

Principal Lecturer

Profile and Expectations



OVERVIEW

The Principal Lecturer is a leading academic with advanced qualifications/ industry equivalent knowledge in their field and national recognition for academic excellence. The Principal Lecturer has a significant record of either research and publications, leadership and service, or consultancy and will be developing specific area(s) of academic expertise. Principal Lecturers will be involved in significant leadership activities in their industry/profession as well as demonstrating academic leadership internally. They will have demonstrated excellence in facilitating learning and will hold a relevant teaching qualification. The role of Principal Lecturer is of leading and developing the programmes in which they become involved.

The Principal Lecturer provides leadership and develops and applies assessment practices to promote, facilitate and to determine the effectiveness of student learning, taking into account the range of contexts in which learning can occur.

The Principal Lecturer leads and develops both course and programme design and development including the development of a range of modes of delivery.

1. Curriculum Delivery

Expected Outcomes – Kā hua tūmanako

The Principal Lecturer **provides leadership** and develops and provides learning opportunities in and for diverse learning contexts, which enhance student achievement and which assist students to develop as independent learners. The Principal Lecturer provides learning environments which address individual differences and diverse needs of learners, and uses effectively a variety of learning methods.

- Prepare thoroughly own course plans, outlines and materials for delivery of assigned classes, in accordance with the “Programme Documents” and with a focus on professional practices and methodologies used in the industry/profession. (Preparation includes research, consultation with other lecturers and external bodies, production of original content and handouts, photocopying and preparation of lesson materials).
- Facilitate learning by different approaches which may include, presenting lectures, tutorials, seminars, workshops and papers as appropriate to the course and learner needs, using a range of methods (e.g. engage with learners through classroom/laboratory/workshop activities, group interaction, assignment work and individual projects). Facilitate learning at a distance using appropriate techniques (e.g. study guides, chat, email, conference calls, video conferencing, on-line learning); and facilitate learning in workplace and practice contexts.
- Apply effective communication skills in diverse learning situations.
- Practice in a non racist, non sexist and ethical way, working within the provisions of the Human Rights Act with regard to, and being sensitive to students and colleagues with special needs.
- **Lead**, guide and support other staff, including carrying out teaching observations and providing constructive feedback.

2. Student Supervision

Expected Outcomes – Kā hua tūmanako

- Supervise and assist students with individual or group practical research and project work (as applicable), providing technical and conceptual guidance to students within a team teaching environment.
- **Lead** and mentor other staff in their student supervision activities.

3. Pastoral Care

Expected Outcomes – Kā hua tūmanako

- Anticipate be receptive to and resolve promptly student related problems, as they affect students.
- Support students both locally and remotely.
- **Lead**, guide and support other staff in resolution of problems affecting students ability to complete their course of study or reduce their success.
- **Provide leadership** around pastoral support within a programme or Department.

4. Assessment of Student Achievement

Expected Outcomes – Kā hua tūmanako

- Apply effective assessment skills, including the planning, moderation, marking and evaluation of both formative and summative assessments and assessment within the particular learning context .
- Provide formative assessment and feedback to students on progress towards learning outcomes.
- Assess learning in a variety of settings, including the workplace and practice contexts.
- Guide others in assessment of prior experiential and theoretical learning.
- Mark summative assessments reliably and in a timely manner, and ensure results are recorded accurately in accordance with Polytechnic requirements.
- Ensure external and internal moderation of assessments is carried out as per the moderation plan and documented appropriately; and moderate other lecturers' assessments as requested, providing constructive feedback.
- Participate in student appeal processes, ensuring student concerns are heard and appropriate actions are taken.
- Guide others in the development and use of appropriate assessment strategies, methods and techniques.
- **Provide leadership in the review of and development of assessment practices**

5. Curriculum Development

Expected Outcomes - Kā hua tūmanako

- **Provide leadership** and personally practice design, development, implementation and evaluation for improvement of courses and programmes to meet learning needs; using defensible methods.
- **Provide leadership** and personally practice in the design of flexible/blended delivery and develop flexible/blended delivery materials and courses, and assessments appropriate for such courses to maintain currency and meet the needs of learners, industry and the professions.

