



## **ACADEMIC FACULTY RANKS AND JOB DESCRIPTIONS**

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## **INTRODUCTION**

The Faculties of the Innovative University of Enga (IUE) consist of the academic and administrative staff. Thus, the purpose of this document is to illustrate the fundamental importance of developing academic community among and for students and this only can happen if the University has its academic and administrative staff qualified as presented below. IUE appreciates that having an academic and administrative community highly qualified is of fundamental importance in developing the economic, social and cultural sectors in Papua New Guinea, through the higher education, and that the values of higher education are congruent with those of economic, social and cultural rationalism. The Innovative University of Enga established academic and administrative positions within each Faculty to create the quality of academic and research community for students at the University and those positions are justified by its ultimate value to society.

## **DEFINITIONS**

### **Faculty**

The Faculty of the Innovative University of Enga consists of the academic and administrative staff: Full-time professors, associate professors, senior lecturers, lecturers, clinical or instructors' staff, tutors and teaching personnel with such other titles as may be approved by the IUE Council. It also includes full-time research and extension personnel.

### **Dean**

A Dean is a permanent administrative and managerial position leading a Faculty. However, Deans also hold a professorship in their respective academic discipline. They are overseeing the research, teaching, hiring of staff, budget, policy and strategic vision implementation across all Departments in their Faculty.

Deans must have a sound academic background and have previously held positions with administrative responsibilities such as Department Head or assistant/associate dean.

### **Professor**

This is the most senior academic position in the IUE. IUE professors are expected to take on an academic and research leadership role in the Department or Faculty.

Professors provide academic leadership to the University, primarily through demonstrating and fostering excellence in research, teaching, professional activities and policy development at a variety of levels – within the academic discipline, within the academic unit, within the University and within the wider community

### **Associate Professor**

An associate professor is experts in her/his field who rank just below full professors. Associate professors have both research and teaching responsibilities at the University and also serve on committees. The duties of the associate professor range from developing lesson plans and curricula to lecturing various class sizes of

students associate professors are also advisors to students majoring in the professor's specialty field by supervising undergraduate and postgraduate students.

### **Senior Lecturer**

A Senior lecturer is a teaching and research-focused position to support and maintain the University's national and international reputation for excellence in teaching and research. Contributes to teaching within the Department or Faculty that includes academic programmes development and innovation, lecturing, conducting seminars and supervising undergraduate and postgraduate students.

### **Lecturer**

A Lecturer is responsible both for teaching undergraduates and conducting research. The lecturer's responsibilities include developing academic programmes material and curricula, inspiring meaningful discussions, attending conferences, consulting with other academics and professionals, supervising undergraduate students, grading assignments, and being an active member of the University.

### **Clinical Faculty Member**

The following clinical faculty ranks are recognized at the Innovative University of Enga: Clinical Professor, Clinical Associate Professor, Clinical Senior Lecturer, Clinical Lecturer, Clinical Tutor and Clinical Instructor.

Clinical faculty members at the Innovative University of Enga are educator-practitioners in the health and other professions who have a background in their disciplinary area and who practice the discipline in a work setting. The goal of these positions is to enhance the academic and professional development of students in support of the teaching and service missions of the University. Clinical faculty members must have an appropriate academic discipline degree. Clinical faculty members must also meet various standards for professional employability, depending on the discipline, to teach in the professional setting.

### **Tutor**

A Tutor is responsible for helping students learn and understand new concepts and complete assignments. In addition, they prepare lessons by studying lesson plans, reviewing textbooks in detail to understand the topic they will be teaching, and providing additional projects if needed during a session.

All academic and non-academic appointees provide various rank levels within each rank, generally referred to as steps within each grade, and for a normal service period at each step. All the Innovative University of Enga campuses use the same rank for the same categories of academic and non-academic appointees. Each scale consists of several steps, which are also known as increments. These are the promotion opportunities that the staff of IUE can apply for.

## **ACADEMIC POSITIONS AND JOB DESCRIPTION**

A faculty member may be appointed or promoted to one of the following positions depending upon her/ his faculty ranking, performance and experience. At Innovative University of Enga the following academic positions exist:

1. Tutor
2. Tutor I
3. Senior Tutor
4. Senior Tutor I
5. Lecturer
6. Lecturer I
7. Lecturer II
8. Senior Lecturer
9. Senior Lecturer I
10. Senior Lecturer II
11. Associate Professor
12. Associate Professor I
13. Professor
14. Professor I

The positions of Tutor and Senior Tutor are junior positions in academic departments. Holders of Tutor positions can expect a high degree of supervision by senior academics. The position of Senior Tutor recognizes that the person would be capable of working on his/her own initiative but still under the supervision of a Lecturer/Senior Lecturer.

The positions of Lecturer and Senior Lecturer are both senior academic posts. The job descriptions recognise that post holders should be significantly engaged in the general development of the Department and in particular the development of junior academic staff in the Department. Program delivery, management and accountability are the responsibility of the positions of Lecturer or higher rank.

The rankings of Associate Professor and Professor reflect the seniority of these positions and the need for post holders to be seen as national and/or international leaders in their particular fields.

The adjunct academic positions are offered in an honorary capacity to those academics who have provided services of value to IUE. It is normally intended that an adjunct has no financial implications or consequences for IUE and is simply a means of recognizing valued services extended to IUE. However, in some instances, IUE might be hired on a contractual basis, usually in part-time positions. Adjunct faculty member might teach units just as full-time professors do, but they are exempt from some of the responsibilities of fully employed University staff. They also are not entitled to receive IUE's academic, administrative and hardship allowances.

