



POSITION DESCRIPTION

Academic Positions

(In addition to the Position Classification Standards)

Position Title: Lecturer in International Studies

Level: B

Faculty/Division: Faculty of Arts

Department/Location: School of History and Politics

Primary Purpose of the Position:

To undertake teaching and coordinate subjects in politics and international studies.

Position Environment:

The School of History and Politics is a small, but growing school which offers majors in History, Politics, Australian Studies, International Studies and Employment Relations, and contributes to other areas of the Faculty of Arts, including a major in Asia Pacific Studies and the Bachelor and the Master of International Studies. The Faculty of Arts has an active postgraduate culture and provides supervision across a wide range of disciplinary and interdisciplinary topics. The School of History and Politics has strong research links to the Institute of Social Transformation Research (ISTR), a University of Wollongong Research Strength.

Major Accountabilities/Responsibilities:

Responsibilities		Outcome	
1.	Undergraduate and postgraduate coursework teaching	To contribute to teaching in Politics and International Studies at all levels; to enhance students' skills, knowledge and understanding.	As per Faculty Workloads Agreement which includes: . teaching . research . administration . professional/ community activity
2.	Teaching co-ordination at subject level	Efficient and timely delivery of all teaching materials; coherent curricula leading to successful student outcomes.	
3.	School/ Faculty/University administration	To promote the academic unit, Faculty and University governance.	
4.	Professional and community service	To promote the academic unit, Faculty and the University to the wider community.	
5.	Principles and practices of Equal Employment Opportunity	To observe EEO principles and practices to ensure fair treatment in the workplace	
6.	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 the School of History and Politics
The position supervises the following positions:	None
Other Key Contacts:	Dean, Faculty of Arts Convener, Pol, INTS & MIST Associate Dean, Education Faculty Executive Manager

Key Relationships:

Contact/Organisation:

Purpose & Frequency of contact

Faculty of Arts Committee	Several meetings per year for updates and discussion of Faculty activities and business
Meetings of the School of History and Politics	Regular meetings are held to keep academic members of the School informed of curriculum needs/changes, student needs, research and other matters impacting on the Faculty and the School.

Key Challenges:

1. Teaching and coordination of undergraduate subjects.
2. Active participation in the teaching culture of the School, Faculty and University through collaboration with other staff

SELECTION CRITERIA - Knowledge & Skills:

Essential:

- Demonstrated ability to engage with contemporary theoretical debates in Politics/International Studies in your specific area
- Demonstrated ability to conduct lectures, seminars and tutorials with students from diverse linguistic, socio-economic, and cultural backgrounds
- Ability to co-ordinate subjects at undergraduate level

Desirable

- Ability to supervise honours and postgraduate research students
- Fluency in a language other than English

SELECTION CRITERIA - Education & Experience:

Essential:

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

Desirable:

- 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 strong commitment to fairness, equal opportunity and diversity.
- 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 Personnel: _____

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.