POSITION DESCRIPTION

SECTION A: Position Context

Position Titles	Professor, Associate Professor, Senior Lecturer, Lecturer, Associate Lecturer
Campus / Faculty	Sarawak Campus - Faculty of Engineering, Computing and Science
Division	Academic
Term of Appointment	Contract / Tenure
Effective Date	July2017

Position Purpose:

Associate Lecturer

Position Grade: A
Category: Executive

A Level A academic will work with the support and guidance from more senior academic staff and is expected to develop his or her expertise in teaching and research with an increasing degree of autonomy. A Level A academic will normally have completed four years of higher education study or equivalent qualifications and experience and may be required to hold a relevant higher degree.

A Level A academic will normally contribute to teaching at the institution, at a level appropriate to the skills and experience of the staff member, engage in scholarly, research and/or professional activities appropriate to his or her profession or discipline, and undertake administration primarily relating to his or her activities at the institution. The contribution to teaching of Level A academics will be primarily at undergraduate and graduate diploma level.

As a minimum an undergraduate degree and/or equivalent qualifications and/or professional experience. In many cases an honours degree or three-year degree with postgraduate diploma level is needed.

Lecturer

Position Grade: B
Category: Executive

A Level B academic will undertake independent teaching and research in his or her discipline or related area. In research and/or scholarship, a Level B academic will make an independent contribution which expands knowledge. They will demonstrate expertise and provide leadership and service that includes coordination of activities of other staff, as appropriate to the discipline.

A Level B academic will normally:
- contribute to teaching at undergraduate, honours and postgraduate level;
- engage in independent scholarship and/or research; and
- contribute to professional activities appropriate to his or her profession or discipline.

He or she will normally undertake administration primarily relating to his or her activities at the institution and may be required to perform the full academic responsibilities of and related administration for the coordination of an award program of the institution.

This level will usually require doctoral or masters qualification or equivalent accreditation and standing.

Senior Lecturer

Position Grade: C
Category: Executive

A Level C academic will make a significant contribution to the discipline which can normally be demonstrated at the national level. In research and/or scholarship he or she will make original contributions, which expand knowledge or practice in his or her discipline. He or she will demonstrate leadership, expertise and coordination of academic courses.

A Level C academic will normally make a significant contribution:
- to teaching, scholarship and administration activities of an organisational unit or an interdisciplinary area at undergraduate, honours and postgraduate level;
- to leadership and engagement in scholarly, research and/or professional activities relevant to the profession, discipline and/or community; and
- demonstrate original contributions to advancing knowledge in research or scholarship at least at a national level.

He or she may be required to perform the full academic responsibilities of and related administration for the coordination of a large award program or a number of smaller award programs of the institution.

This level will normally would hold a qualification at the doctoral level and can demonstrate a record of scholarly and professional achievement in the relevant discipline area.

Associate Professor

Position Grade: D
Category: Manager

A Level D academic will normally make an overall superior contribution to the research, scholarship, teaching and administration activities of an organisational unit, including a large organisational unit, or interdisciplinary area and would normally have at least one portfolio area of outstanding attainment.

A Level D academic will make a superior contribution to:
- the governance and collegial life inside and outside as relevant, of the institution;
- the discipline in either teaching and learning, research and scholarship and/or leadership, service and engagement (in accordance with the weighted performance in the portfolio) that has attained recognition normally at an international level in his or her discipline (in exceptional circumstances recognition at a national level may be considered);
- original and innovative advancement of scholarship, research and/or teaching in his or her discipline (in accordance with the weighted performance in the portfolio); and
- fostering research, teaching and policy development in the academic discipline within the institution and within the community, professional, commercial and/or industrial sectors.

This level will normally hold a qualification at the doctoral level and can demonstrate a record of academic excellence with outstanding contribution to teaching and/or research and/or leadership.

Professor

Position Grade: E
Category: Manager

A Level E academic will provide an overall outstanding contribution to the research, scholarship, teaching and administration activities of the organisation, including leadership within a large organisational unit, or interdisciplinary area and would normally have at least one portfolio area of eminent attainment.

