

Job profile: Associate professor

Purpose

Ensuring the development and establishment of research programmes/lines of research and conducting research (and consultancy activities), and/or being responsible - on the basis of research - for the development and establishment of entirely new degree programmes, including determining the course objectives, as well as for supervising and managing lecturers, and developing and providing teaching on the basis of innovative knowledge development, and encouraging knowledge innovation and professional enhancement among lecturers based on interaction with the professional field, with the strategic priorities of HU and social relevance and the research programme as the starting points, in order to give meaning to knowledge development, innovation and the development of teaching and professional practice.

Job code: 0102

Context

The associate professor reports to/receives hierarchical guidelines from:

- the institute director
- the programme manager

Gives functional guidelines to:

- lecturer, assistant professor, instructor, education team leader

Receives functional guidelines from the professor

Result areas

1. Development of teaching
2. Teaching
3. Research programme
4. Research
5. Organization and coordination of teaching process
6. Contract activities
7. Knowledge development
8. Professional development
9. Coaching colleagues
10. Giving leadership
11. Collaboration with local environment
12. Quality assurance
13. Distribution of knowledge

RESULT AREAS			
Core activity	Context	Result	Examples of activities
1. Development of teaching			
Determining the teaching needs of students and/or institutes/companies, and stating the opportunities for development and innovation	Institute objectives Curriculum Learning objectives to be attained by students	Detailed proposal for the content, structure and the didactic formation of a study component, resulting in greater effectiveness or efficiency in the curriculum	<ul style="list-style-type: none"> • Evaluating the quality and effectiveness of teaching • Making an inventory of any necessary additions and improvements • Making explicit the functional requirements and final competencies • Coordination with other parts of the curriculum • Drawing up a plan of action for the development of teaching and innovation • Coordinating the implementation of the development of teaching and innovation • Stating the frameworks regarding goals, course content, teaching, and structure to others involved in development • Ensuring that the results of research and experiences are used in the development of teaching • Devising course material, or having it devised
2. Teaching			
Preparing and carrying out allocated study components, ensuring the quality of assigned study components	Curriculum The stated learning objectives of students, study load, norms, and course objectives	A powerful learning environment for groups and individual students Achieving the set learning objectives A safe learning environment and constructive working atmosphere for students Independence of students	<ul style="list-style-type: none"> • Preparing and organizing study meetings for students, supervising internship and graduation assignments by students • Exhibiting knowledge of the field and didactic and teaching skills to students and the organization • Supporting and encouraging students acquiring course content and the competencies of the professional field • Application of powerful learning resources • Introducing the knowledge, principles, research methods, and application of the academic disciplines to which the relevant profession is related. • Exhibiting interpersonal and pedagogic skills to students and the organization • Encouraging and supporting students in their professional development or the development of their identity

RESULT AREAS			
Core activity	Context	Result	Examples of activities
3. Research programme			
Analysing the needs of the relevant social field and translating this into contributions to the curriculum aimed partly at developing teaching and teaching innovation	HU strategy Knowledge network priorities Plan of the faculty	Proposals for parts of the curriculum, with detailed goals, content, methodology, and budgeting	<ul style="list-style-type: none"> • Keeping up to date with relevant national and international developments in the knowledge network • Identifying new opportunities in research • Coordinating needs and possible collaboration with stakeholders in the network • Knowledge input into research by other parties • Contributing to the implementation of the set research programme • Formulating research proposals as contributions to the research plan to be agreed • Maintaining and adjusting research methods and research instruments • Disseminating the research results in the organization • Translating research experiences and outcomes into opportunities for developing teaching • Involving the professional field and regional organizations with the programme
4. Research			
Carrying out and publishing on research	Policy plan of the faculty	New insights, leading to further research and innovation and translating innovative products and services as contributions to the development of teaching	<ul style="list-style-type: none"> • Carrying out practical research • Indicating possibilities for further research • Collecting, analysing, testing, and interpreting research data • Evaluating its implementation • Delivering knowledge products for the professional field or for companies • Delivering knowledge products as a contribution to government policy and social discussions
5. Coordination of teaching process			
Coordinating the development and implementation of study components and/or work being carried out by departmental employees	Curriculum Powers and guidelines obtained	Effective, efficient, and high-quality development and implementation of teaching	<ul style="list-style-type: none"> • Encouraging coordination of the development and implementation of study components • Promoting cohesion, in terms of both method and substance, between study components • Informing employees about the objectives and results to be attained • Giving work assignments and instructions to those devising and carrying them out, and monitoring their progress and quality • Taking part in advisory and degree programme committees and working groups

RESULT AREAS			
Core activity	Context	Result	Examples of activities
6. Contract activities			
Recruiting clients based on analyses of social needs, and carrying out contract activities (or having them carried out)	Institutional strategy Policy of the knowledge network	Contracts with partners and financiers for substantive and financial participation in teaching and research	<ul style="list-style-type: none"> • Initiating the development of contract activities • Exploring the external market for funding and the requirements of external potential partners or financiers of contract activities • Being accountable to the client regarding implementation and results • Developing and maintaining contacts with influential financiers • Acquiring grants, indirect and contract funding • Checking and amending the methods by which contract activities are fulfilled • Encouraging and organizing spin-off and start-up activities • Organizing teaching or lectures for policy institutes or social organizations
7. Knowledge development			
Encouraging the development and production, dissemination, and circulation of knowledge	Knowledge network strategy Priorities in teaching and research Needs of students and organizations	Knowledge exchanged in the programme or faculty that is transparent, understandable, practical, and relevant, so that it contributes to the development of a knowledge network, the field, and the positioning of the organization	<ul style="list-style-type: none"> • Giving lectures and interviews for various media • Analysing and using the opportunities for partnerships with existing and potential parties for the purpose of transferring knowledge • Co-development of formal collaborative partnerships • Harmonizing knowledge objectives in the organization, and helping prepare lectures and articles • Organizing events/meetings at which knowledge is exchanged • Writing articles in national and international journals and/or media for broad-based target groups • Drawing up publications and delivering lectures at conferences • Representing the organization in networks • Maintaining existing relationships with institutes and clients with whom there is a potential for distributing knowledge • Being on the editorial boards of relevant academic journals • International guest lectureships and lectures

