POSITION DESCRIPTION:
Assistant Lecturer

ORGANISATIONAL CONTEXT:

Provide a brief explanation of where the position is located in the University:

An Assistant Lecturer is expected to make contributions to the teaching effort of the institution and to carry out activities to maintain and develop her/his scholarly, research and/or professional activities relevant to the profession or discipline.

KEY RESULTS AREAS AND RESPONSIBILITIES:

Specific duties required of an Assistant Lecturer may include:

- The conduct of tutorials, practical classes, demonstrations, workshops, student field excursions, clinical sessions and studio sessions.
- Initiation and development of subject material.
- Acting as subject coordinators.
- The preparation and delivery of lectures and seminars.
- The conduct of research.
- Involvement in professional activity.
- Development of course material with appropriate advice from and support of more senior staff.
- Marking and assessment.
- Consultation with students.
- A range of administrative functions the majority of which are connected with the subjects in which the academic teaches.
- Attendance at departmental and/or faculty meetings and/or membership of a number of committees.
- Engage in community activities.
KEY SELECTION CRITERIA:

1. Career Experience
In determining experience relative to qualifications, regard is had to teaching experience, experience in research, experience outside tertiary education, creative achievement, professional contributions and/or contributions to technical achievement.

2. Academic Qualifications
An Assistant Lecturer shall have qualifications and/or experience recognised by the institution as appropriate for the relevant discipline area. In many cases a position at this level will require a doctoral or masters qualification or equivalent accreditation and standing.

3. Additional Knowledge/Experience/Skills
Staff members have access to programmes and consultative services to assist in the development of skills in teaching, the use of teaching materials, assessment of students and, as appropriate, tutorial and course design. Assistance is available also for new appointees to become established in research, either individually or in collaboration with others. Assistance for research development includes research design, data analysis and writing research proposals. Opportunities for professional development may also be provided through the Outside Studies Program and support for attendance at conferences and seminars in areas of research, scholarship and teaching. Staff may be required to participate in such programs and seminars as the University requires from time to time.

OTHER JOB RELATED INFORMATION:

The university recognizes the need for members of academic staff, chosen on the basis of proposals submitted, to have the opportunity from time to time to carry out sustained research or scholarly activity.

The participation of a member of the academic staff in an outside studies program is not automatic but is based on the needs of the institution, the nature of the project proposed by the staff member and the individuals capacity to make effective use of such an opportunity.

Academic staff may carry out research or scholarly work overseas in order to keep abreast of developments or to use research facilities or resource materials not available in South Africa.

Academic staff are entitled to apply for the Outside Studies Program after three years of services. The period of leave approved is dependent on the proposed program submitted.

The Academic Performance Management Scheme applies to all continuing and fixed-term academic staff. Academic staff who were employed after 30 June, 1998 or who have moved to a new position since that date must establish an Engagement Profile within the first twelve months of appointment.

The Performance Management Scheme involves the annual preparation of documents comprising an Engagement Profile, a Career Development Plan and an Achievement Report. These documents, together with any Supporting Documentation relating to other formal processes in the University such as promotion, OSP, probation, etc make up the academic staff member's Annual Portfolio.

An annual review is conducted, with the supervisor basing recommendations concerning incremental progression, and where relevant probation, promotion and OSP, on the submitted Portfolio.