

## POSITION DESCRIPTION

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### SECTION A: Position Context

Position Titles	Lecturer, Senior Lecturer, Associate Professor, Professor
School	School of Business & Design, Sarawak Campus
Division	Academic
Term of Appointment	Contractual basis
Effective Date	June 2010

#### A1. Position Purpose:

##### **Lecturer**

**Position Grade: A / B**  
**Category: Executive**

A Lecturer will undertake independent teaching and research in his or her academic field. In research, scholarship, or teaching, a Lecturer will make an independent contribution through professional practice and expertise, and facilitate the activities of other colleagues. A Lecturer will normally contribute to teaching at undergraduate, honours, and postgraduate levels, engage in independent research, scholarship, and professional activities appropriate to his or her field. A Lecturer may be required to assist in the academic administration of some of the award programs of the institution.

##### **Senior Lecturer**

**Position Grade: C**  
**Category: Executive**

A Senior Lecturer will make a significant contribution to the discipline at the national level. In research and/or scholarship and/or teaching he or she will make original contributions, which expand knowledge or practice in his or her discipline. A Senior Lecturer will normally make a significant contribution to research and/or scholarship and/or teaching and administration activities of an organisational unit or an interdisciplinary area at undergraduate, honours and postgraduate level. He or she will normally play a major role or provide a significant degree of leadership in scholarly, research and/or professional activities relevant to the profession, discipline and/or community and may be required to perform the full academic responsibilities of and related administration for the coordination of a large award program or a number of smaller award programs of the institution.

##### **Associate Professor**

**Position Grade: D**  
**Category: Manager**

An Associate Professor will normally make an outstanding contribution to either research and scholarship or teaching and administration activities, or both, in an organisational unit or interdisciplinary area. An Associate Professor will make an outstanding contribution to the governance and collegial life inside and outside of the institution and will have attained recognition at a national or international level in his or her discipline or field. He or she will make original and innovative contributions to the advancement of scholarship, research, and teaching in his or her discipline.

## **Professor**

**Position Grade: E**

**Category: Manager**

A Professor will provide leadership and foster excellence in research, teaching, and policy development in the academic discipline within the institution and within the community, professional, commercial, or industrial sectors. A Professor will have attained recognition as an eminent authority in his or her discipline, will have achieved distinction at the national level and may be required to have achieved distinction at the international level. A Professor will make original, innovative, and distinguished contributions to scholarship, researching, and teaching in his or her discipline. He or she will make a commensurate contribution to the work of the institution.

### **A2. University Information:**

Swinburne University of Technology is a large multi-sectoral and multi-campus institution with the mission of being a pre-eminent entrepreneurial university in the Asia-Pacific region, thriving on new ideas and knowledge and exploiting its intersectoral heritage to create value for its stakeholders. Swinburne has campuses in metropolitan Melbourne, at Hawthorn, Prahran, Lilydale, Wantirna, Croydon, and Healesville, and an overseas branch campus university in Kuching, the capital city of the state of Sarawak in Malaysia. It also offers an increasing number of programs via the Internet. Its programs cover the education and training needs of over 40,000 students ranging from apprentices to doctoral students. Swinburne is proud of its close links with industry, business, and community. It has acquired a prominent and respected place for itself in education in Australia.

The Sarawak Campus is a licensed branch campus university in Malaysia which offers selected undergraduate, postgraduate, and research degree programs identical to, or largely based on, those offered at other Swinburne campuses in Australia. It also offers pre-university foundation programs and diploma programs. The branch campus was established in 2000 and gained university status in Malaysia as Swinburne University of Technology (Sarawak Campus) in June 2004. The first stage of the branch campus occupies a 16.5 acre site in central Kuching. In 2010, the Sarawak Campus has approximately 3,000 students from Malaysia and other countries and plans to expand rapidly as its staff and facilities are developed in the next few years to allow a greater number and diversity courses to be offered.

