

- 1.1.6 to encourage the development of innovative approaches to course design and delivery and ensure that teaching design and delivery comply with the quality and educational standards and regulations of the department;
 - 1.1.7 providing the efficiency and effectiveness of the School's course offerings within the guidelines laid down by the supervisor and the Dean;
 - 1.1.8 coordinating the units taught in their teaching areas based on qualification and experience;
 - 1.1.9 coordinating subject major courses within respective Schools as designated to them by the head of section;
 - 1.1.10 coordinating the Department's annual graduation ceremony.
 - 1.1.11 developing innovative high quality teaching and learning within a learning centered framework and to collaborate teaching and curriculum development with the theory and practice of Education in the academic programs offered at FNU, and to undertake the continued development of work integrated learning, as well as provide support to colleagues teaching at the Fiji National University;
 - 1.1.12 undertaking the normal tasks associated with course co-ordination in the academic programmes. This will include undertaking high quality curriculum design, carrying out regular course evaluation, delivering curriculum in a variety of modes and collaborating with other academic staff;
 - 1.1.13 assisting with course administration, including giving academic advice to students and assisting students with academic difficulties by providing academic counseling;
 - 1.1.14 assisting in development of programmes by analyzing internal course evaluation data;
 - 1.1.15 providing feedback to the Coordinator on the performance of students;
 - 1.1.16 evaluating student performance through examinations, short tests with assignments, projects and presentations, and set and/or maintain academic standards to meet training requirements through assessment, evaluation and reporting of student performance;
 - 1.1.17 assisting in the development of teacher education curricula in the School by liaising with the Curriculum Development Unit and participating in curriculum advisory work groups;
 - 1.1.18 providing assistance in the timely development of relevant programmes through co-ordinated departmental efforts;
 - 1.1.19 ensuring the effective implementation of programmes to meet the training requirements through efficient use of resources and manpower;
 - 1.1.20 developing professionalism to meet the training requirements through timely attendance in staff development seminars;
 - 1.1.21 contributing to the effective management of the teaching & learning resources within the Department/School through regular monitoring of programme needs;
 - 1.1.22 participating, where necessary, in programme/course team meetings;
 - 1.1.23 participating where necessary in FNU, all Colleges or School/Department meetings and contribute towards the smooth running of the Department/School/College;
 - 1.1.24 undertaking staff appraisal and classroom observations in accordance with FNU policy and to assist the OHS;
 - 1.1.25 to challenge thinking, foster debate and develop the ability of students to engage in critical discourse and rational thinking;
 - 1.1.26 to supervise student projects, field trips and, where appropriate, placements;
 - 1.1.27 to set, mark and assess work and examinations and provide feedback to students;
 - 1.1.28 to ensure that the teaching content and methods of delivery are in accordance with equal opportunities; and respond to issues relating to staff and student needs;
 - 1.1.29 to provide orientation to the new students in the School.
- 1.2 **Research and Publication** of academic papers, reports, and books in the subject area of the appointee's expertise and specialisation, with focus on publication in peer-reviewed and ranked academic outlets. This will involve:
- 1.2.1 development and implementation of research strategy;
 - 1.2.2 co-ordinating research activity in the subject including determining relevant research objectives, and preparing research proposals;
 - 1.2.3 research and collaborative partnerships with other educational institutions or other bodies;

- 1.2.4 bidding for research, consultancy, and other additional funds;
- 1.2.5 developing quality research proposals, and implementing the same;
- 1.2.6 seeking practical application of research findings;
- 1.2.7 writing papers in the area of the appointee's specialisation and expertise;
- 1.2.8 presenting research findings in seminars, public lectures, workshops and conferences;
- 1.2.9 publishing academic papers in refereed academic journals;
- 1.2.10 publishing research results as reports, monographs and books.