## GENERAL QUALIFICATIONS FOR FACULTY RANK

The composition of the faculty determines the academic excellence of Departments; furthermore, to a large extent the identity of the University depends upon the faculty. In faculty recruiting and promotion procedures, besides scholarly competencies, Innovative University of Enga seeks ethical and professional qualities which are in keeping with the vision, mission, standards and objectives of the University, and the needs of particular Departments and their students.

The following are suggested as general criteria for appointment and promotion throughout the University:

- a person respected by her/ his community for her/ his character and deportment;
- a person who is outstanding in her/ his commitment, which reflect values embraced by the University;
- performance and breadth and length of experience;
- performance in research, publication and scholarship;
- academic and professional qualifications;
- performance in relation to responsibility accepted and work undertaken within a Department and service to the University;
- performance in professional consultation services in a relevant academic field provided outside the University;
- professional experience; and
- potential for academic, professional and leadership, growth.

## IUE QUALIFICATION REQUIREMENTS AND SUMMARY JOB DESCRIPTIONS

### TUTOR

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#### Qualification required:

- a. Bachelor degree of good standard.
- b. Progressing towards the Certificate in Workplace Training and Development (or its equivalent)
- c. One-year work experience away from the University
- d. Identifiable interest in and potential for achieving a Master's Degree

#### Job description:

1. Perform teaching duties for tutorials of undergraduate programs under supervision, as assigned by the Head of Department.
2. Attend staff meetings.
3. Assist in keeping records of students and programs of work.
4. Counsel and guide students.
5. Participate in extracurricular activities for students.
6. Submit evaluations of performance by students and peers.
7. Undertake staff development as required by Head of Department.

8. Adhere to academic quality systems so as to ensure high standards are achieved and maintained.
9. Perform such other related duties as may be assigned or required by the Head of Department.

## **SENIOR TUTOR**

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### **Qualification required:**

- a. Bachelor degree
- b. Progressing towards a Masters degree
- c. Evidence of successful teaching at tertiary level
- d. Evidence of community service
- e. Strong interest in research at tertiary level
- f. Potential for developing leadership skills

### **Job description:**

1. Perform teaching duties for tutorials of undergraduate programs under supervision, as assigned by the Head of Department.
2. Assist tutor/s assigned to the Department.
3. Attend staff meetings.
4. Keep records of students and work programs.
5. Counsel and guide students.
6. Participate in extracurricular activities for students.
7. Prepare and mark assessments.
8. Submit evaluations of performance by students and peers.
9. Undertake staff development as required by Head of Department.
10. Adhere to academic quality systems.
11. Perform such other related duties as may be assigned or required by the Head of Department.

## **LECTURER**

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### **Qualification required:**

- a. Masters degree or good honors degree
- b. 3-5 years of successful tertiary teaching/work experience
- c. Evidence of having developed a field of expertise
- d. Evidence of research experience
- e. Potential for achieving a Doctoral degree/PhD
- f. Evidence of leadership skills
- g. Evidence of community service

**Job description:**

1. To prepare, deliver and support units within programs as directed by the Head of Department.
2. To work with colleagues in the ongoing development of units and programs and in the development of new provision using various media as directed by the Head of Department.
3. To undertake research, individually or as part of a team and produce research outcomes.
4. To maintain a program of tutorials and services in accordance with University systems, in order to support students throughout their period of study with the University.
5. Act as a tutor for a number of identified units and manage relevant record system effectively and efficiently.
6. Engage with recruitment of students into programs and provide appropriate advice including progression opportunities and career advice.
7. Develop and consolidate contacts with industry, work experience providers and external organizations as appropriate.
8. Engage in income generation activities with the Department.
9. Attend meetings as directed and produce reports as required.
10. Participate, where appropriate, in the support of students in work placements, including work place issues.
11. Adhere to academic quality systems.
12. To attend local and national events on behalf of the University.
13. Assist with extracurricular activities of students.
14. Submit evaluations of performance by students and peers.
15. Undertake staff development as required by Head of Department.
16. To carry out other duties as assigned by the Head of Department or Faculty Dean or Vice President Academic Affairs.

**SENIOR LECTURER**

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**Qualification required:**

- a. Master's degree (or Doctoral degree/PhD)
- b. Progressing towards a Doctoral degree/PhD
- c. 5-10 years of successful tertiary teaching/work experience and program design
- d. Achievement as a lecturer and scholar at tertiary level
- e. Evidence of good research record (publications portfolio in recognized national and international journals; papers presented at conferences or professional meetings)
- f. Evidence of leadership skills
- g. Evidence of community service



**Job description:**

1. To prepare, deliver and support units within programs as directed by the Head of Department.
2. Set and mark assessments, keep records, programs of work and other forms of assessment.
3. To lead colleagues in the ongoing development of programs and in the development of new provision using various media as directed by the Head of Department.
4. To undertake research, individually or as part of a team and produce research outcomes.
5. To maintain a program of tutorials and services in accordance with University systems, in order to support students throughout their period of study with the University.
6. Act as a tutor for a number of identified units and manage relevant record system effectively and efficiently.
7. Engage with recruitment of students onto programs and provide appropriate advice including progression opportunities and career advice.
8. Develop and consolidate contacts with industry, work experience providers and external organizations as appropriate.
9. Engage in income generation activities with the Department as appropriate.
10. Attend meetings as directed and produce reports as required.
11. Participate, where appropriate, in the support of students in work placements, including work place issues.
12. Adhere to academic quality systems.
13. Assist and mentor other academic staff assigned by the Head of Department.
14. To attend local and national events on behalf of the University in order to promote the University and its programs and to enhance the reputation of the University and Department.
15. Assist with extracurricular activities for students.
16. Submit evaluations of teaching performance by students and peers.
17. Undertake staff development as required by Head of Department.
17. To carry out other duties as assigned by the Head of Department or Faculty Dean or Vice President Academic Affairs.

