MUIC FIXED TERM TEACHER

**Teacher** means a teaching staff member appointed to perform teaching and associated duties, including but not limited to: teaching delivery, preparation, consultation, supervision of students, assessment and administration. They contribute to the development and improvement of curriculum and resources and to College activities.

**Teaching Staff Member** means a person who is employed by the University to teach in the MUIC Foundation or Diploma programs.

Fixed term teaching staff are employed on a contract for a stipulated duration.

**THE ROLE**

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

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

College classes are timetabled between 8:30 am and 8:30 pm. Work times will be agreed to in accordance with class schedules. Weekly teaching hours may vary from term to term and in some cases week to week depending on offerings and operational requirements. There will be periods (weeks or entire terms) where staff will not undertake any teaching but solely engage in related duties such as administration and development and improvement of 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 and student consultation. Staff will be expected to be on campus during agreed working hours.

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.
- Consultation with students and provision of academic advice & support
- Monitoring of student progress; identification and follow-up of students at risk
- Preparation, administration, supervision and marking of assessments and participation in assessments validation.
- Communication and coordination with other teaching staff in consultation with Senior Teachers and Program Managers.
• Administration associated with the running of units such as preparation of unit guides, unit materials, prescribed resources and iLearn spaces.
• Contribution to ongoing curriculum development and improvement of delivery of College programs.
• Participation in meetings and collaboration with other College and University staff and stakeholders.
• Preparation of results and moderation.
• 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.