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


**POSITION DESCRIPTION**


**Teaching Fellow**

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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 Division of Health, Science, Computing and Engineering 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.

The School of Computing and Mathematical Sciences comprises a number of Academic Programmes including, Mathematics, Statistics/Data Analytics, Computer Science, Software Engineering and Design. The School offers a range of qualifications at undergraduate, post-graduate and professional training levels, which are delivered at the campuses in Hamilton, Tauranga and online.

## 2. POSITION PURPOSE

This is a teaching-focussed position, with an emphasis on supporting students across all programmes. Teaching Fellows provide quality teaching in lectures, tutorials, workshops and labs; and undertake paper administration. Teaching Fellows will have shared responsibility, with other academic staff, for key papers in their disciplinary area across undergrad and postgrad teaching, including the training and supervision of sessional assistants.

Teaching Fellows will also contribute to the pastoral care of students within the papers they teach. Full-time Teaching Fellows typically have up to twenty formal contact hours per week during the teaching periods (including office hours/supervision meetings).

Teaching Fellows will also contribute to teaching innovation, curriculum refreshment and alignment of learning activities and content between subjects across the School, by working collaboratively with other Teaching Fellows, Tutors, and relevant academics. This work will include ensuring alignment with the secondary school curriculum, ensuring a smooth transition for students into tertiary education.

Teaching Fellows will actively contribute to the development and implementation of strategies to increase outreach and student recruitment activities, to complement the work of Future Student and the Marketing Division. This work would typically take place at times when the Teaching Fellow has low teaching commitments.

Teaching Fellows are expected to keep abreast of current research in their field, and bring this knowledge in to their teaching activities. As appropriate based on their own training and interest, Teaching Fellows may also contribute to supervision of postgraduate students in their disciplinary area. Teaching Fellows are not expected to lead research projects or apply for research funding, but may do so in rare cases and with prior permission by the Head of School. In those cases, they may request a temporary FTE reduction in their substantive role to undertake research associated with an externally-funded project.

## 3. ACCOUNTABILITY

The Teaching Fellow is responsible to the relevant Head of Department/Head Tutor as their line manager. The Teaching Fellow is expected to work collaboratively with (1) the Deputy Head of Department or Head Tutor, (2) the relevant Paper Convenors, (2) Tutors/Teaching Fellows from other subjects, (3) other Academic staff, Future Students and Marketing staff.

## 4. FUNCTIONAL RELATIONSHIPS:

**Internal**:     Head of School Computing and Mathematical Sciences
Deputy Head of School
Head of Department
Deputy Head of Department
Paper Coordinator
Other Teaching Fellows/Tutors
Other School staff
Doctoral and graduate assistants
Sessional Assistants
Students

## 5. KEY TASKS

Having regard to the aims and objectives of the University and the long-term strategic goals of the School and the University:
−    Lecture and tutor at undergraduate and postgraduate level (in collaboration, as appropriate).

- Carry out paper marking and assessment activities using approved materials (in collaboration, as appropriate).
- Develop teaching materials and carry out paper revisions (in collaboration, as appropriate).
- Undertake paper-related administration activities.
- Contribute to development and implementation of teaching innovation and curriculum refreshment.
- Contribute to the development and implementation of a strategic plan for outreach, including high school engagement and student recruitment.
- In collaboration with tutors and other staff, organise, train and manage the work of doctoral and graduate assistants, and sessional assistants.
- 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 that are consistent with the position held, other than in exceptional circumstances such as rehabilitation after injury or sickness.

## 6. PERFORMANCE STANDARDS

The Teaching Fellow will be performing satisfactorily when:
- Teaching, tutoring and related support is of a high quality and uses modern teaching and assessment techniques.
- Doctoral and Graduate Assistants, Sessional Assistants are well organised and supported with the necessary resources.
- Contributions are made to refresh and update programmes of study and paper coordinators and other academic staff are supported and assisted in paper administration and other related activities.
- Privacy of student information is maintained within University guidelines.
- Where relevant, research contributes to teaching materials.
- Regular contributions are made to outreach/student recruitment and marketing.
- Regular liaison with appropriate industry and/or community/iwi groups.
- Safe and healthy work practices are followed. University policies, procedures, relevant work standards and statutory obligations are complied with.
- Contributions made to curriculum refreshment demonstrate initiative and a willingness to support School goals and objectives.
- Outreach and recruitment activities are being regularly held that positively showcase the School's strengths in teaching and research, leading to increased student enrolments.
- An experienced and strong academic team player in CMS School with regular and positive liaison across University campuses.
- Collaboration across the relevant academic fields.

<h1 align="center">PERSON SPECIFICATION</h1>

## EDUCATIONAL QUALIFICATIONS

### <u>Essential</u>

- A PhD in Computer Science or Software Engineering.

## TRAINING, SKILLS AND KNOWLEDGE

### <u>Essential</u>
- Teaching skills at tertiary level, including marking and assessment
- Ability to contribute to current and future curriculum design (graduate and postgraduate)
- Practical experience / expertise in software development
- Ability to build relationships with industry partners to seek out placement opportunities for students and build research collaborations.
- Effective time management skills with strong organisational and administrative ability.
- Ability to work across different units and organisational groups within and across campuses

### <u>Preferred</u>
- Experience in teaching across a variety of means, e.g., undergraduate courses, small group seminars and tutorials
- Demonstrated commitment to using innovative teaching methods and materials
- Experience supervising Honours and Masters students.
- An established record of research/publishing at national and, preferably, international level
- Successful industry practice / linkage
- Experience in student recruitment/outreach activities, or similar work experience, to attract undergraduate and high-quality postgraduate research students.
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## PERSONAL QUALITIES

- A commitment to effective student learning.
- Self-motivation and a pro-active approach.
- A passion for tertiary education and inspiring students
- Demonstrated ability to contribute and operate in a team environment.
- Able to relate effectively and sensitively to students and staff from a variety of backgrounds and cultures.
- Professional approach to dealing with staff and students.
- Commitment to a culture of openness, flexibility and cooperation to achieve excellence.
- High levels of professionalism when dealing with staff and students.
- Commitment to a culture of openness, flexibility and cooperation to achieve excellence in contract research and service.
- A commitment to equal opportunity and to the University's partnership with Māori as intended by the Treaty of Waitangi.