

# Position description

## Lecturer/Senior Lecturer in Literary Studies

<b>Position number</b>	
<b>Department/Unit</b>	Literary Studies Program School of Languages, Literatures, Cultures and Linguistics
<b>Faculty/Division</b>	Arts
<b>Classification (salary rates)</b>	Lecturer (Level B) / Senior Lecturer (Level C)
<b>Employment type</b>	Full-time
<b>Duration</b>	Continuing
<b>Work location</b>	Clayton campus
<b>Date document created or updated</b>	10.3.16

## Organisational context

Monash is a university of transformation, progress and optimism. Our people are our most valued asset, with our academics among the best in the world and our professional staff revolutionising the way we operate as an organisation. For more information about our University and our exciting future, please visit [www.monash.edu](http://www.monash.edu)

**Monash Arts** is one of the largest, most diverse and dynamic arts faculties in Australia, with particular strengths in the humanities, performing arts, languages and social sciences. We encourage the development of innovative studies that operate at the intersection of traditional academic disciplines. The Faculty delivers programs via eight schools and across six campuses, both in Australia and offshore, with courses ranging from undergraduate diplomas and degree through to postgraduate coursework and research degrees. Monash Arts is justly proud of the research capacity of its staff, who work at the cutting edge in their fields and carry this expertise and enthusiasm into their teaching. To learn more about Monash Arts, please visit our website: <http://future.arts.monash.edu/>

The advertised position is located within the **School of Languages, Literatures, Cultures and Linguistics**, one of the largest Schools in the Faculty of Arts. Its members conduct research in the disciplines of literary and cultural studies, linguistics and applied linguistics, history and the social sciences, as well as in several interdisciplinary fields. The School's Programs offer studies at undergraduate, honours and postgraduate levels. A variety of in-country programs and short courses are available to students. The School has a wide network of international connections, engages in international research projects, and is involved in collaborative teaching with partner universities abroad.

**Literary Studies at Monash** brings together undergraduates, postgraduates and staff from across the Faculty of Arts interested in literature, books, how literary texts are created and how they are read.

The Literary Studies Major enables students to choose from the following 3 pathways:

- Literary Studies – [Literatures in English](#)
- Literary Studies – [Creative Writing](#)
- Literary Studies – [International Literatures](#)

Staff teaching in all three pathways in the Literary Studies Major share a passion for the history, present and future of literature in a wide variety of periods, languages and forms. They are active researchers, a number of whom have been awarded competitive grants, whose research is supported in our two Literary Studies research centres, the [Centre for Writers and Writing](#) and the [Centre for the Book](#). Regular research seminars are held under the auspices of both these Centres, which also host visiting scholars, both national and international. In addition to a large cohort of students in our 4<sup>th</sup> year Honours program, our academic staff supervise postgraduate students in the Literary and Cultural Studies Higher Degree Research program.

## Position purpose

The Literary Studies Program (<http://artsonline.monash.edu.au/literary-studies/>) seeks to fill a continuing position to be taken up (preferably) by 1 December 2016. The appointee to this position is expected to have a dynamic research and teaching profile. We are looking for a candidate with a strong track record in Literary Studies research and with evidence of successful tertiary teaching experience at undergraduate level in one or more literary theoretical approaches/periods relevant to/congruent with the Literary Studies Major. Demonstrated ability to successfully coordinate large team-taught undergraduate units (including first year), in addition to upper-level and Honours units, is essential, as is a strong commitment to student engagement. Ideally, the candidate will be able to supervise Honours and postgraduate research students; engage in original and innovative research and attract competitive external grant funding; and collaborate in research, team teaching and curriculum development. The successful applicant is also expected to undertake administrative tasks within the program.

## Key result areas and responsibility

### Lecturer, Level B

A Level B academic is expected to make contributions to the teaching effort of the School and the University and to carry out activities to maintain and develop her/his scholarly, research and/or professional activities relevant to the profession or discipline.

The position will be based at the Clayton campus in Melbourne. Specific duties required of a Level B academic include:

#### Teaching

- The preparation and delivery of lectures, seminars and tutorials
- Initiation and development of teaching materials
- Unit coordination (acting as a unit coordinator and offering guidance to assistant lecturers and supervision of sessional staff in teaching unit/s if required)
- Consultation with students
- Preparation and assessment of student assignments and examinations
- Supervision of honours and postgraduate students
- Involvement in professional activity

#### Research

- Undertake original research that will lead to publications in refereed journals or with high level academic or commercial publishers
- Develop research projects that are suitable for external and government funding
- Participate actively in and contribute to the collaborative research culture of the program and school

#### Administration

- A range of administrative functions, the majority of which are connected with the units/courses in which the academic teaches but may include responsibilities that relate to research and the School's development.
- Participation in School and university consultative processes and procedures including School and faculty/university meetings and committees is expected.

