

POSITION DESCRIPTION

Associate Professor in Tourism Management

Reports to:	Executive Head of School
Division:	Management
Tenure:	Permanent
Location:	Weihai, China
Date:	August 2026

Vision

Ko te tangata

A research-intensive university providing a globally connected, innovative and inclusive student 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

The Waikato Management School sits within the Division of Management, one of New Zealand's leading business schools with a strong international reputation for research, teaching, and engagement. The School is committed to advancing innovative and impactful scholarship in Tourism Management and related management disciplines, supporting student success, and fostering strong links with industry, government, professional bodies, and international partners.

The University of Waikato provides a vibrant and inclusive environment, with a strong commitment

to global engagement, community impact, and high-quality transnational education partnerships.

The Shandong University - University of Waikato International Business School based in Weihai, China, is a significant initiative that reflects the global standing of both institutions.

2. POSITION PURPOSE

The Associate Professor in Tourism Management will provide academic leadership in Tourism Management within the Division of Management and contribute to the successful delivery and ongoing development of the University of Waikato's transnational education partnership with Shandong University in Weihai, China, by:

- Maintaining high standards of excellence in Tourism Management, research, doctoral supervision, teaching, administration and professional, business, community and discipline-related service activities.
- Working alongside senior colleagues at Waikato and Shandong to demonstrate excellence through example, as well as through persuasion, cooperation and collegial relationships with other staff.
- Providing advice, encouragement and support to academic staff involved in Tourism Management teaching, research and programme delivery, including colleagues contributing to the Shandong-based programmes.
- Undertaking key academic leadership roles, where appropriate, in support of Tourism Management discipline development, programme quality, and the student experience in Weihai and across the wider University.

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 these tasks at a higher level. For an Associate Professor in Tourism Management, this will be evidenced by high-quality Tourism Management teaching, research and supervision; a greater contribution to the advancement of Tourism Management through scholarship and publication; increased academic leadership; and a stronger contribution to programme development, administration and external engagement relevant to Tourism Management and the Shandong partnership.

3. ACCOUNTABILITY

The Associate Professor in Tourism Management is responsible to the Vice-Chancellor through the Executive Head of School who in turn is responsible to the Vice-Chancellor through the appropriate Pro Vice-Chancellor.

4. KEY RELATIONSHIPS

Pro Vice-Chancellor
Executive Head of School
Deputy Vice Chancellor
Colleagues within the Division
Shandong University colleagues and programme partners
Students
Research and Enterprise Office and external research organisations and funders
External stakeholders relevant to Tourism Management, business, government and policy engagement

5. KEY TASKS

Having regard to the aims, objectives and long-term strategic goals of the School, Division and the University, and to the successful delivery of Tourism Management programmes through the

Shandong partnership, 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, industry, business, professional and policy-related contacts in Tourism Management 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 that support Tourism Management discipline development, programme quality and delivery in Weihai.
- 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 in Tourism Management. Conduct high quality Tourism Management 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 Tourism Management-related projects.
- Act as a mentor to other staff and assist with the development of a successful and excellent Tourism Management research culture and research-led Tourism Management teaching programmes.
- Successful involvement in professional, business and community activities relevant to Tourism Management.

5.3 Supervision & Teaching

- Prepare and deliver high quality research-informed Tourism Management lectures and/or seminars and, as appropriate, conduct and/or co-ordinate tutorials, practical classes, demonstrations, or workshops.
- Contribute to or be responsible for Tourism Management paper co-ordination and delivery. This includes paper administration; initiating and developing Tourism Management teaching material; appraisal, review and evaluation of Tourism Management programmes and papers; development of the curriculum; developing and delivering on-line papers, where appropriate; and updating teaching resources and paper materials.
- Supervise cohorts of PhD students in Tourism Management and related fields, 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 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 in Tourism Management yield demonstrable outcomes evidenced by continued publication in books and refereed journals and presentation or publication of conference papers, as appropriate. A research and publication record of sustained excellence is achieved with a recognised contribution to Tourism Management at national and international levels.
- Teaching and associated duties are fulfilled to a high level of competency at all levels, defined by School and Division norms and expectations including paper appraisal and teaching evaluation. This includes contributions to pedagogical and educational developments within Tourism Management. 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 Tourism Management, professional, business, policy and community groups and/or in a public service, University, 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 Tourism Management or closely related subject.

TRAINING, SKILLS AND KNOWLEDGE

Essential

- A research and scholarship record of sustained excellence in Tourism Management and a recognised contribution to the discipline 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 Tourism Management 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 Tourism Management, including the ability to teach and contribute to curriculum development across undergraduate and postgraduate Tourism Management programmes.
- Demonstrated success in attracting and supervising high quality postgraduate research students.
- Demonstrated ability to make a significant contribution to School and Division administration, where appropriate.
- Demonstrated success in attracting external research funding and completing grant applications for Tourism Management or closely related research projects.
- Proven ability to communicate and work effectively with staff and students.

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, inclusion, and respectful engagement with students and staff from a variety of backgrounds and cultures.