**ASSOCIATE PROFESSOR**

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**Qualification required:**

- a. Doctoral degree/PhD
- b. Achievement as a senior lecturer and scholar at tertiary level
- c. Record of high-quality teaching and supervision of Master and Doctoral degree/PhD students
- d. Sustained annual record of research and publications in recognized national and international journals or scholarly book; record of papers presented at conferences or professional meetings; citations by other scholars; guest

- lecturers; receipt of grants and research awards; integration of research into programs taught
- e. Strong leadership skills and professional service
- f. Evidence of community service

### **Job description:**

Specific Job Descriptions will be negotiated with individual holders of the Associate Professor title. Here are a number of criteria that the Appointments/Promotions Panel should examine.

**Teaching.** Associate Professors are expected to present a record of high quality teaching. Such a record is one which reveals clarity of program design and objectives; effectiveness of teaching techniques; flexibility in designing and redesigning programs to meet changing departmental needs; positive impact upon the intellectual lives of students; integration of the candidate's research and/or other new knowledge into programs; and willingness to collaborate with colleagues within and beyond the department to enhance the educational experience of students.

**Research/Scholarship.** Associate Professors are expected to have developed a sustained program of research that is guided by a significant set of theoretical or substantive issues in her/his special field or interdisciplinary area. The Associate Professor's scholarly record shall include publications, papers presented at professional meetings, invited scholarly lectures, work submitted or in progress, the receipt of grants and research awards, citations of the candidate's work by other scholars, and comments on the candidate's work by leading scholars. The Associate Professor's record must include a scholarly book and/or several articles, essays, etc. in respected refereed publications.

**Service.** Associate Professors are expected to make contributions in the area of professional service to the university, the profession, and institutions beyond the academy. The service record may include such items as the following: supervision of postgraduate students; participation in departmental concerns and development, including directing programs, organising public lectures or conferences. They might also include: supervising library and textbook ordering, and other administrative responsibilities; participation in professional societies; contribution to the community through lectures, classes, workshops, conferences, and other activities; and communication of research in various ways to a variety of institutions.

## **PROFESSOR**

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### **Qualification required:**

- a. Doctoral degree/PhD or equivalent.
- b. 5-10 years of experience teaching in an academic setting.
- c. Achievement as a senior lecturer or associate professor and scholar at tertiary level.
- d. Outstanding and long successful high-quality teaching.
- e. Excellent record of research in the candidate's field of expertise; authorship of

- scholarly books; several refereed articles in top-tier journals.
- f. Excellent leadership skills.
- g. Substantial professional service.
- h. Evidence of community service.
- i. A growth mindset and excellent networking abilities.

### **Job description:**

Specific Job Descriptions will be negotiated with individual holders of the Professor title. Here are a number of criteria that the Appointments / Promotions Panel should examine.

The title Professor will be awarded if the candidate has established an excellent publication record of research/scholarship, which has attained national or international recognition, and also has a record of high-quality tertiary teaching and effective service

**Teaching.** Professors are expected to present a record of high-quality teaching and research and demonstrated evidence of academic leadership. Such a record is one which reveals clarity of program design and objectives; effectiveness of teaching techniques; flexibility in designing and redesigning programs to meet changing departmental needs; positive impact upon the intellectual lives of students; integration of the candidate's research and/or other new knowledge into programs; and willingness to collaborate with colleagues within and beyond the department to enhance the educational experience of students.

**Research/Scholarship.** Professors are expected to present an excellent record of research/ scholarship. The record shall demonstrate productivity in a sustained program of research that is guided by a significant set of theoretical or substantive issues in the candidate's special field or interdisciplinary area. The candidate's scholarly record shall include publications, papers presented at professional meetings, invited scholarly lectures, work submitted or in progress, the receipt of grants and research awards, citations of the candidate's work by other scholars, and comments on the candidate's work by leading scholars.

A professor must also demonstrate scholarly excellence by the authorship of a scholarly book and/or several refereed articles in top-tier journals. The books and/or articles to be considered must have been published since the last promotion or hire. The record shall indicate that the candidate's scholarship has achieved national or international recognition.

**Service.** Candidates are expected to make contributions in the area of professional service to the university, the profession, and institutions beyond the academy. The service record for Professor is expected to be more substantial than the service record for the Associate Professor. It should include several of the following: advise and counsel of students; participation in departmental concerns and development, including directing programs, organizing lectures and conferences, supervising library and textbook ordering, and other administrative responsibilities; membership on college and university committees, or major national or examining committees outside the university; participation and leadership in professional societies; editorial work for professional journals; review of grant applications; contribution to the community through lectures, classes, workshops, conferences, and other activities; communication of research in various ways to various institutions; consultation for

local or national agencies or legislative committees.

## **ADJUNCT FACULTY STAFF ROLES AND RESPONSIBILITIES**

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Adjunct professors or lecturers are defined as professors who are hired on a contractual basis, usually in part-time positions. Adjunct faculty teach units just as full-time professors do, but they are exempt from some of the responsibilities of fully employed University staff.

Adjuncts are often hired to teach a specific unit that other faculty may not have expertise in or programmes that are in high demand.

### **PURPOSE**

Adjunct faculty members serve multiple roles as professors, lecturers, mentors, colleagues, and scholars. Adjunct faculty are expected to excel in classroom instruction and to fulfil various responsibilities related to their assigned teaching duties.

### **DUTIES AND RESPONSIBILITIES**

Adjunct faculty members are expected to be effective lecturers and excel in units instruction. Listed below are the minimum expectations of all faculty who teach at IUE.