The branch campus university in Sarawak is a joint venture between Swinburne University of Technology in Australia and the State Government of Sarawak through two of its Foundations: Yayasan Sarawak and the Sarawak Higher Education Foundation. The academic operations of the campus are integrated with the overall university-level processes established in Australia.

### **A3. School of Business & Design:**

The School of Business & Design (SoBD) currently offers a range of undergraduate and diploma programs. It is in the process of expanding its offerings at both undergraduate and postgraduate levels. Academic staff in the School are currently organised into the following groups: Accounting & Finance, Design, Economics, HRM & Organisational Studies, International Business, Law, Marketing, and Strategic Management. The School is developing rapidly as it strives to expand business and design education to cater for the human resource needs of the state of Sarawak, offer internationally recognised education to students from overseas, and create opportunities for student movement between Swinburne campuses. The School also offers Master's PhD programs.

### **A4. Participation in Committees:**

The appointee will contribute to regular staff meetings, course and subject committees within the School, and make contributions to University management within the School as appointed or elected.

**A5. Reporting Relationships:**

This positions' supervisor/manager	Head of School or any other person as nominated by the Pro Vice-Chancellor and Chief Executive.
Other positions reporting to this position	None

**A6. Location:**

This position is located at the Sarawak Campus, Malaysia, but the incumbent may be required to undertake duties at any of the University's campuses for limited periods.

## SECTION B: Key Responsibility Areas

The key responsibility areas are similar for all the academic positions (Lecturer, Senior Lecturer, Associate Professor, and Professor)--of course the pattern of emphasis within the responsibility areas will change as a person grows within the organisation. At Swinburne, the key responsibility areas are classified into the following three domains: 1. *Learning & Teaching*, 2. *Research & Scholarship*, and 3. *Leadership & Engagement*. Specific responsibilities under each domain are outlined below.

Key Responsibility Areas		
1.	Learning & Teaching	<ul style="list-style-type: none"> <li>• Pursuit of innovation and excellence in teaching, as per the Swinburne Professional Learning Model</li> <li>• Ongoing development of curriculum and instructional material for different programs and levels</li> <li>• Conduct of lectures, tutorials, and assessment of students' learning to ensure a high standard of quality in the learning and teaching process</li> <li>• Provision of consultation and mentoring to students</li> <li>• Continuous development of teaching, training, and mentoring expertise</li> <li>• Design and delivery of training sessions for executive participants in management development programs</li> <li>• Expansion and development of the various learning and teaching activities of the School</li> </ul>
2.	Research & Scholarship	<ul style="list-style-type: none"> <li>• Development of a portfolio of activities supporting research and scholarship</li> <li>• Dissemination of research and scholarly output through relevant platforms</li> <li>• Supervision of honours and postgraduate (including doctoral) students</li> <li>• Contribution to research training activities within the School</li> <li>• Development of research groups within the School</li> <li>• Securing external support for research activities</li> <li>• Development of collaborative research networks</li> </ul>
3.	Leadership & Engagement	<ul style="list-style-type: none"> <li>• Maintenance of high academic and professional standards in all areas of activity</li> <li>• Administration and development of the learning programs offered by the School</li> <li>• Administration and development the various educational policies and management systems within the School and the University</li> <li>• Development of a vibrant academic community within the School based on openness, collaboration, and experimentation</li> <li>• Professional engagement with business and industry, in fields relevant to the School</li> <li>• Leadership in academic and professional activities relevant to the School</li> <li>• Leadership in community affairs, particularly those related to the academic areas relevant to the School</li> </ul>

## SECTION C: Selection Criteria

### C1. Key Selection Criteria:

The application should include a separate document addressing each applicable element of the Key Selection Criteria, describing with evidence, how the applicant fulfils the essential and desirable criteria appropriate to the position being targeted.

