

# Position description

## Lecturer/Senior Lecturer in Japanese Studies

Position number	
Department/Unit	Japanese Studies Program/School of Languages, Literatures, Cultures and Linguistics
Faculty/Division	Arts
Classification (salary rates)	Level B/C
Employment type	Full-time, continuing
Work location	Clayton campus
Date document created or updated	

### Position purpose

The Japanese Studies Program (URL <http://artsonline.monash.edu.au/japanese/>) seeks to fill a continuing position to be taken up in 2014. Appointees to this position are expected to have a dynamic research and teaching profile. We seek candidates with strong track records in Japanese studies and language teaching experience. Area of specialisation may include one or more of the following: contemporary or 20<sup>th</sup> Century Japanese studies, cultural, literary, or film studies, applied linguistics, language pedagogy, social sciences, or another relevant Japanese fields. In addition to being competent to teach units in English and Japanese in the areas identified above, the successful applicant will be expected to undertake supervision of research students; engage in original and innovative research; be prepared to collaborate in research, team teaching, and curriculum development; and undertake a share of administrative tasks within the program and/or School.

### Organisational context

**Monash University** is an energetic and dynamic university committed to quality education, outstanding research and international engagement. A member of Australia's Group of Eight research intensive universities, it seeks to improve the human condition and is committed to a sustainable future. Monash has six campuses in Victoria, a campus in Malaysia, a campus in South Africa, a centre in Prato, Italy, and numerous international partnerships and cooperative ventures. Monash has approximately 62,500 equivalent full-time students spread across its Australian and off-shore campuses, and approximately 7,400 full time equivalent staff. Approximately 3,500 of these staff members are academic staff. The University's strategic direction is set out in the publication *Monash Directions 2025*, which can be accessed at <http://www.monash.edu.au/about/monash-directions>.

Monash's **Faculty of Arts** is one of the largest of the ten faculties at Monash University and is also one of the largest, most diverse and dynamic arts faculties in Australia. It delivers programs at six campuses: Clayton, Caulfield, Berwick, Gippsland, Malaysia and South Africa. Many of the Faculty's courses are available through distance education over the Internet. Monash Arts has strengths in the humanities, performing arts, languages and social sciences. It encourages research and teaching at the intersection of traditional academic disciplines.

Faculty offerings include the full range of the old and new humanities from the classics to communications and media studies. Qualifications offered include undergraduate diplomas and degrees, faculty certificates, graduate diplomas, postgraduate coursework degrees and research degrees. The Faculty has approximately 5700 students and 500 staff. Its annual revenue exceeds \$100 million.

### **School of Languages, Literatures and Cultures and Linguistics**

The advertised position is located within the School of Languages, Literatures, Cultures and Linguistics, one of the largest Schools in the Faculty of Arts. The School has 17 academic programs and centres. Its members conduct research in the disciplines of literary and cultural studies, linguistics and applied linguistics, history and the social sciences, as well as in several interdisciplinary fields. The School's Programs offer studies at undergraduate, honours and postgraduate levels. A variety of in-country programs and short courses are available to students. The School has a wide network of international connections, engages in international research projects, and is involved in collaborative teaching with partner universities abroad.

The School has 50 academic staff, 12 professional staff, more than 1000 equivalent full-time students, and an annual revenue of more than \$23.0 million.

### **The Japanese Studies Program**

The Japanese Studies Program is one of the largest of the School's Asian language-and-culture programs. It has a distinguished history of research and teaching, since 1966. Its members conduct research in applied linguistics, cultural studies, the social sciences, history, and translation. The Japanese Studies Centre, established in 1981 is the symbolic home of Japanese studies in Monash and broader Victoria. Japanese Studies are also represented at the Monash Asia Institute. Undergraduate teaching and learning in Japanese language and culture are informed by contemporary pedagogical theory and are grounded in content-based teaching and fostering communicative and intercultural competence. . The Program is the editorial seat of the peer-reviewed international interdisciplinary journal, *Japanese Studies*, published by Routledge.

## **Key result areas and responsibility**

### **Lecturer, Level B**

A Level B academic is expected to make contributions to the teaching effort of the School and the University and to carry out activities to maintain and develop her/his scholarly, research and/or professional activities relevant to the profession or discipline.

The position will be based at the Clayton campus in Melbourne, but will involve some teaching at the Caulfield campus, also in Melbourne.

Specific duties required of a Level B academic include:

#### **Teaching**

- The preparation and delivery of lectures, seminars and tutorials
- Initiation and development of teaching materials
- Unit coordination (acting as a unit coordinator and offering guidance to assistant lecturers and supervision of sessional staff in teaching unit/s if required)
- Consultation with students
- Preparation and assessment of student assignments and examinations
- Supervision of honours and postgraduate students
- Involvement in professional activity
- Marking and assessment of student assignments and examinations

#### **Research**

- Undertake original research that will lead to publications in refereed journals or with high level academic or commercial publishers
- Development of research projects that are suitable for external and government funding
- Participate actively in and contribute to the collaborative research culture of the program and school

#### **Administration**

- A range of administrative functions, the majority of which are connected with the units/courses in which the academic teaches but may include responsibilities that relate to research and the School's development.
- Participation in School and university consultative processes and procedures including School and faculty/university meetings and committees is expected.