1.3 **Consultancy** in the area of the appointee's specialisation and expertise, within the University's policies on consultancies and intellectual property. This involves:

- 1.3.1 submitting consultancy proposals in the area of the appointee's specialisation on an individual or team basis;
- 1.3.2 carrying out consultancies awarded; and
- 1.3.3 playing the necessary role if selected to be a part of team consultancy project that the University or sections of the University undertake.

General Duties & Responsibilities

- 1.4 The general duties and responsibilities of an assistant professor of the University are:
 - 1.4.1 **Administration** of all activities that are related to the specific duties listed above, including attending meetings and representing the Department/School/College/University in meetings and forums to which the staff is sent;
 - 1.4.2 **Administrative duties** relating to all matters that the membership of a University entails, including duties related to School/College/University wide activities;
 - 1.4.3 **General responsibility** to undertake all other duties as directed by the supervising officer, the Head of School, Dean, or the Vice Chancellor.

2.0 Performance Appraisal and Staff Review

- 2.1 Annual performance appraisal and staff review shall be based on performance in all areas of work responsibilities described in paragraph 1 above.

3.0 KEY RESULT AREAS AND KPIS

Key Result Areas (KRAs)	Key Performance Indicators (KPI) – Tasks and Objectives	Outcomes & Achievements : Comments on Progress to date
Prepare, Conduct and Disseminate Knowledge	<ul style="list-style-type: none"> • break-down theoretical knowledge and specialized jargon into understandable students' terminology • able to articulate specialised concepts in to a systematic, coherent framework • plan, conduct and supervise the teaching of the units in accordance with the academic regulations of the FNU • obtain certificate of approval from bench-marked programs delivered at other Institutions of world standards • plan, conduct and supervise examinations and practical assessments within the syllabus in accordance with USAR Standards Approval • direct and guide other lecturers and tutors in unit development and teaching methodology 	<ul style="list-style-type: none"> • coverage of syllabus within FNU Academic policies and procedures • all courses to strictly comply with all academic policies, regulations and procedures • timely preparation and submission of exam papers • timely preparation and presentation of exam results in accordance with established procedures
Professional Standards	<ul style="list-style-type: none"> • at all times conduct in a professional and courteous manner to all staff, students, and external community 	<ul style="list-style-type: none"> • no staff, student or external complaints about work performance and behaviour
Research and Publication	<ul style="list-style-type: none"> • carry out quality research in the area of specialisation and expertise • communicate research findings/results through seminars, 	<ul style="list-style-type: none"> • presentation of seminars, public lectures • presentation of papers at

Key Result Areas (KRAs)	Key Performance Indicators (KPI) – Tasks and Objectives	Outcomes & Achievements : Comments on Progress to date
	workshops, public lectures, conferences, and publication	workshops, symposiums and conferences <ul style="list-style-type: none"> • publication of academic papers
Consultancy	<ul style="list-style-type: none"> • keep a watch for consultancy opportunities in the area of specialization and expertise • submit for consultancy projects • carry out consultancies granted within the university policies relating to consultancies and intellectual property 	<ul style="list-style-type: none"> • quality consultancy reports to be submitted to clients providing consultancies

4.0 JOB DESCRIPTION AND VARIATION TO EMPLOYMENT CONDITIONS

It is acknowledged and agreed that from time to time as result of the evolving needs of the employer, the Employee may be required to upgrade his/her qualifications and/or to alter the position or role tasks that are to be carried out. Such alterations shall not be deemed to be a variation of this job description or a breach of its terms providing the substantive nature of the employment remains consistent with the parties' intention at the time of contracting.

5.0 ACADEMIC PATHWAYS

This JD lists the tasks required of an academic, however, you may be required to focus on certain areas depending on your chosen academic track i.e., Teaching & Research (TR) and Teaching, Scholarship, and/or Professional Practice (TSPP). In consultation with your supervisor, you will need to choose between these two tracks through the annual Performance Management Plan (PMP) exercise. You will be monitored for performance based on the chosen track.