The University of Waikato
Te Whare Wānanga o Waikato

POSITION DESCRIPTION

Associate Professor

Reports to:	Head of School
Division:	Te Wānanga Toi Tangata Division of Education
Tenure:	Permanent
Location:	Hamilton
Date:	October 2026

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 Wānanga Toi Tangata Division of Education provides innovative approaches to both education and educational research. The Division comprises a number of areas of expertise:

- Te Kura Toi Tangata School of Education offers a range of programmes in areas of initial

teacher education, education and society, counsellor education, social work, disability and inclusion, human development, educational leadership, digital learning and teaching English to speakers of other languages.

- Wilf Malcolm Institute of Educational Research ensuring the successful management, completion and dissemination of research.
- Te Whai Toi Tangata Institute of Professional Learning provides high quality professional learning opportunities.
- Poutama Pounamu promotes contexts for change where equity, excellence and belonging can be realised.

This position is based in Te Kura Toi Tangata School of Education and will involve teaching online or at both our Hamilton and Tauranga Campuses.

Te Kura Toi Tangata School of Education offers quality academic programmes in social sciences in education and initial teacher education at undergraduate level, and a range of programmes across both taught and research postgraduate. Our programmes are research-informed and delivered through high quality academic staff catering for domestic and international students. As a leader of education in New Zealand, we are committed to enhancing education through teaching, research and professional services.

2. POSITION PURPOSE

An Associate Professor is expected to contribute to academic leadership in the School, Division 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 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 their Head of School or equivalent who in turn is responsible to the Vice-Chancellor through the appropriate Pro Vice-Chancellor. The appointee is expected to establish effective relationships with the Head of School and Divisional staff and students more generally.

4. KEY RELATIONSHIPS

Pro Vice-Chancellor
Head of School
Deputy Heads of School
Academic Lead Initial Teacher Education

School Manager
Leadership team in School and Division
Other School and Division staff
Students
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 School, the Division 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 School meetings and undertake administration, planning, policy development and/or committee work, where appropriate. This may involve chairing or participating in a University committee.
- Initiate and actively encourage successful academic or industry/business/professional contacts outside the University, both nationally and internationally, in consultation with the School, Division 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 Head of School. This includes a willingness to act in the Head of School 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 activities relevant to the discipline.

5.3 Teaching

- Prepare and teach high quality research-informed lectures and/or seminars and, as appropriate, conduct and/or convene tutorials, practical classes, demonstrations, or workshops.
- Contribute to or be responsible for paper convening and teaching. 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 graduate and postgraduate students including as Chief Supervisor.

- Carry out marking and assessment activities including the setting of 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) meetings with their line 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 School norms and expectations including 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.
- Student learning, at all levels, is appropriately facilitated in accordance with School, Division 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 School and Division 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.

Preferred

- A recognised teaching qualification.
- A current practicing certificate or willingness to renew New Zealand Teaching Council Certification.

TRAINING, SKILLS AND KNOWLEDGE

Essential

- Current knowledge of the New Zealand Curriculum, particularly in relation to Health and Physical Education at primary or secondary school levels.
- Comprehensive knowledge of initial teacher education in Health and Physical Education, including curriculum and pedagogy, and teacher preparation.
- Ability to evaluate and mentor teacher education students in their professional experience
- Demonstrated high level of tertiary teaching skills, including the ability to lecture to large numbers and conduct small group seminars and tutorials effectively.
- Ability to provide a significant contribution to the graduate and postgraduate programme including the supervision of Masters and PhD students.
- Demonstrated commitment to using innovative teaching methods and materials e.g. online and distance teaching techniques, team teaching skills.
- An established and high-level record of research and publishing or equivalent at a national and preferably international level and an active programme of scholarship in Health and Physical Education.
- Ability to apply digital technologies to achieve desired outcomes and maintain and update those skills.
- Evidence of academic leadership appropriate to Senior Lecturer level, for example through curriculum or programme leadership, research leadership, mentoring colleagues, or leadership of academic service.
- Proven ability to communicate and work effectively with staff and students.
- Demonstrated ability to manage competing priorities and meet deadlines effectively.

Preferred

- Understanding of bicultural approaches and knowledge of Māori perspectives.
- Understanding and knowledge of Pasifika perspectives.
- Demonstrated success in attracting external research funding and in completing grant applications.

PERSONAL QUALITIES

- Self-motivation and a pro-active approach including a demonstrated commitment to innovation.
- Demonstrated capacity to work effectively as a member of a team and, where relevant, to act as a leader of a research team.
- 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.
- Commitment to a culture of openness, flexibility and cooperation to achieve excellence in academic programmes, research and service.
- A commitment to equal opportunity and to the University's partnership with Māori as intended by Te Tiriti o Waitangi.