A Level E academic will provide an outstanding contribution to:
- leadership, governance and collegial life, inside and outside the institution;
- fostering excellence in research, teaching and policy development in the academic discipline within the institution and within the community, professional, commercial and/or industrial sectors;
- original, innovative and distinguished contributions to scholarship, researching and teaching in his or her discipline; and
- the work of the institution.

A Level E academic will have attained recognition as an eminent authority in his or her discipline area and will have achieved distinction normally at an international level (in exceptional circumstances recognition at a national level may be considered). A level E will be recognised as a leading authority in relevant discipline area.

This level will normally hold a qualification at the doctoral level and can demonstrate a record of academic excellence with outstanding contribution to teaching and/or research and/or leadership.

University Information:

Swinburne University of Technology has a long, proud history of educating and training students for over 100 years. Swinburne focuses on providing high-quality, career-orientated education with strong links to industry and the community.

In recent years, Swinburne has progressed to become one of the world's leading universities, ranking as one of the top 400 universities in the world, as assessed by the Academic Ranking of World Universities, and one of the top 100 in the world in physics.

Swinburne's emphasis is on high quality, engaged teaching and research in science, technology, business, design and innovation – teaching and research that makes a difference in the lives of individuals and contributes to national economic and social objectives.

Swinburne works to advance quality research through partnerships with industry, our communities and other universities within Australia and internationally, to achieve outcomes that are directly relevant to industry and society.

Swinburne offers both Higher Education and Vocational Education courses and programs, along with online education through both Swinburne Online and Open Universities Australia. The University has multiple campuses in Melbourne, Australia, and also an international campus in Sarawak, Malaysia.

The Campus in Sarawak is a licensed branch campus university in Malaysia which offers selected undergraduate, postgraduate and research degree courses identical to those offered at other Swinburne campuses in Australia. It also offers pre-university foundation programs. The Campus was established in 2000 as Swinburne Sarawak Institute of Technology and on gaining university status in Malaysia changed its name to Swinburne University of Technology (Sarawak Campus) in June 2004.

The Campus occupies a 16.5 acre site in central Kuching, the state capital of Sarawak. The Sarawak Campus has students from Malaysia and other countries, and plans to expand rapidly as its staff and facilities are developed continuously to allow a greater number and diversity courses to be offered.

The Campus in Sarawak is a joint venture between Swinburne University of Technology in Australia and the State Government of Sarawak through two of its shareholders – Yayasan Sarawak and the Sarawak Higher Education Foundation. The campus is part of a long-term strategy by Swinburne Australia, established in 1908, to globalise its operations and provide its students with international living, working and learning opportunities.

Faculty of Engineering, Computing and Science:

The Faculty of Engineering, Computing and Science currently offers a range of academic courses from undergraduate to research higher degrees; and it supports some of the courses offered by the other Faculties. The Faculty supports the University's vision, mission, and strategic goals through various academic, professional, and outreach activities.

Currently, the Faculty hosts over 110 academic and administrative staff and over 50 research higher degree students.

Participation in Committees:

The appointee will contribute to regular staff meetings, course and subject committees within the Faculty, and make contributions to University management within the Faculty as appointed or elected.

Reporting Relationships:

This position's supervisor / manager	Dean of Faculty or any other person as assigned by him/her or by an authorised personnel.
Other positions reporting to this position	None

Location:

This position is located at the Swinburne University of Technology Sarawak Campus.

SECTION B: Key Responsibility Areas

The key responsibility areas are similar for all the academic positions (Lecturer, Senior Lecturer, Associate Professor, and Professor) - of course the pattern of emphasis within the responsibility areas will change as a person grows within the organisation. At Swinburne, the key responsibility areas are classified into the following three domains: 1. *Learning & Teaching*, 2. *Research & Scholarship*, and 3. *Leadership & Engagement*. Specific responsibilities under each domain are outlined below.

