The University of Waikato
Te Whare Wānanga o Waikato

POSITION DESCRIPTION

Associate Professor
Te Tohu Paetahi, Hamilton

Reports to:	Dean, Te Pua Wānanga ki te Ao
Division:	Office of Deputy Vice-Chancellor Māori
Tenure:	Permanent
Location:	Hamilton
Date:	November 2025

Vision

Ko te tangata

A research-intensive university providing a globally connected, innovative and inclusive studenty experience in an environment characterised by a commitment to diversity, respect for Indigenous knowledge, and high levels of community engagement.

Values

Ko te mana o Te Whare Wānanga o Waikato ka herea ki tō tātou:
- Tū ngātahi me te Māori
- Mahi pono
- Whakanui i ngā huarahi hou
- Whakarewa i te hiringa i te mahara

The University of Waikato places a high value on:
- Partnership with Māori
- Acting with integrity
- Celebrating diversity
- Promoting creativity

1. GENERAL

Te Pua Wānanga ki te Ao, the Faculty of Māori and Indigenous Studies exists as a Faculty in its own right. It offers a wide range of exciting programmes which builds on tradition while responding to contemporary issues using excellent teaching which is innovative, creative and adaptable underpinned by strong intellectual engagement which is research proven. Academic staff are respected leaders in their fields at all levels holding iwi/ Māori, national and international profiles.

Te Pua Wānanga ki te Ao currently offers majors in Te Reo Māori and Māori and Indigenous Studies with a minor in Pacific and Indigenous Studies. We offer papers that lead towards the Bachelor of Arts and the Bachelor of Social Sciences and the Bachelor of Climate Change. The Faculty also offers the Bachelor of Arts with Honours, Bachelor of Social Sciences with Honours, Master of Arts, Master of Social Sciences, PhD programmes as well as other certificates and diplomas including the Diploma in Te Tohu Paetahi.

The University of Waikato provides a vibrant and inclusive environment, with a strong commitment to partnership with Māori, global engagement, and community impact.

2. POSITION PURPOSE

An Associate Professor is expected to contribute to academic leadership in the Faculty, and the University as a whole by:

- Maintaining high standards of excellence in teaching, research, postgraduate supervision, administration and the undertaking of professional, business, community, iwi service and activities relevant to the profession or discipline.
- Working alongside senior colleagues in demonstrating excellence through example, as well as through persuasion, cooperation and collegial relationships with other staff.
- Providing advice, encouragement and support to other academic staff in the pursuit of their academic objectives and the development of their professional careers.
- Undertaking key academic leadership roles, where appropriate.

Many of the tasks in the Lecturer to Professor range are common to each level, but as staff members advance in their careers they are expected to perform the tasks at a higher level. This may be evidenced by an increase in the quality of teaching performance; a greater contribution to the advancement of the discipline through achievements in research and scholarship and/or artistic or professional practice; increased leadership; and a greater contribution to university administration, academic matters more generally and/or external engagement.

3. ACCOUNTABILITY

The appointee is responsible to the Vice-Chancellor through the Dean of Faculty who in turn is responsible to the Vice-Chancellor through the Deputy Vice-Chancellor Māori. The appointee is expected to establish effective relationships with the Dean of Faculty and faculty staff and students more generally.

4. KEY RELATIONSHIPS

Dean of Faculty
Other Faculty staff
Students
Deputy Vice-Chancellor Māori
Research Institutes and Centres
Research and Enterprise Office and external research organisations and funders
External Stakeholders

5. KEY TASKS

Having regard to the aims, objectives and long-term strategic goals of the Faculty, and the University, the primary objectives required of an Associate Professor include the following:

5.1 Academic Leadership and Administration

- Carry out key administrative functions including active and constructive participation at Programme and Faculty meetings and undertake administration, planning, policy development and/or committee work, where appropriate. This may involve chairing or participating in a University committee(s).
- Initiate and actively encourage successful academic or industry, business or professional contacts outside the University, both nationally and internationally, in consultation with the Faculty and University. This may involve representing the University externally from time to time.
- Be willing to undertake academic leadership roles.
- Develop and maintain collegial relationships with other staff and be strongly supportive of the Dean of Faculty. This includes a willingness to act in the Dean of Faculty role for temporary periods or to undertake specific administrative duties.