#### **Other duties**

- To be involved in professional and community activities and the performance of other duties as required by the Head of the School.

#### **Skill base**

A Level B academic shall have qualifications and/or experience recognised by the university as appropriate for the relevant discipline area. In many cases a position at this level will require a doctoral or masters qualification or equivalent accreditation and standing. In determining experience relative 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.

### **Senior Lecturer, Level C**

A Level C academic is expected to make significant contributions to the teaching effort of the Program, the School, and the University. An academic at this level is also expected to play a major role in scholarship, research and/or professional activities relevant to the discipline.

The position will be based at the Clayton campus in Melbourne, but will involve some teaching at the Caulfield campus, also in Melbourne.

Specific duties required of a Level C academic include:

#### **Teaching**

- The preparation and delivery of lectures, seminars and tutorials
- Initiation and development of teaching materials
- Unit coordination (acting as a unit coordinator and offering guidance to assistant lecturers and supervision of sessional staff in teaching unit/s if required)
- Consultation with students
- Preparation and assessment of student assignments and examinations
- Supervision of honours and postgraduate students
- Involvement in professional activity
- Marking and assessment of student assignments and examinations

#### **Research**

- Undertake original research that will lead to publications in refereed journals or with high level academic or commercial publishers
- Development of research projects that are suitable for external and government funding
- Participate actively in and contribute to the collaborative research culture of the program and school

#### **Administration**

- Broad administrative functions, within the program, school, and faculty;

#### **Other duties**

- To be involved in professional and community activities and the performance of other duties as required by the Head of the School.

#### **Skill base**

A Level C academic will normally have advanced qualifications and/or recognised significant experience in the relevant discipline area. A position at this level will normally require a doctoral qualification or equivalent accreditation and standing. In determining experience relative to qualifications, regard shall be had to teaching experience, experience in research, experience outside tertiary education, creative achievement, professional contributions and/or contributions to

technical achievement. In addition, a position at this level will normally require a record of demonstrable scholarly and professional achievement in the relevant discipline area.

## **Key selection criteria – Level B (Lecturer)**

### **Essential**

1. Completion of a higher degree by research in a relevant discipline.
2. The applicant must have native-speaker competence in both spoken and written Japanese and English.
3. Ability to make a significant contribution to teaching and learning outcomes in the Japanese Studies Program's undergraduate curriculum.
4. Evidence of potential to make strong research contributions in the field of Japanese Studies.

### **Desirable**

5. Demonstrated ability to coordinate a large undergraduate unit.
6. Demonstrated history of excellence in teaching through documented teaching evaluations by peers and/or students.
7. Ability to contribute to development of subject materials.
8. Strong commitment to collegiality and the maintenance of the discipline of Japanese Studies as documented by strong letters of reference.
9. Demonstrated ability and experience in the teaching of Japanese as a foreign language at a range of levels in addition to applicant's area of specialization. .

## **Key selection criteria – Level C (Senior Lecturer)**

### **Essential**

1. Completion, or evidence of imminent completion, of a higher degree by research in a relevant discipline.
2. The applicant must have native-speaker competence in both spoken and written Japanese and English
3. Demonstrated ability to make a significant contribution to teaching and learning outcomes in the Japanese Studies Program's undergraduate curriculum.
4. A strong track record of achievement in research, including publications and competitive grant applications.
5. Demonstrated ability to supervise research students.
6. Demonstrated capacity to work constructively and collaboratively with colleagues in furthering the aims of the School

### **Desirable**

7. Demonstrated ability to coordinate a large undergraduate unit.
8. Demonstrated history of excellence in teaching through documented teaching evaluations by peers and/or students
9. Demonstrated ability to contribute to development of subject materials.
10. Demonstrated ability to manage significant administrative roles.
11. Strong commitment to collegiality and the maintenance of the discipline of Japanese Studies as documented by strong letters of reference.
12. Demonstrated ability and experience in the teaching of Japanese as a foreign language at a range of levels in addition to applicant's area of specialization. .

## Other job related information

The position may require regular weekly travel between the Caulfield and Clayton campuses of Monash during the teaching semester. The university provides a free shuttle bus service to facilitate this travel.

## Legal compliance

Ensure you are aware of and adhere to legislation and University policy relevant to the duties undertaken, including:

- Equal Employment Opportunity, supporting equity and fairness
- Occupational Health and Safety, supporting a safe workplace
- Conflict of Interest (including Conflict of Interest in Research)
- Paid Outside Work
- Privacy
- Research Conduct
- Staff/Student Relationships