		Key Responsibility Areas
1.	**LEARNING AND TEACHING**	• Pursuit of innovation and excellence in teaching, as per the Swinburne Professional Learning Model • Ongoing development of curriculum and instructional material for different programs and levels • Conduct of lectures, tutorials, and assessment of students' learning to ensure a high standard of quality in the learning and teaching process • Provision of consultation and mentoring to students • Continuous development of teaching, training, and mentoring expertise • Design and delivery of training sessions for executive participants in management development programs • Expansion and development of the various learning and teaching activities of the Faculty
2.	**RESEARCH AND SCHOLARSHIP**	• Development of a portfolio of activities supporting research and scholarship • Dissemination of research and scholarly output through relevant platforms • Supervision of honours and postgraduate (including doctoral) students • Contribution to research training activities within the Faculty • Development of research groups within the Faculty • Securing external support for research activities • Development of collaborative research networks
3.	**LEADERSHIP, SERVICE AND ENGAGEMENT**	• Maintenance of high academic and professional standards in all areas of activity • Administration and development of the learning programs offered by the Faculty • Administration and development the various educational policies and management systems within the Faculty and the University • Development of a vibrant academic community within the Faculty based on openness, collaboration, and experimentation • Professional engagement with business and industry, in fields relevant to the Faculty • Leadership in academic and professional activities relevant to the Faculty • Leadership in community affairs, particularly those related to the academic areas relevant to the Faculty

SECTION C: Key Selection Criteria

The application should include a separate document addressing each applicable element of the Key Selection Criteria, describing with evidence, how the applicant fulfils the essential and desirable criteria appropriate to the position being targeted.

E: Essential, *D*: Desirable, *N*: Not expected

	Key Selection Criteria	Associate Lecturer	Lecturer	Senior Lecturer	Associate Professor	Professor
Qualification / Educational Background						
1	Undergraduate degree and/or equivalent qualifications and/or professional experience from a reputed institution. In many cases an honours degree or three year degree with postgraduate diploma level.	*E*	*E*	*E*	*E*	*E*
2	Master's degree (preferably by research) in a relevant field from a reputed institution	*D*	*E*	*E*	*E*	*E*
3	Doctoral degree in a relevant field from a reputed institution	N	*D*	*E*	*E*	*E*
Other Skills / Experience						
4	Excellent oral and written communication skills in English	*E*	*E*	*E*	*E*	*E*
5	Prior teaching experience at undergraduate or postgraduate level	*D*	*D*	*E*	*E*	*E*
6	Membership of relevant professional bodies	*D*	*D*	*D*	*E*	*E*
7	Scholarly publications in journals, proceedings, and books	*N*	*D*	*E*	*E*	*E*
8	Experience in providing consulting and training services	*N*	*D*	*D*	*E*	*E*
9	Experience in curriculum development and administration	*N*	*D*	*E*	*E*	*E*
10	Participation in collaborative research projects with other academics	*N*	*D*	*D*	*E*	*E*
11	Experience of supervising postgraduate (including doctoral) students	*N*	*D*	*E*	*E*	*E*
12	National/international reputation in a relevant scholarly domain	*N*	*N*	*D*	*E*	*E*
13	National/international recognition in a relevant professional domain	*N*	*N*	*D*	*E*	*E*
14	Record of innovations, copyrights, patents, and academic entrepreneurship	*N*	*N*	*D*	*E*	*E*
15	Experience of strategic planning and leadership in academic contexts	*N*	*N*	*D*	*E*	*E*
16	Experience in motivating and mentoring academic colleagues	*N*	*N*	*D*	*E*	*E*
17	Ability to identify research opportunity and attract external support	*D*	*D*	*D*	*E*	*E*
18	Ability to foster collaborative relationships with other universities, government agencies, professional bodies, and private organisations	*D*	*D*	*D*	*E*	*E*
19	Familiarity with digital learning technologies	*D*	*D*	*D*	*D*	*D*

E: Essential, *D*: Desirable, *N*: Not expected

Further Information:

Further information is available from Human Resources at fax +60 82 260 821, email careers@swinburne.edu.my

Application:

Your application should include a detailed CV summarising qualification, experience, and other matters considered relevant to the application. The application should also include a separate document addressing each applicable element of the Key Selection Criteria (as listed in Section C above).

The University has a policy requiring successful applicants to produce evidence of all formal qualifications at the time of commencing employment.

I accept the Position Description as stated above and that the Position Description may need amending and updating periodically due to changes in responsibilities and organisational requirements. Changes to position descriptions will be in accordance with the position grade and category, and consistent with the purpose for which the position was established.

Name   :

Date   :

Signature   :