



POSITION DESCRIPTION

Asia Institute
Faculty of Arts

Lecturer in Islamic Studies

(Melbourne Early Career Academic Fellowship)

POSITION NO	0044397
CLASSIFICATION	Level B
SALARY	\$98,775 - \$117,290 p.a.
SUPERANNUATION	Employer contribution of 17%
WORKING HOURS	Full-time (1.0 FTE)
BASIS OF EMPLOYMENT	Fixed-term position available until 31 December 2020. Fixed term contract type: Melbourne Early Career Academic Fellowships – MECAF
OTHER BENEFITS	http://about.unimelb.edu.au/careers/working/benefits
HOW TO APPLY	Online applications are preferred. Go to http://about.unimelb.edu.au/careers , select the relevant option ('Current Staff' or 'Prospective Staff'), then find the position by title or number.
CONTACT FOR ENQUIRIES ONLY	Dr Kylie Baxter E-mail kabaxter@unimelb.edu.au <i>Please do not send your application to this contact</i>

For information about working for the University of Melbourne, visit our websites:
about.unimelb.edu.au/careers

Position Summary

The Asia Institute is seeking a Level B Lecturer in Islamic Studies through the Melbourne Early Career Academic Fellowship program (MECAF) as defined in section 27 of The University of Melbourne Enterprise Agreement 2013. The successful applicant will complete a structured development programme provided by the University within their workload allocation. This programme provides training, supervision and appropriate career and professional development opportunities towards establishing an academic career. Those who have previously held permanent/continuing academic positions are ineligible to apply.

The University of Melbourne's Asia Institute, through its research and undergraduate and postgraduate teaching programs, furthers the study of the rich languages, intellectual, cultural, social, political and religious traditions of Asia and the Middle East, and their contemporary manifestations. The Institute is also home to the National Centre of Excellence for Islamic Studies.

The Islamic Studies program includes research and teaching expertise in the areas of contemporary Middle Eastern politics, Muslim philosophy and modern Islamic thought, Islamic finance and law, human rights, and Qu'ranic hermeneutics. In this position, the Faculty welcomes applications from Islamic Studies specialists with an emphasis on contemporary Islamic/Middle Eastern politics and international relations. Candidates should have suitable research and teaching experience commensurate with a Level B academic position.

The successful candidate will be responsible for coordination and teaching at both the undergraduate and graduate levels and will assist in the development of new subjects as appropriate. Supervision of Honours students and Coursework minor thesis students is also an expectation. The appointee should also be able to demonstrate an emergent publication history and have the clear potential to produce publications with leading publishers in the field. The position also calls for a capacity to foster engagement links with external networks/partners nationally and internationally and complete administrative tasks associated with the appointment.

1. Key Responsibilities

A Lecturer (Level B) is expected to make contributions to the teaching effort of the institution and to carry out activities to maintain and develop his/her scholarly, research, and/or professional activities relevant to the profession or discipline. Specific duties:

1.1 TEACHING

- ▶ Preparation and delivery of lectures, tutorials and seminars as appropriate and in line with Faculty of Arts minimum thresholds for teaching satisfaction;
- ▶ Initiation, development and review of subject material;
- ▶ Curriculum development;
- ▶ Administrative tasks associated with the subjects taught; including consultation with students, marking and assessment;
- ▶ Subject coordination including the supervision of sessional tutors;
- ▶ Supervision of honours students and postgraduate research students as required. The successful applicant will be expected to supervise of an appropriate number honours, postgraduate coursework and research higher degree theses as required, and will be expected to ensure the timely completion of their research

1.2 RESEARCH

- ▶ Publications arising from scholarship and research in line with the Faculty of Arts minimum expectations;
- ▶ Application for external competitive research funding
- ▶ Participation in the research activities of the discipline
- ▶ Active participation in research seminars, and national and international conferences
- ▶ Contribute to developing networks within the discipline and with other universities, institutions and communities, both nationally and internationally, to support collaboration

1.3 SERVICE TO THE DISCIPLINE & SCHOOL

- ▶ Involvement in professional activity, including participation in meetings of professional societies.
- ▶ Engagement with external stakeholders including building external networks, partnerships and consultancies
- ▶ Meetings and committee work within the School and the wider university community, as appropriate.
- ▶ Undertake administrative activities commensurate for a Level B academic

1.4 OH&S

- ▶ Occupational Health and Safety (OH&S) and Environmental Health and Safety (EH&S) responsibilities as outlined in section 5.