6. Scholarly Activity

Expected Outcomes - Kā hua tūmanako

The Principal Lecturer will **provide leadership** and personally engages in in scholarly activity appropriate to their discipline and teaching practice. This will include a range of activities, (e.g. reading, writing, conference participation, consultancy action research) which will result in an understanding of, and ability to contribute to, critique and debate related to their discipline and to the practice of teaching in further/higher education within their teaching team/programmes; and to put that into effect within their teaching practice.

- Maintain own discipline currency and the ability to integrate new discipline knowledge effectively into teaching and learning practices.
- Critically reflect on practice as a teacher, and
- Continuously improve and develop teaching practice as a result.
- **Lead and** support others in their scholarly activity through mentoring and critique.
- Develop own expertise and disseminate knowledge to others.

Appendix One – Programme Specific Duties

Comments regarding specific position

1.

Expected Outcomes

2.

Expected Outcomes

Appendix Two – General Responsibilities

1. Quality Outcomes - Practise always within the quality standards of the Polytechnic's policies and procedures and maintaining professional standards. - Fulfil our individual and collective responsibilities, accountabilities and expectations as outlined in The Education (Pastoral Care of Tertiary and International Learners) Code of Practice 2021
2. Teamwork Act in a collegial manner and participate in Department and Otago Polytechnic events Providing leadership and make an active contribution to the improvement of the direction and operation of their teaching team and Department, including participation in Committee/project teams and attendance at meetings and functions Providing leadership and make an active contribution with respect to Department processes, e.g. assessment committees, admissions/student selection processes - Contributing to Department publications (newsletters, handbooks etc) and promotion and marketing activities - Being respectful and professional in dealings with other staff - Providing open and honest feedback when requested, both to individuals and on organisational processes or issues Lead, guide and support others with respect to the development of their teaching practice.
3. Administration Take responsibility to ensure administrative processes are completed in a timely fashion and with least effort. - Completing administrative requirements in relation to reporting student attendances and assessments in own student groups in a timely and accurate manner. - Planning for own workload, personal and professional development and performance reviews. - Meeting legislative requirements. - Examining regularly own work practices to ensure personal effectiveness and efficiency. - Lead and guide others in developing effective work practices. - Fulfill Information Management responsibilities, accountabilities and authorities as outlined in Otago Polytechnic Information Management Policy: - Create, maintain and store full and accurate records of activities, transactions, and decisions carried out in the course of daily business. - Records are to be disposed of only when legally authorised to do so, as per Disposal Authorities: DA424 and GDA 6 and 7 - Otago Polytechnic records are not to be created or maintained in any personal or private cloud storage services (e.g. DropBox)
4. Health and Safety Ensure that all practicable steps are taken to ensure own safety and the safety of others in the workplace on or off campus and comply with all Health and Safety legislation, guidelines and policies. - Observing safe work practices, rules and instructions relating to work and study, and be pro-active in hazard management. - Ensuring that activities, or failure to take action, do not cause harm to oneself or other persons. - Maintaining current knowledge of the use of safety equipment. - Being proactive in the reporting of unsafe conditions or equipment, and of accidents or incidents.
5. Professional Development - Develop and regularly update (at least yearly) personal and professional development plan, in conjunction with programme manager/coordinator/HOD. - Actively pursue own professional and personal development with a view to - Maintaining currency in subject area(s). - Developing further expertise in subject area(s). - Enhancing teaching effectiveness. - Enhancing personal effectiveness. - Undertake training as required to meet legislative requirements and specific Polytechnic staff requirements eg Health and Safety training. - Initiate and respond to feedback from students and peers using institutional feedback processes. - Seek and use available resources to improve teaching effectiveness.