1. Effective teaching requires content expertise:  
Faculty must demonstrate deep subject knowledge, including key concepts, current and relevant research, methodologies, tools and techniques, and meaningful applications.
2. Consequently, faculty members are expected to do the following:
  - a. Possess thorough and accurate knowledge of his or her specific field/discipline including the ability to evaluate and apply content.
  - b. Be committed to professional development by keeping current in their respective discipline.
  - c. Maintain faculty credentials as required by the college's accrediting agencies.
  - d. Effective teaching reflects sound instructional methods drawn from the scholarship of teaching and learning, and cultivates a supportive learning environment that allows students to think critically and experiment with material.
3. Therefore, faculty members are expected to do the following:
  - a. Select and develop instructional materials; plan and organize instruction to enhance student learning; create appropriate assignments to encourage student learning, the development of communication skills, and higher order thinking; and use available instructional technology, as appropriate.
  - b. Use a variety of proven methods of engagement and assessment that facilitate student mastery of the content.
  - c. Provide students constructive, encouraging, and corrective feedback.
  - d. Evaluate student learning by creating and applying course competencies and accurately evaluating student progress.

- e. Strive to increase teaching effectiveness through the application of appropriate teaching and learning strategies; evaluate student learning and modify instructional methods and strategies as appropriate to meet diverse student needs.
  - f. Effective teaching communicates successfully. Effective teaching clearly articulates high, achievable, and purposeful expectations. Effective teaching adeptly guides meaningful course activities, allowing students to advance their knowledge or skill.
4. As a result, faculty members are expected to do the following:
    - a. Demonstrate interpersonal and communication skills that result in clear communication of subject matter to the students.
    - b. Provide timely, substantive feedback in appropriate forms. Effective teachers should meet institutional expectations.
  5. Therefore, faculty members are expected to do the following:
    - a. Meet classes as scheduled; notify the appropriate Dean in advance if they are to be absent, and, if possible, arrange for a substitute instructor or assignments for his or her class.
    - b. Be accessible to students through e-mail, wireless/cellular technology, or scheduled office hours including arranging, when necessary, additional time for appointments.
    - c. Prepare and distribute syllabi in accordance with established procedures and guidelines and follow the published final exam schedule.
    - d. Maintain accurate records of students' academic standing; promptly provide final grades, attendance, and other information as required by administration.
    - e. Respect the confidentiality of student information; refrain from discussing or releasing such information except within recognized limits.
    - f. Evaluate students based solely on their academic performance and to respond promptly to student grade questions and/or appeals.
  6. Member of the IUE Academic Community – In addition to teaching, adjunct faculty members are expected to be an active member of the University Community. Listed below are the expectations of adjunct faculty as responsible and professional representatives of IUE.  
Members of the University Community should perform their professional responsibilities in accordance with the goals, vision, missions, and plans of the Department and programme.
  7. Therefore, faculty members are expected to do the following:  
Fulfil all requirements as stated in IUE policies and procedures including mandatory training.
    - a. Attend and participate in all required meetings and exercise stewardship in the use of University facilities and materials.
    - b. Submit information or materials related to their assigned duties as requested by University administrators or peers in a timely manner.
    - c. Members of the University community should contribute to the creation of a IUE culture. As colleagues, all faculty have obligations that derive from common membership in the community of scholars.
    - d. Faculty do not discriminate against or harass colleagues. They respect and defend the free inquiry of associates, even when it leads to findings and conclusions that differ from their own.

- e. Faculty accept their share of faculty responsibilities for the governance of the institution.
- 8. Therefore, adjunct faculty members are expected to do the following:
  - a. Collaborate with faculty, staff, and stakeholders from across the University and the community in order to create, preserve, and enhance important partnerships.
  - b. Provide support for both adjunct and full-time colleagues in the form of consultation and cooperation; work as effective team members when required.
  - c. Treat all members of the University community with dignity and respect demonstrating inclusivity and civility, and engage in constructive conflict resolution.

**Qualification required:**

- a. Doctoral degree/PhD
- b. Achievement as a senior lecturer and scholar at tertiary level
- c. Record of high-quality teaching and supervision of Master and Doctoral degree/PhD students
- d. Sustained annual record of research and publications in recognized national and international journals or scholarly book; record of papers presented at conferences or professional meetings; citations by other scholars; guest lecturers; receipt of grants and research awards; integration of research into programs taught
- e. Strong leadership skills and professional service
- f. Evidence of community service

**IUE QUALIFICATION REQUIREMENTS AND DETAILED JOB DESCRIPTIONS**

**TUTOR**

**PURPOSE: POSITION DESCRIPTION**

Tutoring serves University students by assisting with academic success strategies. The primary responsibilities of a tutor are to support students to become more independent learners, persist in University, and reach their goals. Tutors provide individual and/or group tutoring to students across a broad range of academic programmes based on their personal area of expertise. Tutors meet with students to clarify and review concepts taught in class, explain processes and help students solve specific problems. Tutoring supports classroom-centered activities, and as such, the emphasis and content of the tutoring sessions is determined by the student's needs. Tutors work with colleagues and the coordinator to support their own professional development.

**DUTIES AND RESPONSIBILITIES:**

1. Provide subject-specific content to help students through drop-in assistance.
2. Recognize the different learning styles and student preferences.
3. Create a professional and welcoming environment by modelling respect for students'

4. diverse cultures, language skills, and experiences.
5. Use active listening strategies to allow student to determine content and pace of tutoring.
6. Utilize listening and questioning strategies as the primary tutoring method to diagnose student needs and monitor progress.
7. Participate in professional development activities to improve tutorial skill and continue to grow cultural competence and reflection skills.
8. Utilize feedback and reflection to improve practice.
9. Recognize primary role to help students become more confident, more successful, self-directed learners.
10. Be direct and kind with students at the same time.
11. Provide direct assistance in the use of equipment, learning objects, and materials
12. needed for student success.
13. Make appropriate referrals to other campus and community resources as needed.
14. Peer Tutors will provide one-on-one or small group tutoring with the support of the coordinator and experienced tutors.

## **REQUIREMENTS AND QUALIFICATIONS:**

- a. Associates or bachelor's degree in the subject area or closely related field.
- b. Received an A or B in the subjects which they will tutor, has completed a four-year degree, and has a recommendation from a faculty member in the subject area.
- c. Level I tutor apply learning styles and teaching methodology to guide students under general supervision of a coordinator.
- d. Preference given to individuals who have successfully volunteered in the educational centre before and/or are able to tutor multiple subjects.
- e. Level I, represents the work of highly technical positions requiring more extensive knowledge and containing a higher level of complexity.
- f. The duties include all of those listed above. In addition, tutors at this level with have some responsibility to mentor colleagues and support the planning and/or execution of tutor trainings and/or workshops.
- g. Tutor works in collaboration with coordinator.

## **SENIOR TUTOR**

### **PURPOSE: POSITION DESCRIPTION**

A senior tutor is expected to engage with the three areas of academic activity teaching, management and professional development and to co-ordinate a given area of activity within and/or beyond their own Department.

For this senior tutor post, the appointee is expected to focus primarily on teaching and co-ordination. Scholarship, research and knowledge exchange are encouraged and supported as a part of normal professional development. Senior Tutors are expected to work under their own initiative, within institutional guidelines, seeking guidance where necessary. The specific duties will be specified by the Head of Department. These activities may include inter-campus and international travel and working.

## **DUTIES AND RESPONSIBILITIES:**

1. To support the Head of Department in the co-ordination and delivery of a designated area of activity.
2. To work on collaborative tasks and projects (with teaching teams, academic programmes development teams, professional practice teams and working groups and contributing to and/or coordinating specific tasks to agreed plans and objectives
3. To identify and co-ordinate new developments, such as those relating to the curriculum, models of delivery and partnership working, through regular review and investigation of new opportunities
4. To coordinate the organization and day-to-day management of units, ensuring relevance, currency, coherence, and capacity to engage student learning.
5. To contribute to academic programme and/or unit development, as appropriate.
6. To be responsible for the development, enhancement, preparation and delivery of teaching, learning, assessment and feedback across units, including, where appropriate, student projects, placements and field trips.
7. To be responsible for the development and implementation of effective practice in teaching, learning assessment and feedback.
8. To ensure that teaching on the module(s) is informed by contemporary practice.
9. To set, mark and moderate assessments.
10. To undertake teaching duties consistent with your areas of expertise and appropriate to the requirements of the academic programme or unit.
11. To contribute to an outstanding student experience, including recruitment activities, induction, support for quality and diversity, and careers and employability initiatives.
12. To contribute to initiatives to enhance student retention, attainment and satisfaction.
13. To ensure that academic quality assurance standards are met and applied consistently across units.
14. To ensure that academic programme and unit documentation, hard copy and online, is accurate and up-to-date.
15. To prepare and submit high-quality evaluations of units and contribute to programme evaluation, identifying enhancements of teaching and of learning support practice and effectively using retention, attainment, attendance and satisfaction data to develop and implement strategies to enhance student outcomes.
16. To contribute to internal and external review of academic programmes where relevant.
17. To reflect critically on her/his own practice and to identify, adapt and share good practice across team.
18. To work with relevant colleagues, to ensure that related administration duties, including admissions, timetabling, student attendance monitoring, liaison with external examiners examinations and exam boards are delivered effectively across units and programmes.
19. To work effectively as a team member, contributing to the development of the University through committees, working groups, initiatives and projects.
20. Professional development, as required, to support her/his responsibilities.



21. To work at all times within University strategies, policies and procedures.
22. To undertake any other duties as might be reasonably requested by the University.

## **REQUIREMENTS AND QUALIFICATIONS:**

- a. Relevant Master's Degree or equivalent professional experience and qualification.
- b. Recognized teaching qualification and/or experience.
- c. An excellent level of knowledge in the academic discipline. This can be demonstrated through teaching experience and/or practical training experience.
- d. An excellent understanding of pedagogy with reference to learning and teaching of professional subjects and curricula.
- e. Familiarity with online learning.
- f. Knowledge of assessment design and grading.
- g. Experience of teaching or the effective presentation of new concepts and ideas to groups of various sizes in further or higher education.
- h. Unit leadership experience at undergraduate and postgraduate level.
- i. Experience of assessment and student support in further or higher education.
- j. Experience of developing academic skills and the provision of excellent learner support.
- k. Excellent teaching and presentation skills demonstrated through large and small group teaching.
- l. Excellent verbal and written communication skills.
- m. Demonstrable co-ordination and organizational skills.
- n. Highly organized and flexible approach.
- o. Ability to work independently and on own initiative or as part of a team within institutional guidelines.
- p. Ability to work and travel to different campuses
- q. Enthusiasm, commitment and integrity.
- r. Respect for all people and cultures.
- s. Highly organized and flexible approach to work with the ability to priorities workload under pressure and to meet tight deadlines.
- t. Ability and willingness to work across University campuses and practice learning environments and ability to travel on University business.
- u. Flexibility of working style and pattern.

## **LECTURER**

### **PURPOSE: POSITION DESCRIPTION**

To design, develop and produce learning and teaching material and deliver either across a range of modules or within a subject area. Lecturers will ensure the efficient and effective delivery of teaching programmes in accordance with the University's strategy, policy and procedures, contribute to activities which influence leading edge practice and may also undertake research activity.

### **DUTIES AND RESPONSIBILITIES:**

#### **Student learning experience**

1. Use appropriate learning, teaching, support and assessment methods.
2. Supervise student projects and the academic elements of field trips, and, where appropriate and placements.
3. Identify areas where current provision needs revision or improvement and contribute to the planning, design and development of objectives and material.
4. Select appropriate assessment instruments and criteria, assess the work and
5. progress of students by reference to the criteria and provide constructive feedback to students.
6. Ensure that module design and delivery comply with quality standards and regulations of the University.