2. Selection Criteria

2.1 ESSENTIAL

- ▶ A completed (or submitted with proof of favourable examination) PhD in Islamic studies or a related discipline. To be eligible for this MECAP position *you must have completed your PhD no more than 3 years ago*. This period can be extended by an additional 2 years due to career interruptions for example illness, carer's leave, international postings, non-research employment or maternity leave;
- ▶ A good record in research with a developing publication profile
- ▶ Demonstrated capacity for multidisciplinary and collaborative research
- ▶ Demonstrated ability for excellence in teaching in Islamic and/or Middle Eastern politics, including the capacity to initiate course development
- ▶ Demonstrated course coordination experience
- ▶ Capacity to supervise honours and postgraduate coursework degree theses and to participate in supervisory panels at the RHD level
- ▶ Capacity to attract grants and consultancies
- ▶ Strong computer literacy in line with the University's commitment to eTeaching and eLearning

2.2 DESIRABLE

- ▶ Experience in coordination of large undergraduate units will be highly valued.
- ▶ Experience in media and community engagement with a capacity to build local & international networks & partnerships
- ▶ Suitable skills in Arabic or other relevant language(s)

3. *Special Requirements*

- ▶ All candidates who have previously held a permanent/continuing academic position are ineligible to apply;

4. *Equal Opportunity, Diversity and Inclusion*

The University is an equal opportunity employer and is committed to providing a workplace free from all forms of unlawful discrimination, harassment, bullying, vilification and victimisation. The University makes decisions on employment, promotion and reward on the basis of merit.

The University is committed to all aspects of equal opportunity, diversity and inclusion in the workplace and to providing all staff, students, contractors, honorary appointees, volunteers and visitors with a safe, respectful and rewarding environment free from all forms of unlawful discrimination, harassment, vilification and victimisation. This commitment is set out in the University's People Strategy 2015-2020 and policies that address diversity and inclusion, equal employment opportunity, discrimination, sexual harassment, bullying and appropriate workplace behaviour. All staff are required to comply with all University policies.

The University values diversity because we recognise that the differences in our people's age, race, ethnicity, culture, gender, nationality, sexual orientation, physical ability and background bring richness to our work environment. Consequently, the People Strategy sets out the strategic aim to drive diversity and inclusion across the University to create an environment where the compounding benefits of a diverse workforce are recognised as vital in our continuous desire to strive for excellence and reach the targets of Growing Esteem.

5. *Occupational Health and Safety (OHS)*

All staff are required to take reasonable care for their own health and safety and that of other personnel who may be affected by their conduct.

OHS responsibilities applicable to positions are published at:

<http://safety.unimelb.edu.au/people/community/responsibilities-of-personnel>

These include general staff responsibilities and those additional responsibilities that apply for Managers and Supervisors and other Personnel.

6. Other Information

6.1 ORGANISATION UNIT

www.arts.unimelb.edu.au/asiainstitute

6.2 BUDGET DIVISION

arts.unimelb.edu.au

The Faculty of Arts is at the forefront of teaching and research in the languages, humanities and social sciences fields in Australia and in many cases internationally. Founded in 1853, it is one of Australia's oldest and largest faculties with approximately 400 staff and 7000 students - 6000 undergraduates and 1000 postgraduates – engaged in over 900 subjects in more than 40 areas of study. Over 600 international students from more than 50 different countries representing five continents are currently studying towards degrees offered in the Faculty.

As Australia's premier Arts faculty, it aims to provide an exciting, high-quality intellectual environment that will attract the best students and staff across a wide range of disciplines.

The Faculty of Arts maintains strong connections with leading international universities through research collaborations and student exchange programs, and nurtures relationships with government, not-for-profit and private organisations through student internship placements, research projects and community engagement.