5.2 Research and Scholarship

- Maintain an active research programme. Conduct high quality research and contribute to knowledge development through scholarship and publication. This will include involvement in research projects and attendance and presentation at academic conferences, and may include leadership of a research team and/or obtaining internal or external research funding for specific projects.
- Act as a mentor to other staff and assist with the development of a successful and excellent research culture and research-led teaching programmes.
- Successful involvement in professional, business, community, iwi and activities relevant to the discipline.

5.3 Teaching

- Prepare and deliver high quality research-informed lectures and/or seminars and, as appropriate, conduct and/or co-ordinate tutorials, practical classes, demonstrations, or workshops.
- Contribute to or be responsible for paper co-ordination and delivery. This includes: paper administration; initiating and developing teaching material; appraisal, review and evaluation of programmes and papers; development of the curriculum; developing and delivering on-line papers, where appropriate; and updating teaching resources and paper materials.
- Supervise a suitable number of honours, graduate and postgraduate students, including as Chief Supervisor, and, where appropriate, summer research students and students doing a directed study.
- Carry out marking and assessment activities including the setting of tests/examinations.
- Apply information and communication technologies to achieve desired outcomes.
- Be readily available to advise and meet with students including maintaining regular office hours.

5.4 General

- Participate in the maintenance of a safe and healthy work environment for self and others including students. Comply with and undertake responsibilities set out in the University's Health and Safety Policy.
- Any other duties as required that are consistent with the position held, other than in exceptional circumstances such as rehabilitation after injury or sickness.

NOTE: Staff have an annual objectives, development and reflection (ODR) meeting with their manager. New staff normally attend such an interview approximately three months after taking up their appointment.

6. PERFORMANCE STANDARDS

The Associate Professor will be performing satisfactorily when:

- Personal and/or team research and scholarship activities yield demonstrable outcomes evidenced by both continued publications in books and refereed journals and presentation or publication of conference papers and/or performance/works of art/other non-print media outcomes, as appropriate. A research and publication record (or the equivalent within the field) of sustained excellence is achieved with a recognised contribution to the academic field, at national and international levels.
- Teaching and associated duties are fulfilled to a high level of competency at all levels, defined by Faculty norms and expectations including timely completion of marking and assessment tasks, responsiveness to student queries and support needs, and paper appraisal and teaching evaluation. This includes contributions to pedagogical and educational developments within the subject area. Sustained excellence in research-led teaching is demonstrated at all levels so as to provide academic leadership and set appropriate standards of scholarship.
- Teaching responsibilities in the Te Tohu Paetahi programme are carried out to a high standard, ensuring teaching is delivered according to immersion pedagogy and curriculum requirements, supporting eh effective development of students' Te Reo Māori proficiency.
- Student learning, at all levels, is appropriately facilitated in accordance with Faculty and University goals and objectives.
- Regular contributions are made to appropriate professional, business, community, iwi groups and/or in a public service or University or national or international representation capacity.
- A significant contribution is made to Faculty administration, as appropriate to the Associate Professor level.
- Safe and healthy work practices are followed that comply with University policies and procedures, relevant work standards and statutory obligations.

PERSON SPECIFICATION

EDUCATIONAL QUALIFICATIONS

Essential

- A PhD in a relevant discipline.
- High level of competency, fluency and application of speaking and teaching in te reo Māori immersion settings at tertiary level or equivalent.

TRAINING, SKILLS AND KNOWLEDGE

Essential

- Exemplary standard of written and oral skills and competency in Te Reo Māori.
- Excellent competency in teaching of te reo Māori.
- A research and scholarship record of sustained excellence and a recognised contribution to the academic field at a national and international level with a focus on te reo Māori and Tikanga Māori.
- Ability to provide high levels of academic leadership and act as a mentor to other staff.
- Demonstrated ability to provide a major contribution to the graduate and postgraduate programme including the supervision of Honours, Masters, PhD, summer research and directed study students.
- Demonstrated success in attracting external research funding and in completing grant applications.

PERSONAL QUALITIES

- Demonstrated capacity to work effectively as a member of a team and, where relevant, to act as a leader of a research/teaching team.
- Self-motivation and a pro-active approach including a demonstrated commitment to innovation.
- Commitment to a culture of openness, flexibility and co-operation to achieve excellence in academic programmes, research and service.
- Proven ability to maintain a professional approach while under pressure.
- Ability to relate effectively and sensitively to students and staff from a variety of backgrounds and cultures.
- A commitment to equal opportunity and to the University's partnership with Māori as intended by the Treaty of Waitangi.