



Position Description

Associate Professor

Employer	Monash University Malaysia
School/ Unit	School of Arts and Social Sciences
Area of Specialisation/ Sub-Unit	Communication and Media Studies
Level/ Classification	Level D
Employment type	Full time
Work location	Malaysia
Date document created or updated	1 August 2017

Organisational context

Established in 1998, Monash University Malaysia is one of Malaysia's most respected universities. We are Monash University's global foot print in the Asian region, carrying with us the distinction of being the Malaysian constituent of a premier research intensive Australian university ranked among the top 100 universities in the world, and a member of Australia's prestigious Group of Eight (Go8). From humble beginnings, Monash Malaysia has grown in stature, and is now recognized as a leader in the international higher education sector in Malaysia.

As a self-accrediting University, we attract students not just from Malaysia, but from all over the world. Approximately 7,500 students representing almost 70 nationalities are currently enrolled at Monash Malaysia, and enjoy a quality academic experience.

Since our inception, Monash Malaysia has built a reputation for quality, credibility and integrity, and is held in high esteem by our students, alumni, industry and government. We encourage critical thinking to help discover new ideas, reveal new perspectives and devise solutions. We maintain a long and proud tradition of excellence in education, combined with liberal values of enquiry, providing a fertile environment for bright young minds to flourish, and life-long opportunities for those wishing to enhance their education and career.

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

The School of Arts and Social Sciences

The School of Arts and Social Sciences, established in May 2008, is one of the premier research and teaching schools of Arts and Social Sciences in Malaysia and Asia. The School offers studies at diploma, undergraduate, honours and postgraduate degree by coursework as well as by research. There are two undergraduate degree programmes namely Bachelor of Arts and Social Sciences; and Bachelor of Communication and Media Studies; and Bachelor of Arts (Honours). In addition, the School offers a coursework Master in Communication and Media Studies as well as Master and Doctoral degree by research. The School is also responsible for General Studies, Diploma of Higher Education (DHES), Monash English Bridging (MEB) and Graduate Certificate of Higher Education (GCHE).

Academic staff within the School have numerous strengths in the disciplines of International Studies, Anthropology, Communication and Media Studies, Gender Studies, Literature, Film and Television Studies and

the research focus is broadly on Southeast Asia. The four broad clusters of research that academic staff specialize in are Communication, Media and Society; Culture, Religion and Gender; Literature, Cinema and Society; and Politics, Development and Governance.

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

Position purpose

The Associate Professor in Communication and Media Studies is expected to provide leadership and foster excellence in research, teaching, professional activities within the School, Campus, Faculty, University and within the community, both scholarly and general. The appointee is expected to deliver outstanding contributions to the discipline and School.

The appointee will develop and teach undergraduate and postgraduate units within the School. He or she will also be responsible for undertaking activities that maintain and develop scholarly research and the professional activities that are related to the discipline.

The appointee is expected to have a demonstrated interest and track record of research and publications in digital media and culture. Given the location and focus of the School, a research interest in Southeast Asia is highly desirable. The candidate will also play a leadership role in coordinating the communication courses including the Bachelor of Communication and Media Studies as well as the Masters of Communication and Media Studies.

Reporting line: The position reports to the Head of School.

Supervisory responsibilities: As assigned by the Head of School.

Financial delegation and/or budget responsibilities: Nil.

Key result areas and responsibility

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 appointment as associate professor may be in the speciality area most appropriate to the appointee's expertise and qualifications. The appointee will be expected to contribute to his or her own discipline and every effort will be made to assist with the development of personal and professional links with the appropriate groups of researchers.

A workload will be agreed annually with the Head of School in the Performance Development Plan Process. Other duties may be required from time to time as directed by the Head of School.

Research and Education

- Publish research outcomes in high impact journals.
- Establish a strong program of research capable of attracting substantial external funding and research staff.
- Foster postgraduate research training through the supervision of honours and HDR students.
- Provide research leadership in a relevant discipline and foster collaborative research at the highest international levels by working with other researchers on large scale projects.
- Mentor and assist academic staff and research strengths/centres in gaining national and international funding.
- Provide strong and committed leadership in teaching and curriculum development.
- Make a distinguished personal contribution to the teaching program in the relevant discipline at undergraduate and postgraduate levels.
- Monitor the quality of teaching in the relevant discipline and proactively maintain it at a high level.
- Participate in the Faculty's curriculum planning and development processes, academic committees, and relevant examination processes.
- Ensure that the quality, relevancy and value of courses/units reflect industry expectations.
- Service to the School and Campus in ways which capitalise on experience and seniority.
- Representing the interests of the University in relevant disciplinary and non-disciplinary forums at national and international levels.

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.
- Lead and contribute to the administration and strategic development of the School including student growth.
- 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.
- Provide leadership and contribute in administrative and coordination duties that are necessary for the effective operation of programs.
- 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.

External Relationships

- Develop collaborative linkages and provide advice to government, industry and community organisations on relevant matters.
- Develop close liaison with industry to foster collaboration and research opportunities, including funding for postgraduate students.
- Develop strong collaborations with 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.
- Lead and develop cross-faculty or multi-disciplinary course proposals and research projects.
- Build collaborative links with government and professional bodies for the promotion and development of the discipline.

Key selection criteria

Essential

1. PhD in a relevant academic discipline.
2. A proven record of excellence in research including publications, grants, research supervision and research collaboration. A research focus on Southeast Asia is highly desirable.
3. The ability to make a significant contribution to undergraduate and postgraduate programs in the relevant discipline with evidence of innovation in curriculum development, course design and course management.
4. Highly developed interpersonal, networking and communication skills.
5. Demonstrated experience in academic administration including staff supervision, service on committees and program planning.

Other job related information

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.