

POSITION DESCRIPTION

Academic Positions

(In addition to the Position Classification Standards)

Position Title: Lecturer / Senior Lecturer, Sociology

Level: B / C

Faculty/Division: Faculty of Law, Humanities and the Arts

Department/Location: School of Humanities and Social Inquiry

Primary Purpose of the Position:

To teach within the Sociology discipline in the field of comparative sociology, particularly in one or more of the following areas: globalisation, migration, development, ethnicity, global networks, methodology: quantitative and/or qualitative. To conduct research in areas related to comparative sociology. To undertake Honours and Postgraduate supervision and to co-ordinate subjects.

Position Environment:

The Sociology discipline has research and teaching strengths in gender, Asia, social theory, social policy and youth cultures. You will contribute to teaching across all undergraduate levels in the Sociology discipline as well as contribute to honours and postgraduate supervision and to the Discipline/Faculty's research activities. You may be asked to contribute to teaching in other programs and degrees 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.	As per Faculty Workloads Agreement which includes: . teaching . research . administration . professional/ community activity
2.	Undergraduate and postgraduate coursework teaching	To contribute to teaching relating to Sociology 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.	Teaching co-ordination at subject, major and course levels	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.	
6.	Professional and community service	To promote the School, Faculty and the University to the wider community.	
7.	Principles and practices of Equal Employment	To observe EEO principles and practices to	

	Opportunity	ensure fair treatment in the workplace and classroom	
8.	WH&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.	

Inherent Requirements:

This position description outlines the major accountabilities/responsibilities and the selection criteria against which you will be assessed as suitable for the position. As such there will be specific job requirements that we refer to as Inherent Requirements.

Inherent Requirements refer to your ability to:

- Perform the essential duties and functional requirements of the job;
- Meet the productivity and quality requirements of the position;
- Work effectively in the team or other type of work organisation concerned; and
- Do the job without undue risk to your own or others health, safety and welfare at work.

If you have any injuries, illness, disorder, impairment, condition or incapacity that may affect your ability to perform the inherent requirements of the position, we encourage you to discuss this with the University to assist in the process of identifying reasonable adjustments to enable you to perform the duties of the position. The University wants to place you in the best situation to use your skills effectively in the position you are applying for at the University.

Reporting Relationships:

Position Reports to:	Executive Dean, via Head of the School Humanities and Social Inquiry
The position supervises the following positions:	None
Other Key Contacts:	Executive Dean Head of School Discipline Leader Head of Postgraduate Studies Associate Dean, Education Executive Faculty Manager School Manager

Key Relationships:

Contact/Organisation:

Purpose & Frequency of contact

Faculty of Law, Humanities and the Arts meetings	Several meetings per year for updates and discussion of Faculty activities and business.
School of Humanities and Social Inquiry	Meetings held regularly to provide information and exchange views on School and Faculty matters such as research, curriculum development and student welfare and progress.
South Coast and Southern Highlands campus personnel	As required

Key Challenges:

1. Publication of high quality original research
2. Teaching, development and coordination of undergraduate subjects from 1st year to honours and postgraduate supervision

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

SELECTION CRITERIA - Knowledge & Skills:

Essential:

- Specialised knowledge in one or more of the following areas: globalisation, migration, development, ethnicity, global networks, methodology: quantitative and/or qualitative.
- Ability to coordinate and teach large subjects.
- Ability to conduct and participate in high quality research projects.
- Ability to supervise honours and postgraduate research students.

Desirable:

- Ability to conduct research in a language other than English

SELECTION CRITERIA - Education & Experience:

Essential:

- Completed PhD in Sociology or a cognate area.
- Broad teaching experience at undergraduate level including the conduct of lectures, seminars and tutorials with students from a range of different backgrounds.
- A record of high quality publications and research grant awards.

Desirable:

- Experience of working with online/digital media in teaching and research.
- Familiarity with remote and flexible delivery of subjects.

Personal Attributes:

- Ability to work collaboratively and flexibly in a small-group environment
- 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 Executive Dean: _____

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.

POSITION CLASSIFICATION STANDARD - Teaching and Research

Level: C

Title: Senior 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 C academic is expected to make significant contributions to the teaching effort of a department, school, faculty or other organisational unit or an interdisciplinary area. An academic at this level is also expected to play a major role in scholarship, research and/or professional activities.

Specific Duties

Specific duties required of a Level C academic may include

- The conduct of tutorials, practical classes, demonstrations, workshops, student field excursions, clinical sessions and studio sessions.
- Initiation and development of course material.
- Course co-ordination
- The preparation and delivery of lectures and seminars.
- Supervision of major honours or postgraduate research projects.
- Supervision of the program of study of honours students and of postgraduate students engaged in course work.
- The conduct of research.
- Significant role in major research projects, including, where appropriate, leadership of a research team.
- Involvement in professional activity.
- Consultation with students.
- Broad administrative functions.
- Marking and assessment.
- Attendance at departmental and/or faculty meetings and a major role in planning or committee work.

Skill Base

A Level C academic will normally have advanced qualifications and/or recognised significant experience in the relevant discipline area. A position at this level will normally require a doctoral qualification or equivalent accreditation and standing. In determining experience relative to qualifications, regard shall be had to teaching experience, experience in research, experience outside tertiary education, creative achievement, professional contributions and/or to technical achievement. In addition a position at this level will normally require a record of demonstrable scholarly and professional achievement in the relevant discipline area.