



## **Casual Academic**

### **Position Description**

The duties and responsibilities of this position may include each of the itemised activities with specific expectations negotiated from time to time with the Dean.

#### **INTRODUCTION**

A Casual Academic is expected to make a contribution to the teaching effort of the Faculty and University, particularly at undergraduate and graduate diploma levels, and to carry out activities to develop their scholarly and professional expertise relevant to their discipline or profession, under the guidance and support of more senior academic staff.

#### **DUTIES AND RESPONSIBILITIES**

Duties and responsibilities of a Casual Academic include, but are not limited to:

- Conducting lectures, tutorials, workshops, practical classes, demonstrations, field excursions, clinical sessions and other appropriate learning activities as required
- Contribute to subject development as required
- Ensuring that the quality of teaching delivery and subject content is of the highest standard
- Teaching in accordance with Faculty and University policies and procedures, as amended from time to time
- Being available for consultation for students and staff
- Preparing and marking assignments and exams, including deferred and supplementary exams
- Preparing and submitting final grades within the relevant deadlines
- Contributing to subject coordination, including the supervision of tutors and related planning and coordination responsibilities as required
- Preparing high quality subject delivery and learning support materials and ensuring that these are available to students
- Ensuring that students are adequately informed regarding the requirements and conduct of learning activities for which they are responsible
- Assisting in the development of and participating in short courses, seminars and conference programs as required
- Invigilation of exams as required
- Attendance to departmental, Faculty meetings or other attendances as required
- Contributing to Department and/or Faculty meetings, and serving on committees as required
- Working within Faculty and University policies and procedures, as amended from time to time

#### **OTHER DUTIES AS DIRECTED**

The staff member may seek and/or the Dean may allocate additional duties within a staff member's skill, competence and training.

#### **RELEVANT EDUCATIONAL QUALIFICATIONS**

A Casual Academic is expected to have completed four years of tertiary study or equivalent.

#### **UNDERSTANDING OF QUALITY ASSURANCE**

Staff should demonstrate an understanding of the principles of quality assurance and continuous improvement as they apply at Bond University.

Staff are expected to demonstrate an ongoing commitment to the Bond University Strategic Plan, university policy and to our quality assurance processes.

### **UNDERSTANDING OF CULTURAL SENSITIVITY**

Staff will come into contact with staff and students from a variety of cultural backgrounds. It is expected that mutual respect, cultural awareness and cultural sensitivity will form the basis of a professional working relationship.

Staff are encouraged to attend a cultural sensitivity workshop to further enhance and develop cultural awareness and cultural sensitivity skills.

### **UNDERSTANDING OF WHS RESPONSIBILITIES**

Maintain a safe workplace and follow safety directions and internal controls. Alert your Manager of WHS risks and be vigilant in observing safe practices. Understand WHS requirements in your work area.

All managers of staff are required to conduct risk assessments and implement controls accordingly as well as action safety audit results within the directed time frame.

Awareness of, and accountability for, WHS responsibilities in the work area and for the staff and contractors under your control (if applicable).