*E: Essential, D: Desirable, N: Not expected*

Key Selection Criteria		Lecturer	Senior Lecturer	Associate Professor	Professor
<b>Qualification / Educational Background</b>					
1	Relevant Master degree (or professional equivalent) from a reputed institution	<i>E</i>	<i>E</i>	<i>E</i>	<i>E</i>
2	Doctoral degree in a relevant field from a reputed institution	<i>D</i>	<i>D</i>	<i>E</i>	<i>E</i>
3	Excellent academic results from pre-university level onwards	<i>E</i>	<i>E</i>	<i>E</i>	<i>E</i>
<b>Other Skills / Experience</b>					
4	Excellent oral and written communication skills in English	<i>E</i>	<i>E</i>	<i>E</i>	<i>E</i>
5	Prior teaching experience at undergraduate or postgraduate level	<i>D</i>	<i>D</i>	<i>E</i>	<i>E</i>
6	Membership of relevant professional bodies	<i>D</i>	<i>D</i>	<i>D</i>	<i>D</i>
7	Scholarly publications in journals, proceedings, and books	<i>D</i>	<i>D</i>	<i>E</i>	<i>E</i>
8	Experience in providing consulting and training services	<i>D</i>	<i>D</i>	<i>E</i>	<i>E</i>
9	Experience in curriculum development and administration	<i>D</i>	<i>D</i>	<i>E</i>	<i>E</i>
10	Participation in collaborative research projects with other academics	<i>D</i>	<i>D</i>	<i>E</i>	<i>E</i>
11	Experience of supervising postgraduate (including doctoral) students	<i>D</i>	<i>D</i>	<i>E</i>	<i>E</i>
12	National/international reputation in a relevant scholarly domain	<i>N</i>	<i>D</i>	<i>E</i>	<i>E</i>
13	National/international recognition in a relevant professional domain	<i>N</i>	<i>D</i>	<i>D</i>	<i>D</i>
14	Record of innovations, copyrights, patents, and academic entrepreneurship	<i>N</i>	<i>D</i>	<i>E</i>	<i>E</i>
15	Experience of strategic planning and leadership in academic contexts	<i>N</i>	<i>D</i>	<i>E</i>	<i>E</i>
16	Experience in motivating and mentoring academic colleagues	<i>N</i>	<i>D</i>	<i>E</i>	<i>E</i>
17	Ability to identify research opportunity and attract external support	<i>N</i>	<i>N</i>	<i>D</i>	<i>E</i>
18	Ability to foster collaborative relationships with other universities, government agencies, professional bodies, and private organisations	<i>N</i>	<i>N</i>	<i>D</i>	<i>E</i>
19	Managerial work experience, leading to a deep and creative understanding of some practical domain	<i>D</i>	<i>D</i>	<i>D</i>	<i>D</i>
20	Familiarity with digital learning technologies	<i>D</i>	<i>D</i>	<i>D</i>	<i>D</i>

*E: Essential, D: Desirable, N: Not expected*

**C2. Swinburne Attributes:**

Building Organisational Capability	Demonstrates Personal Integrity	Manages Change Effectively
Builds Relationships	Drives Service Excellence	Provides Educational Leadership
Creates a Learning Environment	Exhibits Entrepreneurial Skills	Sets Direction

**C3. Further Information:**

Further information is available from Ms Andrea Sim, Manager, Human Resources.

Tel: +60.82.416353 (Ext. 8756), Fax 423594; E-Mail: [asim@swinburne.edu.my](mailto:asim@swinburne.edu.my)

**C4. Application:**

Your application should include a detailed CV summarising qualification, experience, and other matters considered relevant to the application. An honest attempt should be made to reveal all important information relevant to your suitability for the position sought. The CV should include information on work related areas such as your visa and work status in Sarawak, Malaysia. *The application should also include a separate document addressing each applicable element of the Key Selection Criteria* (as listed in Section C1 above).

The University has a policy requiring successful applicants to produce evidence of all formal qualifications at the time of commencing employment.