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


**POSITION DESCRIPTION**


**Senior Lecturer in Computer Science**

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**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

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## 1. GENERAL

The University of Waikato has an agreement with Hainan University (HNU), a key university in the eponymous island province, to deliver a joint programme yielding a University of Waikato Bachelor of Science in Computer Science degree with a focus on smart science and technology. After the completion of the programme, students will also receive a bachelor's degree from HNU.


## 2. POSITION PURPOSE

Candidates are expected to contribute to the teaching and administration requirements associated with the delivery of the University of Waikato Bachelor of Science in Computer Science degree at Hainan University, maintain and develop original scholarship and research, and undertake professional/community service activities relevant to the profession or discipline.

In the first instance, teaching duties will involve first and second year Computer Science courses introducing students to programming, object-oriented programming, and mobile software development.

Senior Lecturers in Computer Science provide quality teaching and oversight in lectures, tutorials, and computer laboratories, and undertake paper administration. They implement assessment of degree credit work, and may train and supervise other staff.

It is envisaged that the appointee will spend some time at the University of Waikato in New Zealand for professional development before starting teaching at HNU. The appointee will make further trips to the University of Waikato in New Zealand as required for further professional development.

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 and academic matters more generally.

Note that this position is only available in China and the incumbent has no right of reversion to a similar position in New Zealand.

## 3. ACCOUNTABILITY

For academic issues, professional goal setting and performance review, the position is responsible to the Head of School Computing and Mathematical Sciences or designate.

For teaching related activities, the Senior Lecturer will report to the Associate Dean Academic, at the University of Waikato's Joint Institute with Zhejiang University City College in Hangzhou, China.

## 4. KEY RELATIONSHIPS:

**Internal**: Pro Vice-Chancellor of the Division of Health, Engineering, Computing and Science or designate
Head of School of Computing and Mathematical Sciences or designate
Staff at the University of Waikato
Students

**External**: Staff at Hainan University (HNU)

## 5. KEY TASKS

Having regard to the Vision and Profile of the University and the strategic goals of the Division and the University, the primary objectives required of a Senior Lecturer include the following:

**Teaching and Learning**

– Prepare and deliver 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: administration; initiating and developing 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 materials.
– Carry out marking and assessment activities including the setting of examinations.
– Be readily available to advise and meet with students including maintaining regular office hours.
– Where appropriate, supervise honours, graduate and postgraduate students.

**Research**

– Maintain an active high quality research programme and contribute to knowledge development through scholarship and publication. This will include involvement in journal publications and/or attendance and presentation at academic conferences. It may also include leadership of a research team.
– Build and maintain national and international research collaborations which enhance the profile and reputation of the University.
– Seek external research funding and submit grant applications.
– Where appropriate, engage in knowledge transfer and commercialisation activities.

**Service and Administration**

- Carry out programme-related activities including promotion of the programmes.
- Carry out broad administrative functions including active and constructive participation in meetings with faculty, and participate in administration, planning and/or committee work where appropriate. Specific administrative duties for the programmes in China include:
  - Providing advice and counselling to the students.
  - Providing informal seminars on New Zealand and the University of Waikato to the students.
  - Providing programme advice to students and parents – current and prospective.
  - Assisting in developing the teaching timetable in conjunction with Head of the School of Computing and Mathematical Sciences or designate.
  - Coordinating with HNU academic staff to share information on teaching style.

**Other**

- 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 Review (ODR) meeting with their manager. New staff normally attend such a meeting approximately three months after taking up their appointment.

## 6. PERFORMANCE STANDARDS

The Senior Lecturer will be performing satisfactorily when:

- Teaching and associated duties are fulfilled to an acceptably high level of competency defined by School/Division norms and expectations.
- Student learning, at all levels, is appropriately facilitated in accordance with the School/Division and University's goal and objectives.
- Personal and/or team research and scholarship activities yield demonstrable outcomes, normally evidenced by continued publications in books and refereed journals, presentation, or publication of conference papers where appropriate.
- Research collaborations are developed.
- Research grant applications are submitted.
- Regular contributions are made to appropriate professional and/or community groups and/or in a public service or University or national representation capacity.
- Regular contributions are made to the administration of the University of Waikato program at HNU, as appropriate, relative to workload norms and expectations.
- Safe and healthy work practices are followed. University policies and procedures, relevant work standards and statutory obligations are complied with.

# PERSON SPECIFICATION

**EDUCATIONAL QUALIFICATIONS**

<u>**Essential**</u>

- A PhD in a Computer Science discipline or equivalent.

**TRAINING, SKILLS AND KNOWLEDGE**

<u>**Essential**</u>

- Demonstrated success in undergraduate teaching, including the ability to lecture to large numbers and conduct small group seminars and tutorials effectively.
- Demonstrated commitment to using innovative teaching methods and materials e.g. online and distance delivery techniques, team teaching skills.
- Broad and in-depth knowledge of the following areas:
    - o Object-oriented programming (particularly Java)
    - o Mobile computing (Android app development)
    - o Web technologies (HTML, CSS, JavaScript, PHP and MySQL)
    - o Asian and particularly Chinese culture
    - o Marketing, Communications or Strategic Management disciplines
    - o Teaching across cultures
- An established record of quality research publications or equivalent at national and preferably international level, including some in journals that are highly ranked, as evidenced by rankings such as ABDC at the A or A* level.
- Demonstrated success in attracting and supervising high quality postgraduate research students.
- Demonstrated success in attracting external research funding and in completing grant applications.
- Ability to apply information and communication technologies to achieve desired outcomes and maintain and update those skills.
- Proven ability to communicate and work effectively with staff and students.
- Time management skills.

<u>**Preferred**</u>

- Relevant industry experience with mobile and IoT technology

**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 or chairperson.
- 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.
- Commitment to equal opportunity and to the University's partnership with Māori as intended by the Treaty of Waitangi.

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