MUIC FIXED TERM TEACHING STAFF – INFORMATION PACK

THE ROLE

The role will encompass teaching, associated duties and non-teaching responsibilities, including unit related administration.

Depending on discipline area, qualifications and experience, staff may be required to teach across both Foundation and Diploma units in their field of expertise.

Weekly teaching hours will vary from term to term and in some cases week to week depending on offerings and operational requirements. College classes may be timetabled between 8 am and 9 pm. A typical workday would encompass teaching plus associated duties including preparation and other administrative tasks. There may be days when the staff member solely undertakes face to face teaching or associated duties and periods (weeks or entire terms) where staff will not undertake any teaching but solely engage in related duties such as administration and contribute to the development of the curriculum and resources under the guidance of Senior Teachers and Program Managers.

A full-time appointment will require a 70 hours per fortnight commitment. Full time staff will teach up to 20 hours per week on Foundation units, 16 hours per week on Diploma units or a combination (pro rata for part-time). The balance of time will be allocated to associated duties, non-teaching responsibilities and related administration. Staff will be expected to be on campus during agreed working hours, whether engaging in face to face teaching or associated duties.

Full-time and part-time Teachers appointed at FTE 0.8 or above must obtain the University’s written consent prior to being engaged in any activity outside the University which has a monetary value.

DUTIES

Duties will include but not be limited to:

- Preparation and delivery of lessons
- Development of teaching and learning materials and resources including contribution to ongoing material, resource and curriculum development on a unit and program level and contribution to improvement of delivery and administration of College programs
- Preparation, administration, supervision and marking of assessments
- Participation in assessments validation and moderation activities including pre-term teaching, marking and moderation meetings.
- Collation of results and relevant reports.
- Administration associated with the running of units such as preparation of unit guides, unit readers, prescribed resources and iLearn spaces.
- Participation in teaching & learning evaluation, and professional development activities.
- Collaboration and communication with other staff teaching on a unit or program, Senior Teachers and Program Managers, and other University staff and stakeholders with respect to teaching and learning matters
- Consultation with students and provision of academic advice & support
- Monitoring of student progress, identification and follow-up of students at risk in collaboration with the Student Services and Administration Team.
- Participation in relevant meetings (e.g. Academic Team and College meetings)
- Other tasks related to delivery of units and daily operations of the College.

Employment will be covered by the Macquarie University Teaching Staff Greenfields Agreement.

SELECTION PROCESS

Recruitment and selection processes will be based on the selection criteria outlined in the advertisement. Short listed candidates will be asked to attend an interview. Selection will be merit based but candidate availability, operational requirements and priorities of the College will also be taken into consideration.