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POSITION DESCRIPTION

Associate Professor Teaching & Research

Position Level	D
Faculty/Division	Business
Position Number	ADMIN ONLY
Original document creation	21/06/ 2024

Position Summary

An Associate Professor (Level D) plays a key role in leading and advancing outstanding research at national and international level.

The role of Associate Professor reports to the Head of School and has no direct reports.

Accountabilities

Specific accountabilities for this role include:

- Carry out original/innovative research, actively contributing to the advancement of knowledge in the relevant subject area/s, including making contributions to the discipline which are recognised at a national level with emerging international impact.
- Undertake independent research in discipline or related area and through professional practice and expertise, make an independent contribution that expands knowledge or practice in discipline area.
- Establish a distinguished program of research at UNSW and build research groups in area of specialist expertise.
- Demonstrate an established record of substantial research income, primarily as a grant application leader, consistent with that of a national leader in their field of research in leading universities.

- Lead significant research proposals submitted to competitive funding bodies and in terms of impact on the end users of research.
- Obtain research income from research end-users as a leader (at or above the level that is relevant to the discipline in leading universities).
- Achieve peer recognition at national level (and some at international level) and establish research network/s (based on the norms of the discipline) at an international level.
- Mentor and guide students, group and colleagues and support and mentor post-doctoral fellows.
- Recruit HDRs based on research reputation and supervise HDRs to timely completion as primary supervisor.
- Undertake knowledge exchange activities and contribute to commercialisation of research outcomes.
- Participate in major research collaborations.
- Apply a well-defined teaching philosophy and a critically reflective teaching practice that inspires student learning and cultivates a positive attitude towards teaching.
- Engage in peer review and disseminate best-practice in education.
- Conduct classes, assess student learning achievements, and support students in both postgraduate and undergraduate courses in line with UNSW policy as an exemplar for others.
- Design and develop learning activities and resources and provide assessment and feedback at both course and program level using a range of suitable approaches and learning environments.
- Contribute to support strategies for learning progression that enable positive outcomes for students.
- Contribute to the review, development and/or design of curriculum and manage curriculum administration as Course Authority, including academic quality assurance as required.
- Work collaboratively to attract internal and external education funding opportunities.
- Make a positive contribution by leading School and Faculty meetings and seminars and be a member of School, Faculty and University committees as required.
- Provide administrative leadership at School and/or University level, including coordination of courses, departmental and/or faculty meetings, open days and student recruitment activities.
- Work collaboratively with peers across the school, faculty and UNSW and contribute to national dialogues in teaching and learning, advancing cooperation, developing partnerships and informing practice.
- Engage with academic, professional, and international organisations relevant to the objectives of the School and Faculty.
- Align with and actively demonstrate the [Code of Conduct and Values](#)
- Cooperate with all health and safety policies and procedures of the university and take all reasonable care to ensure that your actions or omissions do not impact on the health and safety of yourself or others.

Skills and Experience

- A PhD in a related discipline, and/or relevant work experience.
- Significant track record in research leadership with outcomes of high quality and high international impact with clear evidence of the desire and ability to continually achieve research excellence and deliver research leadership.
- Excellent record of recruiting and supervising high calibre students.
- Proven commitment to proactively keeping up to date with discipline knowledge and developments.
- Demonstrated experience in teaching and learning design using a range of pedagogical approaches, development and delivery of courses and programs, at undergraduate and/or postgraduate level.
- Experience of implementing educational technologies and online delivery methods.
- Evidence of teaching effectiveness and passion for educational excellence and fostering this in others.
- Demonstrated experience with industry or work-integrated learning.
- Evidence of professional development of teaching practice in self and others with the ability to advance and lead an inclusive culture of excellence in learning and teaching.
- Demonstrated success in initiating curriculum development and improvement.
- Evidence of highly developed interpersonal and organisational skills.
- Evidence of ability to support and inspire students from diverse backgrounds and support student equity diversity and inclusion initiatives.
- Demonstrated leadership in building engagement and partnerships with the profession and industry.
- An understanding of and commitment to UNSW's aims, objectives and values in action, together with relevant policies and guidelines.
- Knowledge of health and safety responsibilities and commitment to attending relevant health and safety training.

Pre-employment checks required for this position

- Verification of qualifications

About this document

This Position Description outlines the objectives, desired outcomes, key responsibilities, accountabilities, required skills, experience and desired behaviours required to successfully perform the role.

This template is not intended to limit the scope or accountabilities of the position. Characteristics of the position may be altered in accordance with the changing requirements of the role.