As well as housing the Graduate School of Humanities and Social Sciences and the Melbourne School of Government, the Faculty of Arts also comprises five academic schools:

- ▶ Asia Institute
- ▶ School of Culture and Communication
- ▶ School of Historical and Philosophical Studies
- ▶ School of Languages and Linguistics
- ▶ School of Social and Political Sciences

Our students and staff are supported by business units within the Faculty including:

- ▶ The Office of the Dean and Faculty Executive Director
- ▶ The Academic Support Office
- ▶ The Strategy, Planning and Resources Unit
- ▶ The External Relations Unit
- ▶ The Research Office
- ▶ The Human Resources Office

For more information on the Faculty please see www.arts.unimelb.edu.au

6.3 THE UNIVERSITY OF MELBOURNE

Established in 1853, the University of Melbourne is a leading international university with a tradition of excellence in teaching and research. The main campus in Parkville is recognised as the hub of Australia's premier knowledge precinct comprising eight hospitals, many leading research institutes and a wide-range of knowledge-based

industries. With outstanding performance in international rankings, the University is at the forefront of higher education in the Asia-Pacific region and the world.

The University employs people of outstanding calibre and offers a unique environment where staff are valued and rewarded.

Further information about working at The University of Melbourne is available at <http://about.unimelb.edu.au/careers>.

6.4 GROWING ESTEEM, THE MELBOURNE CURRICULUM AND RESEARCH AT MELBOURNE: ENSURING EXCELLENCE AND IMPACT TO 2025

Growing Esteem describes Melbourne's strategy to achieve its aspiration to be a public-spirited and internationally-engaged institution, highly regarded for making distinctive contributions to society in research and research training, learning and teaching, and engagement. <http://about.unimelb.edu.au/strategy-and-leadership>

The University is at the forefront of Australia's changing higher education system and offers a distinctive model of education known collectively as the Melbourne Curriculum. The new educational model, designed for an outstanding experience for all students, is based on six broad undergraduate programs followed by a graduate professional degree, research higher degree or entry directly into employment. The emphasis on academic breadth as well as disciplinary depth in the new degrees ensures that graduates will have the capacity to succeed in a world where knowledge boundaries are shifting and reforming to create new frontiers and challenges. In moving to the new model, the University is also aligning itself with the best of emerging European and Asian practice and well-established North American traditions.

The University's global aspirations seek to make significant contributions to major social, economic and environmental challenges. Accordingly, the University's research strategy *Research at Melbourne: Ensuring Excellence and Impact to 2025* aspires to a significant advancement in the excellence and impact of its research outputs. <http://research.unimelb.edu.au/our-research/research-at-melbourne>

The strategy recognises that as a public-spirited, research-intensive institution of the future, the University must strive to make a tangible impact in Australia and the world, working across disciplinary and sectoral boundaries and building deeper and more substantive engagement with industry, collaborators and partners. While cultivating the fundamental enabling disciplines through investigator-driven research, the University has adopted three grand challenges aspiring to solve some of the most difficult problems facing our world in the next century. These Grand Challenges include:

- ▶ Understanding our place and purpose – The place and purpose grand challenge centres on understanding all aspects of our national identity, with a focus on Australia's 'place' in the Asia-Pacific region and the world, and on our 'purpose' or mission to improve all dimensions of the human condition through our research.
- ▶ Fostering health and wellbeing – The health and wellbeing grand challenge focuses on building the scale and breadth of our capabilities in population and global health; on harnessing our contribution to the 'convergence revolution' of biomedical and health research, bringing together the life sciences, engineering and the physical sciences; and on addressing the physical, mental and social aspects of wellbeing by looking beyond the traditional boundaries of biomedicine.

- ▶ Supporting sustainability and resilience – The sustainability and resilience grand challenge addresses the critical issues of climate change, water and food security, sustainable energy and designing resilient cities and regions. In addition to the technical aspects, this grand challenge considers the physical and social functioning of cities, connecting physical phenomena with lessons from our past, and the implications of the technical solutions for economies, living patterns and behaviours.

Essential to tackling these challenges, an outstanding faculty, high performing students, wide collaboration including internationally and deep partnerships with external parties form central components of Research at Melbourne: Ensuring Excellence and Impact to 2025.

6.5 GOVERNANCE

The Vice Chancellor is the Chief Executive Officer of the University and responsible to Council for the good management of the University.

Comprehensive information about the University of Melbourne and its governance structure is available at <http://www.unimelb.edu.au/governance>