### **Research, enterprise and scholarship**

7. Engage in scholarship as required to support teaching activities and continually update knowledge.
8. Extend, transform and apply knowledge applied from scholarship to teaching and appropriate external activities including knowledge generation, knowledge exchange and knowledge transfer activities.
9. Conduct individual research or work on collaborative research projects.
10. Develop research objectives and proposals for own or joint research.
11. Engage in collaborative partnerships and contribute to the University's work in influencing leading edge practice.
12. Make presentations at conferences and other similar events.

### **Managing people and resources**

13. As module leader or programme leader, co-ordinate with others (such as support staff or academic colleagues) to ensure student needs and expectations are met.
14. Manage projects relating to own area of work and the organization of external activities such as placements and field trips.
15. Mentor colleagues with less experience and advise on personal development.
16. Co-ordinate the work of others to ensure modules are delivered to the standards required.

### **Pastoral care**

17. Be responsible for pastoral care of students within a specified area.
18. Act as personal tutor, giving first-line support and mentoring to students.
19. Appreciate the needs of individual students and their circumstances.
20. Use listening, interpersonal and pastoral care skills to deal with sensitive issues concerning students and provide support.
21. Refer students as appropriate to services providing further support.

### **Liaison and networking**

22. Participate in and develop external networks, for example, to contribute to student recruitment, secure student placements, facilitate outreach work, generate income, obtain consultancy projects or build relationships for future activities.
23. Undertake international visits in order to establish partnerships teach at partner institutions or act as Link-Tutor.

### **Academic administration**

24. Be responsible for administrative duties in areas such as admissions, timetabling, examinations, and assessment of progress and student attendance.

## **REQUIREMENTS AND QUALIFICATIONS:**

- a. First degree and higher degree in a relevant subject.
- b. Teaching qualification or preparedness to work towards PhD or willing to study for a PhD or equivalence accepted based on cognate area of understanding.
- c. Alternatively, ability to demonstrate equivalent core knowledge and expertise gained from leading edge practice will be considered in some circumstances.
- d. Sufficient breadth or depth of specialist knowledge in the discipline to develop teaching programmes and the provision of learning support.
- e. Knowledge of higher education and ability to use a range of delivery techniques to enthuse and engage students.
- f. In-depth understanding of own specialism to enable the development of new
- g. knowledge and understanding within the field.
- h. Evidence of excellent teaching identified by peer review.
- i. Evidence of a positive impact at discipline programme level beyond own teaching.
- j. Experience of teaching, curriculum development and quality management and enhancement in an HE environment.
- k. Experience of research and enterprise activity.
- l. Evidence of high-quality publications or other outputs in research or practice.
- m. Demonstrable ability to lead research projects, win bids and generate income is desirable.
- n. Understand equal opportunity issues as they may impact on academic content and issues relating to student need.
- o. Excellent written and verbal communication skills.
- p. Able to communicate complex and conceptual ideas to a range of groups.
- q. Able to identify potential sources of funding.
- r. Able to participate in and develop external networks.
- s. Able to demonstrate independent and self-managing working styles.

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## **SENIOR LECTURER**

### **PURPOSE: POSITION DESCRIPTION**

Senior Lecturers are academics who make a significant contribution to teaching within their Department. Senior Lecturers typically teach across a range of academic programmes to undergraduate and postgraduate level. This includes assessment and unit administration duties, and having a leadership role in the administration of a programme including curriculum design.

Senior Lecturers play a major role in scholarship, research and/or professional activities relevant to the profession or discipline and may be involved in commercial

research activities. Senior Lecturers are independent researchers who publish and advance scholarship in their field and/or advance professional practice. Senior Lecturers may be involved in knowledge-transfer to industry and/or the community. Performance Senior Lecturers advance practice.

Senior Lecturers are contributing to University planning and/or governance and serve the relevant profession and/or academic discipline and contribute to the wider community.

It is expected that academic staff will be routinely at work on campus so they are available to assist students and for students to see the University as a place of active scholarship.

## **DUTIES AND RESPONSIBILITIES:**

### **Teaching, assessment and curriculum development, it is expected that Senior Lecturers:**

1. Conduct research-informed teaching across a range and level of academic programmes in accordance with their share of the Department or Faculty's teaching programme.
2. Teach to a standard which meets the quality standards expected in the Department/Faculty and profession.
3. Preparing and developing units plans, being responsible for programme design and construction, outlines and materials for delivery of classes, in consultation with other senior colleagues.
4. Facilitating learning by presenting lectures, tutorials, seminars, workshops and papers.
5. Fostering the development of individual student talent.
6. Developing assessment material and methods related to courses taught.
7. Guiding and mentoring other staff in the development of appropriate assessment material.
8. Providing assessment and feedback to students on their progress towards learning outcomes and providing academic or units advice.
9. Attracting and successfully supervising postgraduate students.
10. Starting to demonstrate an ability to inspire high academic endeavor and original thought with respect to teaching.

### **Research and/or commercialization of research and/or advancing professional practice and scholarship activities, it is expected that Senior Lecturers:**

11. Either produce quality assured publications within the field or discipline, either individually or as part of a group, or for performance staff, contribute to the advancement of new knowledge through research, as evidenced by published scholarly or critical reviews.
12. Obtaining research funding, being awarded nationally or internationally competitive external research grants and/or being awarded grants from industry.
13. Attending and presenting papers at academic conferences, both nationally and internationally.