PERSON SPECIFICATION

Knowledge and Experience Te mātauraka me te mātaka

- Extensive and current knowledge of specialist subject areas.
- Recent and relevant experience in the trade/profession/industry.
- Have extensive teaching experience (usually at least three years).
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Qualifications Kā tohu

- Advanced qualifications in specialist subject area or equivalent industry experience.
- A recognised teaching qualification.
-

Skills and Attributes

- The full set of skills required to meet all of the key accountabilities for facilitating learning
- Student focused
- Be an effective Te Tiriti o Waitangi partner by supporting the values and tikaka of mana whenua throughout your mahi
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Career pathways for Principal lecturers will include a combination of Facilitation of learning, Scholarship and at least one of the following (if teaching on a degree programme it is expected that the Senior lecturer will have already developed expertise in at least research):

Appendix Three: Research

- The Senior Lecturer will be actively engaged in research, individually and/or within a research team; and will on a regular basis produce substantial research outputs appropriate for PBRF requirements. Research outputs may be generated from consultancy activity and where this is the case, consultancy will be deemed to be part of the Senior Lecturers research activity.

Appendix Four: Leadership & Service

- The Senior Lecturer, who may be engaging in consultancy specific roles as a part of Leadership and Service, will be contributing actively to the general development and effective operation of their Department and the Polytechnic; and/or to their trade/ profession or to the communities which Otago Polytechnic serves. The Senior Lecturer will guide and support colleagues in development of their professional activities. Leadership and Service may include consultancy activities, especially where these service activities are undertaken 'pro bono' and with service as the primary motivation.

Appendix Five: Consultancy

- The Senior Lecturer will be working with industry/trade/profession/business in a consultancy role and be recognised at least locally for expertise in their field. The Senior Lecturer will develop responses and proposals for service provision and will project manage engagements, including engagements involving colleagues and/or students. Engagements will be relevant to the Senior lecturer's teaching practice. This career path is a separate path and is only for activities for and on behalf of the polytechnic, as an employee of the polytechnic. However, consultancy activities undertaken by the Senior Lecturer on their own account or occasionally on behalf of the polytechnic may be included as a part of research, or leadership and service.

Appendix Three – Research

The Principal Lecturer will be actively engaged in research, individually and/or within a research team; and will on a regular basis produce substantial quality assured research outputs appropriate for PBRF requirements. Research outputs may be generated from consultancy activity and where this is the case, consultancy will be deemed to be part of the Senior Lecturers research activity.

The Principal Lecturer will provide leadership and support to colleagues both within the Department and the Polytechnic at large.

Research in this context refers to applied activity, creative work and works of a theoretical nature, undertaken on a systematic basis to increase knowledge, and the use of this knowledge to devise new applications. In some fields the result of this activity may be embodied in the form of artistic work, design or intellectual property. Research includes contributions to the intellectual infrastructure of subjects and disciplines and educational research. It also includes the experimental development of design or construction solutions, as well as investigation that leads to new or substantially improved materials, devices, products or processes. Research may also be informed by consultancy activities.

Research – Key Accountabilities - Kā kaweka take

1. Research Activity
• Undertake research within their field of expertise. • Regularly produce research outputs from their research including refereed publications or equivalent outputs relevant to their field. • Research outputs will be appropriate for PBRF requirements.
2. Teaching Research Interface
• Use their research to inform their teaching practice.
3. Professional Development
• Plan and implement ongoing professional development with respect to research activity.
4. Networking/Collaborative Links
• Make effective use of research networks external and/or internal to the Polytechnic which may include networks created by consultancy activity.
5. Research Grants/Awards
• Prepare research applications to internal/external funding bodies. • Oversee management (including financial) of grants received for their research projects.
6. Staff Guidance
• Supervise research assistants, research support and/or administrative staff if any of these are involved in Principal Lecturer's research. • Guide the development of less experienced researchers and lead research teams or manage larger scale research projects.
7. Peer Review of others' research
• Review research by students and colleagues internal to the Polytechnic. • Review research of colleagues external to the Polytechnic.
8. Postgraduate Supervision/Programmes
• Supervise postgraduate research projects to completion within their field of research. • Be an internal examiner for student research. • Be an examiner of research work of students from other tertiary institutions. • Review/Develop/Redevelop postgraduate programmes internally or externally. • Organise Seminars and workshops for postgraduate studies.

Appendix Four – Leadership & Service

The Principal Lecturer, who may be engaging in consultancy specific roles as a part of Leadership and Service, will be **providing leadership** towards the general development and effective operation of their Department and the Polytechnic; and/or to their trade/profession or to the communities which Otago Polytechnic serves. The Principal Lecturer will **lead** colleagues in development of their professional activities. Leadership and Service may include consultancy activities, especially where these service activities are undertaken 'pro bono' and with service as the primary motivation.

Leadership and Service refers to the broader contributions which the Principal Lecturer makes to the work of their Department and the Polytechnic; and/or to their trade/profession; or to the communities which Otago Polytechnic serves.

Leadership includes consultancy activity undertaken as a service, and /or which is indicative of leadership in the trade, profession or discipline.

Leadership may be embedded in a formal organisational role such as Programme Manager or Year Coordinator, or other role as appropriate to the Department or School. Where this is the case the expectations particular to that role shall also apply.

Leadership & Service – Key Accountabilities - Kā kaweka take

1. Contribute Significantly to the Effectiveness of their Department/Programme
- Lead a programme or other academic team, lead projects, lead a function or service e.g. student support, staff development, curriculum development. - Demonstrate effective leadership capability, especially in setting, pursuing and achieving group goals; mentoring, motivating and supporting colleagues; and in fostering development, innovation and improvement. - Leadership may include, but is not limited to, any or a combination of curriculum development, including flexible delivery options, assessment of student performance, pastoral care, educational equity initiatives, marketing and student recruitment.
2. Contribute Significantly to Otago Polytechnic
Take an active role in a significant Polytechnic Committee, project team or service, which may include union activities, interdepartmental initiatives or service.
3. Contribute to the Community
- Make an active, ongoing and effective contribution in at least one of: - Service which may include Consultancy activity, to community operations, industry/business and/or government, drawing on expertise as discipline specialist or educator. - Service which may include Consultancy activity, to learned societies, trades or professional bodies, drawing on expertise as discipline specialist or educator. - Service to the community must demonstrably: - Enhance the reputation of the Polytechnic. - Enhance organisational linkages to the benefit of the Polytechnic.
4. Professional Development
Plan and implement ongoing professional development with respect to leadership and service activities, including initiatives and responding to feedback from students or colleagues.
5. Specific Accountabilities
These are the specific accountabilities relating to an agreed and formalised leadership role, e.g. Programme Manager
Where accountabilities for lecturers include Consultancy activity, details of consultancy activity expectations are contained in Appendix III.
6. Role Related Accountabilities
There may be additional accountabilities connected with a specific organisational role to pursue leadership and service as a formal aspect of the position including: Academic Leadership Role Expectations

Principal Lecturers will be expected to meet some or all of these Academic Leadership expectations, consistent with programme management / programme coordination approaches within their academic group. The Academic Leader will continually strive for excellence, both from themselves and from other lecturers, and will be the driving force behind the improvement and advancement of designated programmes/ areas.

- Be responsible for academic quality for designated programmes or areas:
 - Assessments are robust and reliable, and are effectively and appropriately moderated to this end.
 - Organisational quality requirements relevant to the programme are met.
 - External quality requirements (ITOs, ITPQ) are monitored and met . (Note, quality requirements include internal/external moderation.
- Be responsible for programme review for designated programmes, ensuring currency and relevance of the programme and area..
 - Programme overall and courses within programme are monitored for currency.
 - Comprehensive programme reviews are conducted within Otago Polytechnic policy and requirements.
 - Programme is developed in response to industry/ employer/ student feedback.
- Provide leadership in:
 - New programme design and programme development, and in course design and development, including flexible delivery.
 - The development and application of assessment practices; including workplace assessment and assessment of prior learning.
 - Scholarly activity within their discipline, and with regard to teaching practice.
- Support development of staff, and especially lecturers, both within their department/group, and the Polytechnic at large. The Principal Lecturer is expected to be a resource person within their area of expertise.
- Consistent with their chosen academic career path, provide leadership in:
 - Research.
 - Consultancy.
 - Service to the Polytechnic and the communities we serve.

It is expected that Leadership and service responsibilities for Principal lecturers will include the production of regular research outputs as appropriate at this level (eg Leadership research).

Appendix Five – Consultancy

The Principal Lecturer will be working with industry/trade/profession/business in a consultancy role and be widely recognised for expertise in their field. The Principal Lecturer will develop responses and proposals for service provision and will project manage engagements. **The Principal Lecturer will actively involve colleagues and students in consultancy activities.** Engagements will be relevant to the Principal lecturer's teaching practice. This career path is a separate path and is only for activities for and on behalf of the polytechnic, as an employee of the polytechnic. However, consultancy activities undertaken by the Senior Lecturer on their own account or occasionally on behalf of the polytechnic may be included as a part of research, or leadership and service. Consultancy refers to the activities normally undertaken by the Principal Lecturer to develop for clients (fee paying or pro-bono) to develop improved practices, to solve problems or technical issues, or to develop new products or services. Consultancy activities have at their core the application of the Principal Lecturer's knowledge, experience and skills to real world situations. Consultancy activities are purposeful, being directed towards intended outcomes which have been scoped and defined in conjunction with a client. Consultancy activities may be undertaken individually or collaboratively with other staff, external parties or students. Such activities will demonstrably build the credibility of the Principal Lecturer as a practitioner, and will demonstrably benefit Otago Polytechnic.

For Consultancy to be acknowledged as an academic career path the consultancy activities must be undertaken on behalf of the Polytechnic or organised in such a way as to be associated with the Polytechnic. The Principal lecturer will undertake consultancy work as an employee of the Polytechnic.

N.B. Notwithstanding the requirement that Consultancy be carried out on behalf of or for the Polytechnic the Principal lecturer is not precluded from presenting consulting activities in support of promotion under the category "Leadership and Service" or 'Research', where such activity is undertaken as a service; or alternatively is indicative of leadership in the trade, profession or discipline.

Evidence of consultancy activity may also satisfy the requirement for Principal lecturers to demonstrate that they are keeping current in their discipline.

Consultancy – Key Accountabilities - Kā kaweka take

1. Consultancy Activity
- Undertake consultancy within their field of expertise. - Manage consultancy activity if appointed to do so. - Report on consultancy outcomes. - Follow appropriate management practices.
2. Consultancy - Teaching Linkages – (where applicable)
Use their consultancy to inform their teaching practice, and/or to enrich the learning opportunities for students.
3. Produce Consultancy Outputs
Within the constraints of any consultancy agreement produce reports or manuals, publish findings, or present at conferences or other venues open to peer review. Publications may be refereed or non-refereed, and in journals, magazines or newspapers.
4. Professional Development
Plan and implement ongoing professional development with respect to consultancy activity
5. Networking/Collaborative Links
Make effective use of consultancy networks, external and/or internal to the Polytechnic
6. Engage Students in Consultancy Activity
Secure consultancy activities for students as part of their programme of learning, and supervise effectively to ensure satisfactory outcomes which preserve or enhance the reputation of Otago Polytechnic.
3. Consultancy Funding
- Secure funding for consultancy projects. - Oversee financial management of funds received for their consultancy projects.
4. Staff Guidance

- Guide the development of less experienced staff engaged in consultancy and may lead consultancy teams or manage larger scale consultancy projects.

5. Role Related Accountabilities

- There may be additional accountabilities connected with a specific organisational role to pursue leadership and service as a formal aspect of the position.

NB: Notwithstanding the expectation that Principal Lecturers contribute in only one area of academic activity, in addition to their teaching practice, they may choose to integrate elements of any of the three additional roles, e.g. Consultancy and Service, Research and Leadership.