ASSOCIATE PROFESSOR

SCHOOL/UNIT
School of Information Technology

SPECIALIZATION
Software Engineering

CLASSIFICATION
Level D

WORK LOCATION
Malaysia campus

ORGANISATIONAL CONTEXT

Monash University is Australia’s largest university, and member of the prestigious Group of Eight research intensive universities. Monash consistently rates in the top 100 universities in the world.

Monash University Malaysia is Monash’s third largest campus, with over 8000 students and 900 staff. We are a comprehensive campus offering degrees in business, engineering, medicine, science, information technology, pharmacy, social science and humanities. We are rated among the very best among universities in Malaysia, and the quality of our research output positions us among the very best universities in Southeast Asia.

Monash University Malaysia provides Monash University with a platform for scholarly engagement with the dynamic Southeast Asia region. We are located in greater Kuala Lumpur, in the Klang Valley, one of the region’s industrial hotspots. We sit in the heart of the rapidly developing economic corridor linking Singapore, Kuala Lumpur, Bangkok and beyond. Our education and research is oriented towards deep engagement with this dynamic social and industrial landscape.

In 2018 we celebrated our twentieth anniversary in Malaysia. During this time we have produced more than 16,000 graduates from more than 70 different countries. We provide a diverse and inclusive scholarly environment.

In 2017 Monash Malaysia was awarded a Six Star SETARA rating by the Malaysian Ministry of Education. This places us in the very top “outstanding” cohort of Malaysian Universities.

Monash University Malaysia is jointly owned by Monash University and the Jeffrey Cheah Foundation.

For further information see: www.monash.edu.my.

The School of Information Technology (IT) at Monash University Malaysia is one of seven schools under the purview of the Faculty of Information Technology, one of the most prestigious IT faculties in the world. By integrating its computing and information technology disciplines, the School provides enormous breadth and depth of teaching and research to the campuses, strategic alliances, centres and partnerships that form the Monash global network.

The School of IT is committed to develop courses relevant to living and working, and is poised to meet an increased demand for top-notch IT graduates in the next few years. The School of IT allows students to pursue their interests while acquiring the knowledge and skills that employers are looking for, in parallel enhancing their learning initiative by applying knowledge in exciting, immersive and innovative ways.
Currently, the School offers 3-year Bachelor of Computer Science (BCompSci) degree, 1-year Bachelor of Computer Science (Honours) and 2-year Master of Business Information Systems (MBIS) by coursework. The School also offers a 4-year Bachelor of Software Engineering (Honours) in collaboration with the School of Engineering. The School also has a dynamic research environment, with research programs available for undergraduate and postgraduate students, including MPhil and PhD studies.

For further information, please visit www.monash.edu.my/it.

**POSITION PURPOSE**

A Level D academic is expected to make a significant contribution to all activities of the organisational unit or interdisciplinary area and play a significant role within their profession or discipline. Academics at this level may be appointed in recognition of distinction in their disciplinary area.

The key result areas of Research and Education, Leadership and Management and External Relationships are the basis for the primary duties and responsibilities of the role. The appointee will be expected to contribute to the school and every effort will be made to assist with the development of personal and professional links with the appropriate groups of researchers.

**Reporting Line:** The position reports to Acting Deputy Head, School of Information Technology

**Supervisory Responsibilities:** This position provides direct supervision to sessional teaching staff, research assistants and technicians

**Financial Delegation:** Not applicable

**Budgetary Responsibilities:** Not applicable

**KEY RESPONSIBILITIES**

Specific duties required of a Level D academic may include:

1. **Research and Education**
   - Publish research outcomes in high impact journals
   - Establish a strong program of research capable of attracting external funding and research staff
   - Successfully supervise honours and HDR students to completion
   - Have an active and supportive approach to inter-disciplinary and multi-disciplinary research that will help to foster interactions and links both within the University and externally
   - Lead and co-ordinate research activity in the discipline
   - Support the development and implementation of research strategy in the School
   - Conduct research into learning and teaching methodologies and disseminate best practice within the University and externally
   - Provide leadership in teaching and curriculum development
   - Design, develop and deliver a range of courses/units in the relevant discipline at undergraduate and postgraduate levels
   - Lead the development and clarification of academic standards and quality for the disciplinary area
   - Work closely with the Associate Head of School (Education) in the development and implementation of teaching and learning strategy
   - Service to the School and Campus in ways which capitalise on experience and seniority

2. **Leadership and Management**
   - Foster and facilitate the development of outstanding academic programs, research and research training in the relevant discipline
• Facilitate the management of the School’s undergraduate and postgraduate programs, consistent with the objectives of the Campus
• Provide innovative and effective leadership in the discipline
• Contribute to academic and administrative leadership within the school and participate in the development of policy in the school, faculty and university
• Strengthen links with relevant faculties and schools within the University
• Perform administrative and coordination duties that are necessary for the effective operation of programs
• Actively participate in the administration and strategic development of the School
• Represent the School’s interests, views and needs in the broader faculty, campus and university contexts
• Contribute to the School’s talent management agenda through effective mentoring, coaching, supervision and performance management

3. External Relationships
• Develop collaborative linkages and provide advice to government, industry and community organisations on relevant matters
• Liaise with industry to foster collaboration and research opportunities, including funding for postgraduate students
• Develop collaborations with other research groups in Malaysia and overseas
• Provide leadership and participate in community affairs to enhance the standing of the discipline, faculty and university regionally, nationally and internationally
• Engage in cooperative efforts to develop cross-faculty or multi-disciplinary course proposals and research projects
• Establish collaborative links with government and professional bodies for the promotion and development of the discipline

KEY SELECTION CRITERIA

Education/Qualifications
1. The appointee will have:
   • A PhD qualification in Computer Science and/or recognised significant experience in the relevant discipline area

Knowledge and Skills
2. A strong publication record in high-quality journals or equivalent and outstanding contribution to the discipline
3. Successful track record in obtaining external research grants
4. Record of successful supervision of postgraduate research students and the ability to make a significant contribution to postgraduate training programs
5. Demonstrated excellence in teaching in the relevant discipline area (i.e. through evaluations, innovation in presentation)
6. Demonstrated ability to mentor staff and students
7. High level of interpersonal skills and a proven ability to establish good working relationships with colleagues, students and members of community and professional bodies
8. Demonstrated leadership in committees and other administrative work and portfolios
9. Proven ability to promote the discipline internally within the University as well as externally both nationally and internationally

10. A demonstrated capacity to work in a collegiate manner with other staff in the workplace

11. Demonstrated evidence of the use of technology and innovation to enhance teaching and research

12. Leadership and involvement in relevant national and international professional bodies

13. Experience in curriculum development and coordination of degree programmes

OTHER JOB RELATED INFORMATION

• Travel to other campuses of the University may be required
• There may be a requirement to work additional hours from time to time
• There may be peak periods of work during which taking of leave may be restricted
• Participation in key events for the Campus and School, as required:
  • Monash Open Day and Graduation Ceremonies
  • Campus enrolment and induction sessions as the School’s representative
  • Campus, School and Discipline functions that may take place after normal office hours

LEGAL COMPLIANCE

Ensure you are aware of and adhere to legislation and University policy relevant to the duties undertaken, including: Ethics, Equal Opportunity, Occupational Health and Safety, Conflict of Interest (including Conflict of Interest in Research), Paid Outside Work, Personal Data Protection, Conduct of Research, and Staff/Student Relationships.