

POSITION DESCRIPTION



SECTION A: Position Context

Position Title	Associate Professor
Position Grade	Level D
Category	Managerial
Campus / Faculty	Sarawak Campus – Faculty of Engineering, Computing and Science / Faculty of Business, Design and Arts
Term of Appointment	Fixed-term Appointment
Effective Date	February 2025

Position Purpose

A Level D academic will normally make an overall superior contribution to the research, scholarship, teaching and administration activities of an organisational unit, including a large organisational unit, or interdisciplinary area and would normally have at least one portfolio area of outstanding attainment.

A Level D academic will make a superior contribution to:

- the governance and collegial life inside and outside as relevant, of the institution;
- the discipline in either teaching and learning, research and scholarship and/or leadership, service and engagement (in accordance with the weighted performance in the portfolio) that has attained recognition normally at an international level in his or her discipline (in exceptional circumstances recognition at a national level may be considered);
- original and innovative advancement of scholarship, research and/or teaching in his or her discipline (in accordance with the weighted performance in the portfolio); and
- fostering research, teaching and policy development in the academic discipline within the institution and within the community, professional, commercial and/or industrial sectors.

This level will normally hold a qualification at the doctoral level and can demonstrate a record of academic excellence with outstanding contribution to teaching and/or research and/or leadership.

Participation on Committees

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

Supervision Reporting Relationships

<u>This positions' supervisor/manager</u>	Head of Department, or by any other person as assigned by an authorised personnel
<u>Other position reporting to this position</u>	None

Location

This position is located at the Swinburne University of Technology Sarawak Campus but the position 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, and 3. Leadership & Service. Specific responsibilities under each domain are outlined below.

KEY RESPONSIBILITY AREAS		
1.	LEARNING AND TEACHING	<ul style="list-style-type: none"> Pursuit of innovation and excellence in teaching. Ongoing development of curriculum and instructional material for different programs and levels. Conduct of lectures, tutorials, and assessment of students' learning to ensure a high standard of quality in the learning and teaching process. Provision of consultation and mentoring to students. Continuous development of teaching, training, and mentoring expertise. Design and delivery of training sessions for executive participants in management development programs. Expansion and development of the various learning and teaching activities of the Faculty. Subject to operational needs, teaching hours may be scheduled beyond office hours including weekends. Undertaking of learning and teaching activities and achievement of associated impact expected at the appointed Academic Level D as outlined in the "Guidelines for Expectations by Academic Levels" document.
2.	RESEARCH	<ul style="list-style-type: none"> Development of a portfolio of activities supporting research and scholarship. Dissemination of research and scholarly output through relevant platforms. Supervision of honours and postgraduate (including doctoral) students. Contribution to research training activities within the Faculty. Development of research groups within the Faculty. Securing external support for research activities. Development of collaborative research networks. Undertaking of research activities and achievement of associated impact expected at the appointed Academic Level D as outlined in the "Guidelines for Expectations by Academic Levels" document.
3.	LEADERSHIP AND SERVICE	<ul style="list-style-type: none"> Maintenance of high academic and professional standards in all areas of activity. Administration and development of the learning programs offered by the Faculty. Administration and development of the various educational policies and management systems within the Faculty and the University. Development of a vibrant academic community within the Faculty based on openness, collaboration, and experimentation. Professional engagement with business and industry, in fields relevant to the Faculty. Leadership in academic and professional activities relevant to the Faculty. Leadership in community affairs, particularly those related to the academic areas relevant to the Faculty. Undertaking of leadership and service activities and achievement of associated impact expected at the appointed Academic Level D as outlined in the "Guidelines for Expectations by Academic Levels" document.
4.	SWINBURNE VALUES AND CULTURE	<ul style="list-style-type: none"> Commit to the Swinburne Values. Conduct work professionally while demonstrating the Swinburne Values at all times.
5.	OCCUPATIONAL HEALTH AND SAFETY (OHS)	<p>Assist management in monitoring, measuring and reviewing performance of all OHSMS programmes including through the following:</p> <ul style="list-style-type: none"> Coordinate the implementation of OHSMS and ensure compliance among all stakeholders particularly SUTS staff, students, contractors and visitors; Direct investigation of incidents and coordinate corrective actions as needed.

6.	OTHER DUTIES	Any other duties as and when directed by the Head of Department; or Dean, Faculty / Head of School; or by any other person as assigned by an authorised personnel.
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SECTION C: 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.

Qualification / Educational Background		Essential / Highly Desirable
1.	Undergraduate degree and/or equivalent qualifications and/or professional experience in a relevant field from a reputed institution. In many cases an honours degree or a three-year degree with postgraduate diploma level.	Essential
2.	Doctoral degree (preferably by research) in a relevant field from a reputed institution.	Essential
3.	Excellent academic results from pre-university level onwards.	Essential
4.	Registration with relevant professional body (if applicable).	Essential
5.	Professional qualification in a relevant field or those progressing towards the qualification (if applicable).	Essential

Other Skills / Experience / Knowledge		Essential / Highly Desirable
1.	Excellent oral and written communication skills in English.	Essential
2.	Prior teaching experience at undergraduate or postgraduate level.	Essential
3.	Scholarly publications in journals, proceedings, and books.	Essential
4.	Experience in providing consulting and training services.	Essential
5.	Experience in curriculum development and administration.	Essential
6.	Participation in collaborative research projects with other academics.	Essential
7.	Experience of supervising postgraduate (including doctoral) students.	Essential
8.	National/international reputation in a relevant scholarly domain.	Essential
9.	National/international recognition in a relevant professional domain.	Essential
10.	Record of innovations, copyrights, patents, and academic entrepreneurship.	Essential
11.	Experience of strategic planning and leadership in academic contexts.	Essential
12.	Experience in motivating and mentoring academic colleagues.	Essential
13.	Ability to identify research opportunity and attract external support.	Essential
14.	Ability to foster collaborative relationships with other universities, government agencies, professional bodies, and private organisations.	Essential
15.	Managerial work experience, leading to a deep and creative understanding of some practical domain.	Essential
16.	Familiarity with digital learning technologies.	Essential

Application:

Applications should include with their application a detailed CV indicating qualifications, 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 must also include **a separate document addressing each applicable element of the Key Selection Criteria** (as listed in Section C above).