



UNIVERSITY OF OTAGO

Te Whare Wānanga o Otāgo

ROLE DESCRIPTION

TITLE **Teaching Fellow**
Kaiwhakaako

PRIME FUNCTIONS

Teaching Fellows teach and provide teaching-related support and administration. They work closely with course convenors and assist in developing teaching materials, practical sessions and assessments.

Teaching Fellows provide a key point of contact for academic queries from students, assisting with tutoring and pastoral care.

Research is not required although Teaching Fellows may provide input into a research project.

TEACHING OBJECTIVES

1. Present lectures, tutorials, seminars, laboratories, and workshops.
2. Support and undertake teaching to a standard that meets the quality standards expected in the Department/School/Division and discipline.
3. May convene papers, modules or courses (normally Band 2 only).
4. Ensure materials for delivery of classes are prepared and assigned as per the paper and course requirements.
5. Assist with the preparation and development of course material, course plans, assessment criteria and feedback approaches to support the paper and course activities.
6. Invigilate and mark assessment exercises and provide feedback to students on their progress towards learning outcomes.
7. Coordinate the marking process and ensure the provision of constructive and timely feedback.
8. Provide appropriate pastoral support to students.
9. May provide course advice to students as a recognised and trained adviser.
10. Contribute disciplinary pedagogic expertise and experience to discussion on areas of the curriculum, working collaboratively to support and encourage colleagues to think creatively and innovatively.
11. Share teaching expertise with colleagues within the Department.
12. Facilitate and support the use of appropriate tools and technology in the delivery of teaching, including for on-line learning.

TEACHING PRACTICE

1. Maintain own teaching practice, evidenced by the ability to demonstrate knowledge of developments including technical or discipline changes.
2. Maintain, as appropriate, involvement or memberships of discipline-related organisations or groups.
3. Maintain an awareness of teaching developments in the discipline.
4. Maintain an awareness of research developments in the discipline.
5. Maintain best practice and strive for excellence in teaching.

RESEARCH AND SCHOLARSHIP ACTIVITIES

The opportunity to undertake research is subject to Department, School or Divisional requirements.

1. May work towards a tertiary teaching, postgraduate or professional qualification.
2. May assist academic staff in the development of research programmes by contributing a discipline-based perspective.
3. May provide discipline expertise to postgraduate students or their supervisors.

SERVICE

1. Share knowledge with and contribute to the University and broader community.
2. Contribute to the academic goals of the Department, School and Division by applying and sharing knowledge in their discipline.
3. May be required to undertake management/leadership roles within the University and/or community at a level consistent with their band.

RELATIONSHIPS

Directly responsible to:	Head of Department, or Senior PPF, Senior TF or other Academic staff member under the overall direction of the HoD.
Supervision of:	May supervise at low levels
Functional relationships with:	Students. Academic staff General Staff Others in the profession Professional organisations

QUALIFICATIONS AND EXPERIENCE

Essential

1. Appointments to Band 1 may be a relatively recent graduate with some teaching or tutoring experience.
2. Appointments to Band 2 will be experienced teachers with several years' experience in their discipline, and normally hold or be working towards a relevant postgraduate qualification and/or teaching qualification.

Preferred

1. Hold, or be studying towards, a higher degree or tertiary teaching qualification.

MĀORI STRATEGIC FRAMEWORK

Act in a manner consistent with the principles and implications, as well as the University's commitment to the Treaty as articulated in the Māori Strategic Framework.

PACIFIC STRATEGIC FRAMEWORK

Act in a manner consistent with the strategies and goals contained in the University's Pacific Strategic Framework, role-modelling and promoting Pacific values, equity and diversity principles and cultural safety practices.

SUSTAINABILITY

Act in a manner consistent with the University's sustainability commitments; role-modelling sustainable practices, with a particular emphasis on minimising the environmental impact of day-to-day activities.

APPENDIX – TEACHING FELLOW – ECOLOGY

Ecology within the Division of Sciences

The Ecology Degree Programme at Otago studies animals and plants in relation to their environment and with each other. The Ecology Programme is a vibrant, growing cross-departmental programme within the Division of Sciences - see <https://www.otago.ac.nz/ecology> for more information. Staff from several departments (in particular Botany, Zoology and Marine Science, see below) teach in the Ecology Degree Programme. Administration of the Programme is currently shared between staff at the Zoology and Botany Departments.

The Sciences Division is one of the four research and teaching Divisions in the University of Otago, the others being Health Sciences, Commerce, and Humanities. The Sciences Division represents a broad range of disciplines within 14 Departments or Schools, which also support a range of interdepartmental and interdisciplinary teaching programmes. For more information about the Division of Sciences see <http://www.sciences.otago.ac.nz/>

Further Information about Ecology

The main departments that contribute to the teaching and research in the Ecology Degree Programme are the Departments of Botany, Zoology and Marine Science. All three departments have a long history. For further information about Botany, Zoology and Marine Science please see their respective webpages: <https://www.otago.ac.nz/botany>, <http://www.otago.ac.nz/marinescience>, <http://www.otago.ac.nz/zoology>.

The Ecology Degree Programme is unique in that all undergraduate students are immersed in research from day one. All contributing departments are research-active and highly ranked among all University of Otago departments in the Performance-Based Research Fund (PBRF) national quality assessment results released in 2018. The Ecology Programme is a successful programme that has grown almost continuously throughout the past 20 years.

The contributing departments have a range of up-to-date equipment, greenhouses, laboratory and field work facilities (including access to boats, research vessels and 4WD vehicles).

The Ecology Programme is committed to excellence in research-informed teaching, and offer BSc, BSc Honours, Postgraduate Diploma, Masters and PhD programmes across a wide range of ecological disciplines.

Locally, the contributing departments to the Ecology Programme enjoy close collaborative links with other departments in the Divisions of Sciences, Health Sciences, and Humanities of the University, as well as the Otago Museum, various Crown Research Institutes (AgResearch, Plant and Food, Landcare Research, National Institute of Water and Atmospheric Research), the NZ Department of Conservation, the Cawthron Institute, and the Dunedin Botanic Gardens.

Further Information about the Ecology Teaching Fellow Role

Within each Ecology undergraduate paper, the duties of Teaching Fellows (as detailed below) are carried out under the guidance of the academic colleague who is responsible for course design and delivery, and with the oversight of the Director of the Ecology Degree Programme.

PRIME FUNCTIONS

- Support teaching in several of the six core undergraduate Ecology papers (ECOL111, ECOL211, ECOL212, ECOL313, ECOL314, ECOL321). This includes preparation, demonstrator recruitment, organisation and training, running tutorials and laboratories, assessment and administration duties.
- Organise logistics for field camps, field trips and field-based practical exercises.
- Carry out administration responsibilities in Ecology, including outreach and publicity.
- Contribute to the Ecology Degree Programme's academic goals, by providing cohesion across the

core papers.

- Liaise between core Departments in the Ecology Degree Programme, mana/tangata whenua, community groups and outside organisations (e.g. DOC).
- Provide pastoral care to undergraduate Ecology students.
- Provide some directed organizational and administrative support to postgraduate teaching when required (e.g. annual Ecology Symposium).

KEY TASKS

Facilitate Learning

- Facilitate learning by conducting demonstrations, tutorials or workshops, and running practical classes.
- Prepare own learning material for students including the production of handouts, photocopying and preparation of lesson materials.
- Run and organise laboratory and field classes.
- Support the learning development of demonstrators.
- Maintain a commitment to the Ecology Degree Programme's philosophy of teaching at all levels through the process of doing research.
- Maintain an awareness of research developments in the field.

Assessment

- Assist with assessments by contributing questions or practical exercises.
- Provide within-course assessment and feedback to students on progress.
- Participating in Class Rep meetings and taking student feedback on board.
- Administer student evaluations for core papers.
- Record results accurately in accordance with University processes.
- Provide input to examination meetings.

Administration

- Ensure administrative processes are completed in a timely and efficient fashion.
- Carry out all marking and assessment reporting in accordance with University guidelines. Fulfil compliance and reporting requirements.
- Prepare class material under guidance from academic course contributors.
- May assist with managing the Ecology Degree Programme website in consultation with the Ecology Directors and the Ecology Board of Studies.
- Service to the University and the community and collegiality within the Department/School
- Demonstrate and foster collegiality among staff in Departments involved in teaching the Ecology papers.
- May assume specific service roles at some point (e.g. Kaiāwhina / Māori Student Support, Pacific Island Student Liaison, Disability Support).
- May contribute to external academic and professional activities.
- May contribute to continuing education in the professional field.

Health and Safety

- Ensure appropriate health and safety practices are observed in all workplace activities.
- Ensure that exemplary health and safety practice is taught to students in relation to the discipline.
- Report all accidents, incidents and near misses in accordance with policy.
- Take responsibility for ensuring that you have carried out relevant health and safety training.
- Identify and report all hazards.
- Regularly liaise with the Department Health and Safety Officer.

RELATIONSHIPS

Directly responsible to:	Director of the Ecology Degree Programme.
Supervision of:	Demonstrators in core papers.
Functional relationships with:	Ecology Teaching Fellows. Director of the Ecology Degree Programme. Deputy Director of the Ecology Degree Programme. Administrative staff in contributing Departments. Support staff in contributing Departments. Course co-ordinators and academic staff teaching into core papers. Ecology students and demonstrators. Others in the profession. Professional organisations, Tangata whenua and stakeholders.

PERSON SPECIFICATION

- A post-graduate qualification in Ecology or a related discipline.
- A proven record of your aptitude for effective teaching at tertiary level.
- Demonstrated broad knowledge of ecological systems.
- Demonstrated skills in ecological study design and statistical analysis.
- Demonstrated skills using Microsoft Office; experience using R would be an advantage.
- Proven organisational and time management skills.
- Effective written and verbal communication skills.
- Ability to work effectively both as a member of a teaching team and independently.
- Ability to maintain a professional approach with both staff and students and foster a positive learning environment.
- Evidence of an ability to work well with students and staff from differing academic, professional and cultural backgrounds.
- A commitment to ensuring and promoting equal opportunity.
- A commitment to the principles of the Treaty of Waitangi and to supporting the inclusion of te ao Māori in teaching.
- Full driver's licence and willingness to transport students during field trips.