

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

POSITION DESCRIPTION

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

Te Wānanga Toi Tangata Division of Education provides innovative approaches to both education and educational research. The Division comprises a number of arms 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, human development, disability and inclusion, 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 may involve teaching 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

Professors provide academic leadership of the highest order through maintaining high standards of excellence in teaching, research, postgraduate supervision, administration and in the undertaking of professional/community/iwi service activities relevant to the profession or discipline. Professors are expected to participate in academic policy-making as an integral part of their role. It is also expected that they will set appropriate standards of scholarship, and ensure that, through their influence, the University's policies are guided by a proper regard for the promotion of scholarship and research-led teaching. Professors are also expected to undertake key academic leadership roles where appropriate.

A professor is expected to exercise academic leadership in the School, the Division and the University as a whole by working alongside other senior colleagues in demonstrating excellence through example, as well as through persuasion, cooperation and collegial relationships with other staff. Professors are in a position to provide advice, encouragement and support to other academic staff in the pursuit of their academic objectives and the development of their professional careers.

3. ACCOUNTABILITY

The appointee is responsible to the Vice-Chancellor through their Head of School who in turn is responsible to the Vice-Chancellor through the appropriate Pro Vice-Chancellor.

4. KEY RELATIONSHIPS:

Pro Vice-Chancellor Te Wānanga Toi Tangata Division of Education
Head of School Te Kura Toi Tangata School of Education
Associate Dean Māori
Associate Dean Academic
Associate Dean Research
Other School and Division staff
Students
Research Institutes
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 a Professor include the following:

5.1 Academic Leadership and Administration

- Carry out key leadership and administrative functions including active and constructive participation in meetings and undertake administration, planning, policy development and/or committee work, where appropriate. This may include chairing or participating in a School, Division or 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 the University. This may involve representing the University externally from time to time.

- Undertake leadership roles as appropriate.
- Develop and maintain collegial relationships with non-professorial staff and be strongly supportive of the Head of School. This includes a willingness to act in the role for temporary periods or to undertake specific administrative duties.

5.2 Research and Scholarship

- Maintain a research and scholarship record of sustained excellence and a recognised contribution to the academic field at a national and international level.
- Maintain an active research programme, conduct high quality research and contribute to knowledge development through scholarship and publication. This includes 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.
- Undertake successful professional/business and/or 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 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 teaching online papers, where appropriate; and updating teaching resources and paper materials.
- Supervise graduate and postgraduate students, including as Chief Supervisor.
- Carry out marking and assessment activities.
- 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 objective, development and reflection (ODR) session with their manager. New staff normally attend such an interview approximately three months after taking up their appointment.

6. PERFORMANCE STANDARDS

The Professor will be performing satisfactorily when:

- A significant contribution is made to School and Division leadership and administration, as appropriate to the Professor level.
- 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, where

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 the School and University's goals and objectives.
- Regular contributions are made to appropriate professional/business and/or community/iwi groups and/or in a public service or University or national/international representation capacity.
- A significant contribution is made to a culture of openness, flexibility and co-operation to achieve excellence in academic programmes, research and service.
- Safe and healthy work practices are followed that comply with University policies and procedures, relevant work standards and statutory obligations.

NOTE: Newly appointed professors of the University are required to give a public lecture within approximately 18 months of taking up the appointment.

PERSON SPECIFICATION

EDUCATIONAL QUALIFICATIONS

Essential

- A PhD in a relevant discipline

Preferred

- A recognised teaching qualification
- A current practicing certificate or willingness to renew certification

TRAINING, SKILLS AND KNOWLEDGE

Essential

- A research and scholarship record of sustained excellence and a recognised contribution to the academic field of Education at a national and international level. (Please indicate in the application areas of expertise e.g. Māori Education, Mathematics or Literacy Education, Educational Leadership, Educational Policy, Early Childhood Education, etc.)
- 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
- 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 in completing grant applications
- Proven ability to communicate and work effectively with staff and students
- Demonstrated ability to engage effectively with external agencies, networks and community groups

Preferred

- Demonstrated knowledge and experience of evaluative visiting of students on professional experience

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 Te Tiriti o Waitangi

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