## **Other duties**

- Involvement in professional and community activities and the performance of other duties as required by the Head of the School.

## **Skill base**

A Level B academic will have qualifications and/or experience recognised by the university as appropriate for the relevant discipline area. In many cases a position at this level will require a doctoral qualification or equivalent accreditation and standing. In determining experience relative to qualifications, consideration will be given to teaching experience, experience in research, experience outside tertiary education, creative achievement, professional contributions and/or contributions to technical achievement.

## **Senior Lecturer, Level C**

A Level C academic is expected to make significant contributions to the teaching effort of the Program, the School, and the University. An academic at this level is also expected to play a major role in scholarship, research and/or professional activities relevant to the discipline.

The position will be based at the Clayton campus in Melbourne.

Specific duties required of a Level C academic include:

### **Teaching**

- The preparation and delivery of lectures, seminars and tutorials
- Initiation and development of teaching materials
- Unit coordination (acting as a unit coordinator and offering guidance to assistant lecturers and supervision of sessional staff in teaching unit/s if required)
- Consultation with students
- Preparation and assessment of student assignments and examinations
- Supervision of honours and postgraduate students
- Involvement in professional activity

### **Research**

- Undertake original research that will lead to publications in refereed journals or with high level academic or commercial publishers
- Develop research projects that are suitable for external and government funding
- Participate actively in and contribute to the collaborative research culture of the program and school

### **Administration**

- Broad administrative functions, within the program, school, and faculty;

## **Other duties**

- Involvement in professional and community activities and the performance of other duties as required by the Head of the School.

## **Skill base**

A Level C academic will normally have advanced qualifications and/or recognised significant experience in the relevant discipline area. A position at this level will require a doctoral qualification or equivalent accreditation and standing. In determining experience relative to qualifications, consideration will be given to teaching experience, experience in research, experience outside tertiary education, creative achievement, professional contributions and/or contributions to technical achievement. In addition, a position at this level will require a record of demonstrable scholarly and professional achievement in the relevant discipline area.

## **Key selection criteria – Level B (Lecturer) in Literary Studies**

### **Essential criteria:**

1. A PhD in Literary Studies/Literature.
2. Proven research and teaching expertise in one or more literary theoretical approaches/periods relevant to/congruent with the Literary Studies Major.
3. Excellent track record in research, including quality publications and the capacity to attract research funding.
4. Evidence of an outstanding record of teaching excellence, curriculum design and proven ability to develop subject materials.
5. Proven ability to coordinate and teach undergraduate and Honours units, with a strong commitment to student engagement.
6. Evidence of potential to make a strong research contribution in the field of Literary Studies.
7. Evidence of successful 4<sup>th</sup> Year Honours and/or postgraduate supervision.

### **Desirable criteria:**

8. Particular research and teaching expertise in digital humanities/life writing/creative non-fiction.
9. Demonstrated ability to coordinate a large undergraduate unit.
10. Strong commitment to collegiality and team teaching.
11. Ability to use Moodle as a platform for student learning and feedback.

## **Key selection criteria – Level C (Senior Lecturer in Literary Studies)**

### **Essential criteria:**

1. A PhD in Literary Studies/Literature.
2. Proven research and teaching expertise in one or more literary theoretical approaches/periods relevant to/congruent with the Literary Studies Major.
3. Excellent track record in research, including quality publications, external competitive research grants and research funding.
4. Evidence of an outstanding record of teaching excellence, curriculum design and proven ability to develop subject materials.
5. Proven ability to coordinate and teach undergraduate and Honours units, with a strong commitment to student engagement.
6. Evidence of potential to make a strong research contribution in the field of Literary Studies.
7. Evidence of successful 4th Year Honours and postgraduate research supervision.
8. Demonstrated capacity to work constructively and collaboratively with colleagues in furthering the aims of the program and the School.

### **Desirable criteria:**

9. Particular research and teaching expertise in digital literatures/life writing/creative non-fiction.
10. Demonstrated ability to coordinate large undergraduate units.
11. Demonstrated ability to develop subject materials and contribute to the future direction of the discipline/program.
12. Demonstrated ability to manage significant administrative and leadership roles.
13. Strong commitment to collegiality and team teaching. Ability to use Moodle as a platform for student learning and feedback.

## **Legal compliance**

Ensure you are aware of and adhere to legislation and University policy relevant to the duties undertaken, including: Equal Employment Opportunity, supporting equity and fairness; Occupational Health and Safety, supporting a safe workplace; Conflict of Interest (including Conflict of Interest in Research); Paid Outside Work; Privacy; Research Conduct; and Staff/Student Relationships