

Human Resource and Talent Management Section



University of Seychelles

PO Box 1348
Anse Royale, Mahé, Seychelles
Email: hr@unisey.ac.sc
Tel: +248 4381222

Campus: Anse Royale and Mont Fleuri

FACULTY	
Post title:	Associate Professor
Reports to:	Head Of Department (HOD) → Dean
Academic qualification:	<ul style="list-style-type: none"> • A Ph.D. in the relevant field
Professional experience:	<ul style="list-style-type: none"> • Extensive experience teaching in an academic setting • Proven academic prowess • 9 years post qualifying experience • Must be an experienced trainer • Must have at least 3 years of teaching and research experience since appointment as a Senior Lecturer at a university • Must have at least 4 articles in refereed journals, OR 1 book plus two 2 articles, OR at least 3 distinguished and referred exhibitions or performances of original creation, plus two 2 articles since appointment as a Senior Lecturer • Must have experience of students` supervision at master`s and post-graduate level • Must have attended and contributed at learned conferences, seminars and workshops
Additional Criteria (Skills & Abilities)	<ul style="list-style-type: none"> • Excellent research, teaching, and presentation skills • Willingness to engage with a range of professionals and students • Dedication to excellence in your field • A professional attitude and great work ethic • Should show evidence of academic leadership in his/her area of specialization through research publications and membership in professional societies; of continued research and effective teaching • Should be a member of a recognized relevant professional body where applicable • Should show evidence of leadership and administrative experience, through active participation in Departmental /Faculty/University activities as well as national and international engagements

Job Purpose

The **Associate Professor**'s responsibilities include teaching a number of classes and seminars, attending conferences, conducting research, and supervising students. The post holder should be able to collaborate with colleagues, advise teaching assistants if have any, and tackle several administrative tasks.

S/he should be able to work according to tight deadlines and juggle multiple responsibilities; have excellent management knowledge, networking skills and the ability to build strong professional relationships with both students and colleagues.

Main Duties and Responsibilities

1. Develops and delivers course material, curricula and syllabi
2. Assists with the training and recruitment of new lecturers, teaching assistants and Professors
3. Conducts research, publishes papers and attends meetings and conferences as required
4. Attends academic events and networks with other researchers and field experts
5. Supervises, advises and mentors teaching assistants and graduate students
6. Participates in faculty and departmental meetings
7. Short lists, interviews and selects students for graduate programs
8. Organizes guest seminars and faculty events where students can interact with established industry professionals
9. Travels to other higher education settings to gain experience and expand networks
10. Writes proposals to secure research funding

Specific duties

1. Teaching, Learning and Assessment

1.1 Delivery/Contact Hours

- a) Maximum and Minimum **no. of hrs to be decided separately**

1.2 Teaching levels

- a) Workshops, Short courses, Certificate to PhD levels

1.3 Preparation

- a) Provides students with a relevant and stimulating range of learning opportunities and experiences within the subject area, consistent with the programme overall objectives
- b) Keeps abreast of international developments within the academic discipline and/or professional practice of the subject area and shares this knowledge to shape curricular content, design and delivery
- c) Implements new innovative methods in preparation undertaken
- d) Uses multimedia to offer a more diversified teaching method/approach
- e) Develops and produces appropriate learning materials
- f) Submits in due time the necessary course delivery documents and student reports to HOD according to the Department/Faculty regulations

1.4 Assessment

- a) Sets (as per UniSey standard) and marks (according to agreed marking scheme with HoD) exams for courses and modules and taught
- b) Marks students' dissertations
- c) Submits 1 copy of exam paper and marking scheme to the HoD

- d) Provides feedback to students according to the Assessment Policy guidelines
- e) Submits results with comments on deadline given by HOD
- f) Moderates exams within area(s) of expertise
- g) Performs Assessment Board Duties as required.
- h) Enters required information/data on University's Learning Management System

1.5 Supervision

- a) Supervises student projects and completes UniSey Project Supervision Sheet as per Department / Faculty / UniSey requirements

2. Curriculum development

- a) Be responsible for the design of own courses and assessment methods
- b) Participates in the development and validation of new programmes/courses
- c) Collaborates with colleagues on the implementation of assessment procedures and reviews student progress and retention
- d) Tackles issues affecting the quality of delivery within scope of own level of responsibility, referring matters beyond responsibility level to appropriate structures

3. Research and innovation

- a) Participates in and / or leads research in response to the country's national development
- b) Assumes the role of team member or leader on at least 1 research project per academic year
- c) Undertakes at least 1 research initiative every academic year
- d) Applies / bid for research funding
- e) Participates in and develops research networks that could benefit UniSey
- f) Participates in a group or writes alone at least 1 published paper every year

4. Quality assurance and enhancement

- a) Be committed to and plays a significant part in the total quality management of the subject area
- b) Participates in assessment and evaluation of curriculum design and the quality of teaching and learning provided by subject staff
- c) Makes contributions of appropriate quality to programmes being prepared for review and/or validation
- d) Supports the University Quality Management processes

5. Mentoring and pastoral care

- a) Participates in peer review activities
- b) Advises, mentors and supports both students and the less experienced colleagues on academic, career and personal development matters

6. General duties and responsibilities as Department and Faculty staff

- a) Works within and actively support the Strategic Plan of the University, Faculty and Department
- b) Promotes excellent working atmosphere within the Department and Faculty and the University in general
- c) Promotes and adheres to the University health and safety strategy
- d) Supports, promotes and adheres to the University policy of total inclusion, fairness and diversity
- e) Contributes to the recruitment and selection of students including attendance at open days and other recruitment and marketing events
- f) Engages at institutional level in communication, workshops, regional and national activities/committees, professionalism, etc.
- g) Participates in and develops external networks
- h) Identifies sources of funding; generates income; develops ideas for generating income
- i) Obtains/undertakes consultancy projects
- j) Develops and implements new workshops
- k) Participates in social activities, or builds relationships for future activities

- l) Participates in the preparation of departmental budgets and associated reports
- m) Collaborates with regard to the formulation of course timetable
- n) Promotes excellent working atmosphere within

Professional Development

- 1. Responsible for continuing self-initiated professional development
- 2. Participates in University staff development initiatives
- 3. Attends training programmes as identified and agreed for appropriate development
- 4. Engages in professional development activities as required

Expectations of all staff

Professional standards

All staff employed by the University are expected to exhibit high professional standards which promote and demonstrate the University’s core values of Excellence, People Focused, Partnership Working, Fairness and Integrity.

Equal opportunities

All staff are expected to understand and enact the University’s commitment to ensuring equality and diversity in all activities.

Dignity at work

Every member of staff has a responsibility to ensure colleagues are treated with dignity and respect. The University is committed to creating a work environment for all staff that is free from harassment, intimidation and any other forms of bullying at work, where everyone is treated with dignity, respect and professional courtesy.

Health and Safety

The arrangements for meeting the University’s health and safety objectives are contained in the UniSey’s Health and Safety Policy. This includes the responsibilities of key staff and procedures covering the main activities of the University. All staff are expected to take reasonable care of themselves and those that may be affected by their actions.

Dress code

The University does not operate a formal dress code for its employees, other than for those who are provided with uniform and/or protective clothing. However, employees must ensure that their dress is professional, reasonably smart and appropriate for the situation in which they are working. All staff should ensure that they present a professional image and one that reflects sensitivity to customer perceptions. This may reflect their ethnicity and lifestyle, but should not be provocative or cause offence to those with whom they have contact.

Staff Full Name:	Signature:	Date:
Line Manager Full Name:	Signature:	Date:

