



**POSITION : LECTURER**

**EMPLOYER : FULTON ADVENTIST UNIVERSITY COLLEGE  
of the Trans Pacific Union of the Seventh-day  
Adventist Church**

### **Fulton Adventist University College Mission Statement**

To empower graduates through quality Adventist Higher Education for dedicated service to the South Pacific Community.

### **Position Overview**

The role of the Lecturer is to:

Develop and deliver quality educational material to students and assess work submitted by students in adherence to the academic policies of the *Fulton Adventist University College Academic Bulletin*.

### **Qualifications Expected**

- A practising baptised member of the Seventh-day Adventist Church with a strong commitment to its mission and lifestyle. This would incorporate an active relationship with Jesus Christ characterised by a deep desire for worship and service to God.
- Relevant tertiary qualifications and experience

### **Core Competencies**

- Well-developed interpersonal and relationship skills.
- An effective communicator with excellent presentation and verbal reasoning ability.
- An ability to teach and assess classes effectively.
- Willingness to engage in lifelong learning.
- Proven willingness to work as a member of a team or independently, as required.
- Relevant ICT skills.
- Understanding and application of the SDA Philosophy of Education.

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## **JOB DESCRIPTION**

### **Preparing and delivering lectures**

- Ensure that lectures are organized well and presented clearly with variation and student involvement.
- Stimulate students to become active learners and critical thinkers.
- Create and maintain an environment conducive to learning.
- Accept and carry out the teaching responsibilities assigned to you and in consultation with the Head of Department.

### **Setting up and managing your module's Learning Management System**

- Set up your module on Moodle, Teams or an online learning platform.
- Module design (how to develop new content and/or update previous Moodle content)
- Ensuring all enrolled students access Moodle.

### **Providing Textbook/Module Resources**

- Assist the Librarian in developing a representative library collection by submitting orders in the area of the lecturer's expertise. Such orders should be submitted within the budget allocation by following due process.
- Ensure that all other resources required for modules have been organized/ordered.

### **Preparing Assessments**

- Prepare the module descriptors in accordance with quality assurance procedures and make them available to the department and students at designated times.
- Ensure assessments align with the module learning outcomes and are made clear to students.
- Ensure the details of assessments are included in the module descriptor, including assignment name and instructions, word count (if applicable), percentage contribution, required structure (i.e. essay, report etc.), due date, submission instructions etc.
- Ensure that the assessment criteria are made available to students.
- Ensure that relevant assessment moderation procedures are followed at the appointed time.
- Submit student overall assessment grades to the course director at the appointed time.
- Maintain assessment records for major assessments and final exams for internal and external moderation.

### **Preparing Exams**

- Prepare examination papers in accordance with the expected level and learning outcomes.
- Meet the examination submission deadline for each semester in your department.
- Active participation in the course board exam review process.
- Ensure integrity of all marking and follow the marking moderation process.

### **Managing marking and feedback**

- Ensure that assessments, apart from the final exam are marked and moderated.
- Ensure that students receive all course assessments prior to the exam week.
- Ensure that appropriate feedback is provided to the students in a timely manner.
- Adhere to the requirements for submission of final results for your modules in your department.
- Be familiar with the procedure for student performance review in your department.

### **Maintaining Records**

- Supply accurate student attendance records as stipulated in the *Attendance* section of the Academic Bulletin.

- Supply student plagiarism records as stipulated in the *Plagiarism* section of the Academic Bulletin.

### **Managing student issues/Student Consultation**

- In consultation with the Head of Department, be available for adequate time beyond assigned teaching duties for dialogue and consultation with students and for communication with colleagues and administration.
- Ensure that your student consultation times are communicated and submitted to the Head of Department for advertisement to students and colleagues.

### **Adhering to Department Requirements**

- Maintain accurate teaching attendance records, counsel with students or advise the Head of Department/Course Director of unusual or extended absences from all academic appointments.
- Attend all department meetings and contribute positively to departmental planning under the leadership of the Head of Department.
- Meet deadlines for all department requirements. Cooperate with the Head of Department in exercising effective financial responsibility in keeping the expenditure within the allocated budget.

### **Professional Development**

- Maintain your own professional development by joining professional associations, participating in academic conferences and engaging in study, research and publication in consultation with the Head of Department and Deputy Principle.
- Maintain professional relationships and a personal lifestyle in harmony with the principles enunciated in various documents of the Seventh-day Adventist Church and the Code of Ethics published in the *Employee Handbook*.
- As part of the Performance Management process, critically reflect on your performance, including a response to student feedback.

### **Occupational Health and Safety**

- Contribute to the development of a safe and healthy workplace.
- Comply with instructions given for their own safety and health and that of others, in adhering to safe work procedures.
- Report any injury, hazard or illness immediately, where practicable to their supervisor.
- Avoid placing others at risk by any act or omission.

**Note:** for a full overview of Fulton Adventist University College' approach to OHS all staff should refer to the *Employee Handbook*.

### **Spiritual Contribution**

- Actively participate in the spiritual, cultural and recreational life of the campus.

- Serve as a spiritual leader, seeking to create on campus an atmosphere congenial to Christian growth and encouraging students by example and word to make personal commitments to Christ.

#### **Committee and Board Membership**

- Attend all scheduled faculty and staff meetings, and worships and serve on other college committees as elected by the College Administration.
- Member of the Course board, Faculty and Staff Meetings
- Member of other institutional committees as appointed by the Administration.

#### **Key Performance Indicators**

- Consistently reflects the mission and values of the College.
- Competently meets the specifications of the Job Description.
- Has a thorough mastery of the specific knowledge and competencies required for this position.
- Consistently demonstrates sound judgment in decision making.
- Seeks guidance from appropriate sources when involved in important decision making.
- Actively nurtures and supports all persons who report directly to him/her.
- Facilitates the effective management and development of the service under his/her care.
- Has a clearly defined vision that reflects the College's mission.
- Responds positively to feedback.
- Meeting all submission and reporting deadlines.

#### **Terms and Conditions:**

The terms and conditions shall be read in conjunction with the *Fulton Adventist University College Employee Handbook*, this job description and the *SPD Working Policy* as amended from time to time.

#### **Appointed by:**

Fulton Adventist University College Board.

#### **Term:**

This is an appointed position. Subject to satisfactory performance the person appointed shall hold office from the time they take up their duties until the end of their term of service. At the end of this time, contracts will be reviewed with view to renewal.

#### **Performance appraisal:**

Informal review after 6 months then formal and/or informal appraisal at 12 - 18 month intervals.

#### **Responsible to:**

Head of Department and Fulton Adventist University College Administration.

#### **Remuneration:**

As per the SPD Wages Schedule, as amended from time to time.

### **Personal Commitment**

Being employed by the Seventh-day Adventist Church requires personal commitment to its mission and lifestyle. The holder of this position will reflect in their personal and professional life the church's Christian values, as referred to in the *Fulton Adventist University College Employees' Handbook*, and the *SPD Working Policy*.

### **Confirmation**

Name of the appointed person:

Signature of the appointed person:

Date of signing:

Signature of witness:

Fulton Adventist University College Officer