to teach in a variety of locations in Australia and offshore or to undertake intensive (weekend) teaching.

Approval:

Approved by Head of Unit: _____

Date: _____

Approved by Human Resources: _____

Date: _____



POSITION CLASSIFICATION STANDARD - Teaching and Research

Level: B
Title: Lecturer

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 B academic is expected to make contributions to the teaching effort of the institution and to carry out activities to maintain and develop her/his scholarly, research and/or professional activities relevant to the profession or discipline.

Specific Duties

Specific duties required of a Level B academic may include

- The conduct of tutorials, practical classes, demonstrations, workshops, student field excursions, clinical sessions and studio sessions.
- Initiation and development of subject material.
- Acting as subject coordinators.
- The preparation and delivery of lectures and seminars.
- 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.
- The conduct of research.
- Involvement in professional activity.
- Development of course material with appropriate advice from and support of more senior staff
- Marking and assessment.
- Consultation with students.
- A range of administrative functions the majority of which are connected with the subjects in which the academic teaches.
- Attendance at departmental and/or faculty meetings and/or membership of a number of committees.

Skill Base

A Level B academic shall have qualifications and/or experience recognised by the institution as appropriate for the relevant discipline area. In many cases a position at this level will require a doctoral or masters qualification or equivalent accreditation and standing. In determining experience relative to qualifications, regard is had to teaching experience, experience in research, experience outside tertiary education, creative achievement, professional contributions and/or to technical achievement.