

**POSITION DESCRIPTION**

**LECTURER GRADE 1 & 2 (IHE)**

Position Title: LECTURER GRADE 1 & 2 (IHE)  
Responsible to: The head of department and/or dean and is appraised annually by the dean.

Main Purpose of the Role: A lecturer grade 1 and 2 is to teach, conduct research and contribute to the university, discipline and community as a member of the Institute of Higher Education.

A lecturer grade 1 and 2 is a member of the departmental and faculty meetings.

Salary: Lecturer Grade 1: \$43,331-\$51,586  
Lecturer Grade 2: \$38,120-\$41,784

<b>RESPONSIBILITIES</b>	<b>PERFORMANCE MEASURES</b>
<b>1. Teaching</b>	<ul style="list-style-type: none"><li>• Effective planning and delivery of lectures, tutorials, practical classes, workshops, excursions, teaching practice.</li><li>• Learning outcomes set and communicated to students</li><li>• Assessment criteria and procedures communicated to students</li><li>• Production of teaching materials for students</li><li>• Appropriate variety of teaching skills and methods used to effectively achieve outcomes</li><li>• Full and accurate students records maintained</li><li>• Assessment and marking conducted accurately and fairly</li><li>• Student achievement monitored regularly.</li><li>• Accurate constructive feedback provided.</li><li>• Consultation hours for students honoured</li><li>• Systematic and periodic reviews of course content and teaching</li></ul>

	practice performed.
<b>2. Research</b>	Papers and publications arising from scholarship and research relevant to the discipline according to the Contract.
<b>3. Contribution to University, discipline or community</b>	<ul style="list-style-type: none"> <li>• Limited administrative functions primarily related to the courses taught.</li> <li>• Perform course co-ordinator duties with care &amp; efficiency and on time.</li> <li>• Attendance and participation in departmental/ faculty meetings and others as required.</li> <li>• Attendance and/or participation in any inquiry or hearing the university may lawfully instigate</li> <li>• Respond to requests for information, examination papers, results etc promptly</li> <li>• Contribution to policy development</li>   <li>• Involvement in professional activities</li> <li>• Editing, refereeing for scholarly journals</li> <li>• Organisation of conferences, seminars, exhibitions</li> <li>• Office bearer in professional societies.</li>   <li>• Contributions to the “critic and conscience” role of the University relevant to one’s discipline.</li> <li>• Participation in government/external committees and inquiries.</li> <li>• Contributions to community organizations relevant to one’s discipline.</li> <li>• Contribution of professional expertise to community eg through the media.</li> </ul>
<b>4. Other duties as required by</b>	Duties performed promptly and

<b>supervisor</b>	efficiently.
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*A lecturer grade 1 or 2 will normally have completed a masters degree in the relevant discipline and/or have equivalent qualifications and/or professional experience for the relevant discipline area. In determining experience related 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.*

## **SELECTION CRITERIA**

- A higher degree in the relevant discipline at least at masterate level
- Commitment to the education and skills development of students
- Ability to construct and implement relevant student assessment
- Demonstrated ability to teach effectively at undergraduate level
- Demonstrated ability to conduct research and publish outcomes
- Ability to perform duties efficiently and effectively
- Commitment to the advancement of NUS in Samoa and the region

**July 2009**