14. Forming effective research collaborations within the Department, Faculty, or outside the University. Collaborations outside the University may be within the community, regional, national and/or international level.
15. Engaging in scholarly activities including editing journals and other publications, membership of an editorial board, acting as a referee.
16. Contributing to the commercialization of research (new intellectual property, products and services; knowledge-transfer).
17. Making scholarly contributions to advancing knowledge within the profession/discipline.
18. Mentoring the development of research students and new and emerging researchers
19. involved in disseminating scholarship to other members in the profession/discipline
20. making scholarly contributions to the advancement of professional practice, where appropriate.

**Service to the University and the community, it is expected that Senior Lecturers:**

21. Make a significant contribution to administration in their Department or Faculty, eg: Doctoral convenorship; and contribute to University planning and/or governance.
22. Represent the Department through contributions to committees, working parties etc within the Faculty, or the wider University.
23. Fostering collegiality within the Department/Faculty.
24. Sharing knowledge with the community outside the University and contribute to local and national communities through involvement in the development of policy, practice, and cultural activities.
25. Transferring knowledge and technology to the community, industry or commerce, as appropriate.
26. Contributing to the research environment at the University.
27. Contributing to the profession/discipline.
28. Having service contributions of significance and distinction that are recognized as such by the University, if they have been in the role for several years.

**Other, it is expected that Senior Lecturers:**

29. Take an active interest in the activities relating to the Department.
30. Develop a leadership role in the Department/Faculty.
31. Meet all compliance and reporting requirements.
32. Work collegially with staff and students in the Department, Faculty and the University.

**REQUIREMENTS AND QUALIFICATIONS:**

- a. PhD or equivalent doctorate in appropriate field normally required. Master's Degree minimum or relevant postgraduate qualifications.
- b. Tertiary teaching experience normally required.
- c. For clinical positions within the Health Sciences Faculty it is normally expected the individual is registered with the appropriate registering body.
- d. Demonstrated capacity for independent research and a good record of publications in refereed journals.
- e. Committed to transferring knowledge to the community and industry for the development of products and services that benefit society.

- f. Experience of research and enterprise activity.
- g. Evidence of high-quality publications or other outputs in research or practice.
- h. Demonstrable ability to lead research projects, win bids and generate income is desirable.
- i. Understand equal opportunity issues as they may impact on academic content and issues relating to student need.
- j. Excellent written and verbal communication skills.
- k. Able to communicate complex and conceptual ideas to a range of groups.
- l. Able to identify potential sources of funding.
- m. Able to participate in and develop external networks.
- n. Able to demonstrate independent and self-managing working styles.

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## **ASSOCIATE PROFESSOR**

### **PURPOSE: POSITION DESCRIPTION**

To develop, enable and deliver research and practice informed teaching activities. In particular the post holder will manage and expand income-generating programmes, academic area leadership and management of the design and development of curricula and make a significant contribution to the leadership, management and development of teaching and learning strategies and academic standards.

### **DUTIES AND RESPONSIBILITIES:**

#### **General:**

1. To contribute to the development and achievement of University, faculty and Department strategy within the context of an international, research-led University.
2. To be recognized as an authority in the field, developing and maintaining an external profile as appropriate to the discipline.
3. To maintain scholarly activity and keep up to date with developments in the field as necessary to carry out the duties of the post.
4. To carry out the duties of the post in accordance with the University values and standards, including the leadership and management standard, and in line with University policies and procedures and local faculty/ Department benchmarks as appropriate, upholding high professional standards and leading by example.
5. To work with our students as members of a learning community to provide world class education and an excellent student experience.
6. To maintain own continuing professional development.
7. To maintain a safe work environment, including ensuring compliance with legislation and the undertaking of risk assessments.

8. To integrate the University value of inclusiveness into all appropriate aspects of the job; respecting the dignity and diversity of all members of the University community and of visitors to the University.

**Research, Innovation and Impact:**

9. To pursue, develop and lead research, innovation and impact at an appropriately benchmarked level.
10. To develop the strategic direction within own research area.
11. To promote the integration of own research area with other research interests within and, as appropriate, outside the Department and Faculty.
12. To maintain a high-quality record of regular and original research publications of external standing as appropriate to the field or discipline.
13. To attract research income on an individual and collaborative basis, as appropriate to the field or discipline, to underpin high quality research activity.
14. To provide high quality postgraduate supervision and attract research students to the University.
15. To take part in knowledge transfer activities, where appropriate and feasible.

**Scholarship:**

16. To develop and lead pedagogic developments relating to learning and teaching to a level recognized externally for excellence.
17. To produce scholarly pedagogic publications, disseminating findings across the University and externally.
18. To promote theoretically informed and innovative approaches to learning and teaching related activities across the University and externally.
19. To maintain an external profile within learning and teaching or own subject area at a level appropriate to the discipline.
20. To have a significant role in the strategic development of the curriculum and learning and teaching / student support policies.

**Teaching:**

21. To undertake research-led teaching at different levels on undergraduate and/or postgraduate taught courses, regularly collecting, and responding to, student feedback.
22. To contribute at an appropriate level to Department and Faculty policy and practice in teaching.
23. To play a significant role in the design, development and planning of modules and programmes within the subject area as required.
24. To play a significant role in the review of modules and programmes and in quality assurance and enhancement as required.
25. To develop innovative approaches to learning and teaching as appropriate.
26. To provide timely feedback and assessment of coursework and examinations.
27. To provide general support and guidance to students, resolving issues and/or referring to specialist parties, where appropriate.
28. To act as a personal tutor, including pastoral care and supporting students in maximizing the benefit of their time at IUE.
29. To supervise students undertaking research projects as appropriate.

**To provide academic leadership through:**

30. Significant contribution to the overall work of the University and/or equivalent external organizations by representing the Department and Faculty on appropriate committees and groups.

31. Effective contribution to the management and administrative processes and committee structures of the Department, Faculty and University.
32. Managing or leading major initiatives or areas of work (as either sustained or one-off projects) which facilitate Department, Faculty or University performance or business as required.
33. Involvement in the recruitment, management and development of staff and act as a mentor to colleagues.
34. The promotion of the values of collegiality within the academic community.
35. Actively promoting and embedding University standards of employment practices across the Department and faculty.

**Initiative, problem solving and decision making:**

36. Determine the allocation of resources within own area of responsibility.
37. Be party to strategic decisions through participation in University Committees etc.
38. Lead the development of new and creative approaches in responding to research challenges.
39. Lead the development of new and creative approaches in responding to student learning experience challenges
40. Initiate new and original solutions to problems.
41. Provide advice to external bodies.

**Work Environment**

42. Exercise overall responsibility for health and safety in own areas of responsibility. Ensure that appropriate risk management processes are operational.

**REQUIREMENTS AND QUALIFICATIONS:**

- a. A higher professional qualification, normally a doctoral degree.
- b. Proven academic leadership.
- c. Recognized achievement in scholarship, research and practice at a national and international level.
- d. Evidence of a leadership and development role in high quality teaching at undergraduate and postgraduate level.
- e. Evidence of high quality, internationally recognized publications or other relevant outputs in research or leading-edge practice.
- f. Evidence of a positive contribution to the administration and general life and work of an academic institution.
- g. Excellent written and verbal communication skills.
- h. Strategic thinker.
- i. Able to communicate complex and conceptual ideas to a range of groups.
- j. Able to use a variety of delivery techniques to enthuse and engage students.
- k. Demonstrable commitment to improving student experience.
- l. Developing teaching curriculum and managing quality enhancement in a HE environment.
- m. Managing and leading others and managing resources effectively.
- n. Setting clear performance expectations for self and others and achieving measurable, evidenced, outcomes.
- o. Leading high-quality collaborative research projects.



- p. In depth knowledge of specialism to enable the development of new knowledge, innovation and understanding in the field.
- q. Thorough understanding of University management systems and the wider higher education environment, including equal opportunities and inclusivity issues.
- r. Strong record in attracting research and/ or scholarship funding or other income generation.
- s. An active and supportive approach to interdisciplinary and multi-disciplinary research that will help foster interactions within the University and externally.
- t. Able to demonstrate independent and self-managing working styles.

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## **PROFESSOR**

### **PURPOSE: POSITION DESCRIPTION**

Professors primary responsibility is leading the research culture in their Faculty or Department. They shall also teach students at the University. In many cases they will do less undergraduate teaching and focus more on teaching postgraduates. The main focus of the job will involve their own research activities including presenting research findings at conferences worldwide. University Professors are also required to seek external funding for their research activities to enhance the prestige of their institution and to initiate research projects that involve connections with scholars at other institutions in PNG and overseas. They may also be involved in initiatives working with other public sector bodies and the private sector. Professors are expected to take part in the strategic planning and decision making for their department.

### **DUTIES AND RESPONSIBILITIES:**

1. Demonstrate excellence in research and teaching.
2. Show commitment to integrating research in the learning process.
3. Showcase the ability to inspire, motivate, and empower students to think critically about academic work.
4. Develop curriculum and programme planning.
5. Evaluate students and their academic progress.
6. Engage in research in chosen field.
7. Collaborate with colleagues regarding their research interests.
8. Publish in scholarly journals.

9. Present findings and research at academic conferences.
10. Advise students regarding coursework, time management, and assignments.
11. Participate in collegiate Faculty meetings.
12. Participate in Departmental faculty meetings.
13. Participate in committees.
14. Actively serve IUE campuses and community.
15. Teach advanced classes.
16. Mentor teaching assistants.
17. Model a service leadership mindset in all activities and interactions with stakeholders.
18. Design, revise, and update academic programmes, units and materials based on new developments in current events and research findings.
19. Consult with programme and units' staff, other faculty members, advisory committees, industry partners, potential employers and students.
20. Define, evaluate and validate academic programmes objectives.
21. Specify or approve learning approaches and necessary resources.
22. Develop individualized instruction using a variety of well-designed instructional material including multimedia presentations and current interactive technologies, focusing primarily on experiential and project-based learning.
23. Select or improve textbooks and learning materials.
24. Ensure student engagement, awareness of programmes objectives, approach and evaluation techniques.
25. Support faculty-student channels for dialogue.
26. Carry out regularly scheduled instruction.
27. Provide tutoring and academic counselling to students.
28. Provide a learning environment that makes effective use of available resources, work experience, and field trips.
29. Evaluate student progress/achievement and is responsible for the timely overall assessment of the student's work within assigned units.
30. Contribute to other areas as well as professorial role, such as student recruitment and selection, timetabling, facility design, professional development, student employment and control of supplies and equipment.

### **REQUIREMENTS AND QUALIFICATIONS:**

- a. A Ph.D. in the relevant field.
- b. 3-10 years of experience teaching in an academic setting.
- c. Published articles and proven experience as an academic.
- d. Strong teaching and mentoring skills.
- e. Excellent presentation, and written and verbal communication skills.
- f. A sound understanding of and passion for subject matter.
- g. Willingness to work long hours, and travel frequently.
- h. A growth mindset and excellent networking abilities.
- i. Strategic thinker.
- j. Able to communicate complex and conceptual ideas to a range of groups.
- k. Able to use a variety of delivery techniques to enthuse and engage students.
- l. Demonstrable commitment to improving student experience.
- m. Developing teaching curriculum and managing quality enhancement in a University environment.
- n. Managing and leading others and managing resources effectively.

- o. Setting clear performance expectations for self and others and achieving measurable, evidenced, outcomes.
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