RESULT AREAS			
Core activity	Context	Result	Examples of activities
8. Professional development			
Keeping up to date with relevant developments and exchanging knowledge with fellow professionals, encouraging the professional development of colleagues, and developing and maintaining own network	Development and professional enhancement policy of the organization Own discipline/field	Professional development and training resulting in relevant competencies	<ul style="list-style-type: none"> • Keeping up to date with relevant developments and exchanging knowledge with fellow professionals • Receiving and giving feedback from and to colleagues • Inspiring, encouraging and guiding the professional development of colleagues • Reading relevant literature and exchanging knowledge with fellow professionals and experts, among other things by taking part in or speaking at seminars and conferences • Making proposals to line manager regarding own development in a personal development plan • Keeping up to date with developments in the research field • Orientation towards external developments
9. Coaching colleagues			
Coaching and supervising colleagues in relation to subject matter	Own discipline/field Development and professional enhancement policy	Promoting the substantive and professional knowledge and skills development of colleagues	<ul style="list-style-type: none"> • Giving feedback to colleagues • Informing colleagues about new or other processes or working methods • Being available to the answer questions from other colleagues • Transferring substantive and process-related knowledge to colleagues • Facilitating peer review and supervision meetings

RESULT AREAS			
Core activity	Context	Result	Examples of activities
10. Giving leadership with Result-Oriented Working			
Managing and guiding employees and work duties in own team	Agreed division of responsibilities	Effective, efficient, and high-quality implementation of work duties	<ul style="list-style-type: none"> • Recruiting, selecting, and supervising employees • Leading contract, performance, personal development plan, career, and assessment interviews • Planning and assigning work duties and powers • Monitoring and promoting the progress of work duties in the department and setting priorities • Carrying out the planning & control cycle, including relevant reports and quality improvements.
11. Distribution of knowledge			
Conveying of knowledge from own field in the media and consultancy assignments	Plan of the programme /department Teaching priorities Customer needs	Transfer of knowledge that is transparent, understandable, practical, and relevant, so that it contributes to the development of the field and the positioning of the organization	<ul style="list-style-type: none"> • Coordinating the knowledge objectives • Supervising lecturers in conveying knowledge and insights • Organizing the exchange of knowledge • Writing articles for broad-based groups • Giving lectures and interviews • Analysing the opportunities for partnerships (and how they can be given meaning) with existing and potential parties for the purpose of transferring knowledge • Maintaining existing relationships aimed at distributing knowledge
11. Collaboration with local environment			
Maintaining and expanding national and international contacts with the professional field at every level	Internal guidelines Teaching Policy Annual Plan	Acquiring assignments for teaching and/or research or consultancy	<ul style="list-style-type: none"> • Positioning and profiling the institute • Maintaining and expanding contacts • Acting as a contact person for external parties • Taking part in various internal and external consultation procedures • Initiating, encouraging and contributing to sound partnerships between the organization and relevant persons and organizations
12. Quality assurance			
Application and maintenance of quality assurance system and the set quality requirements	Existing and agreed systems	Implemented tests so that opportunities for improvement in teaching are established and implemented	<ul style="list-style-type: none"> • Identifying and making an inventory of problem areas • Using improvement opportunities • Advising on development and implementation systems • Contributing to the development of and improvements to quality systems

Associate professor categorization criteria

Function level Categorization criteria	Associate professor 1	Associate professor 2
Research	<p>Conducting research and supervising and managing the development and implementation of the research programme relate to <u>several</u> lines of research in the knowledge centre, as well as to the supervising and managing of lecturers</p> <p>The holder of the position is a regionally recognized authority in his or her own research field</p>	<p>Conducting research and supervising and managing the development and implementation of the research programme relate to <u>a few</u> lines of research in the knowledge centre, as well as to the supervising and managing of lecturers</p>
Development of teaching	<p>Initiating and bearing responsibility for the development and establishment of the structure, content, and teaching of broad and complex parts of programmes, with integration of innovative knowledge development, as well as the supervision and management of lecturers</p>	<p>Initiating and bearing responsibility for the development and establishment of completely new programmes or domains, including determining the course objectives, for both initial and contract education based on the integration of knowledge development, as well as the supervision and management of lecturers</p>
Knowledge development	<p>Contributions are made to components of teaching and research that are of strategic importance to the positioning and continuity/growth of the entire university of applied sciences</p> <p>Represents the institute and publishes on a systematic basis</p>	<p>Contributions are made to components of teaching and research that are of importance to the positioning and continuity/growth of the faculty and knowledge network</p> <p>Represents the degree programme (or programmes)/knowledge centre and regularly publishes on own field</p>

Associate professor - categorization rules

- Associate professor 2 applies if the associate professor job profile applies
- Associate professor 1 applies if all the criteria listed under associate professor 1 are met