

**The University of Waikato
Te Whare Wānanga o Waikato**

POSITION DESCRIPTION

Associate Professor

Vision

We will

- deliver a world-class education and research portfolio
- provide a full and dynamic university experience which is distinctive in character
- pursue strong international linkages to advance knowledge

The over-arching themes of this *Vision* are:

- Excellence
- Distinctiveness
- International Connectedness

Values

Ko te mana o Te Whare Wānanga o Waikato ka herea ki tō tātou:

- Tu 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

The Division of Health, Engineering, Computing and Science (HECS) undertakes teaching and research in a range of core disciplines grouped under four academic schools. The Division also has several research units, and commercial/equipment units which embody staff and research activities.

The School of Computing and Mathematical Sciences comprises a number of Academic Programmes including, Mathematics, Statistics/Data Analytics, Computer Science, and Design. The School offers a range of qualifications at undergraduate, post-graduate and professional training levels.

2. POSITION PURPOSE

An Associate Professor is expected to contribute to academic leadership in the School/Faculty, 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 Associate Professor is responsible to the Vice-Chancellor through their Head/Dean of School/Faculty 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/Dean of School/Faculty and Divisional staff and students more generally.

4. KEY RELATIONSHIPS:

Pro Vice-Chancellor
 Head/Dean of School/Faculty or equivalent
 Other 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 Faculty/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/Faculty 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/Faculty, 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/Faculty. This includes a willingness to act in the Head of School/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 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.
- 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 annual objectives, development and reflection (ODR) meetings with their manager. New staff normally attend such an interview approximately three months after taking up their appointment.

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/Faculty 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/Faculty, 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/Faculty 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 or Preferred (Delete as necessary/put under appropriate heading)

- A PhD in a relevant discipline.

TRAINING, SKILLS AND KNOWLEDGE

Essential or Preferred (Delete as necessary/put under appropriate heading)

- A research and scholarship record of sustained excellence and a recognised contribution to the academic field at a national and international level.
- Ability to provide high levels of academic leadership and act as a mentor to other staff.
- Demonstrated sustained excellence in undergraduate teaching, including the ability to lecture to large numbers and conduct small group seminars and tutorials effectively.
- Demonstrated ability to provide a major contribution to the graduate and postgraduate programme including the supervision of Honours, Masters and PhD students.
- Proven contributions to pedagogical and educational developments in the subject more widely.
- Demonstrated commitment to using innovative teaching methods and materials e.g. distance delivery techniques, team teaching, online delivery. Ability to apply ICT to achieve desired outcomes and to maintain and update those skills.
- Broad and in-depth knowledge of the following areas: **(list requirements)**
- Demonstrated success in attracting and supervising high quality postgraduate research students.
- Demonstrated ability to make a significant contribution to School/Faculty and Division administration, where appropriate.
- Demonstrated success in attracting external research funding and in completing grant applications.
- Proven ability to communicate and work effectively with staff and students.
- < **Optional** Successful experience in <a crown research or scientific organisation> <industry.> > <professional practice>.

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.
- 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.