

Job profile: Lecturer

Purpose

To prepare and implement study components and to participate in teaching evaluations and development and/or to carry out research under supervision, as well as to supervise internship and other assignments within agreed objectives and working methods, and to coordinate the operational implementation of the teaching process in multiple study components in the study programme, in order to enable students to develop the competencies that go with the programme

Job code: 0104

Context

The lecturer reports to/receives hierarchical guidelines from:

- the institute director
- the programme manager
- the education team leader

Receives functional guidelines from the assistant professor, associate professor, professor

Result areas

1. Development of teaching
2. Teaching
3. Study career supervision and referrals
4. Testing and assessment
5. Organization of the teaching process
6. Projects
7. Contract activities
8. Research and development of knowledge
9. Distribution of knowledge
10. Professional development
11. Collaboration with local environment
12. Quality assurance

RESULT AREAS

Core activity	Context	Result	Examples of activities
1. Development of teaching			
Contributing to the evaluation of the structure and teaching of study components, participating in targeted research aimed at improving teaching, and contributing to the substantive and didactic development of study components	Curriculum Learning outcomes and competencies to be achieved by students Requirements regarding content, teaching, and objectives of the study component	Improved study component in terms of content, structure, teaching, design, and implementation	<ul style="list-style-type: none"> • Development of learning and learning environment resources /material • Analysing problem areas in teaching • Contributing to evaluation of teaching • Implementing the plan of action for the development of teaching • Using research experiences and results in the development of teaching • Implementing improvements in the study component
2. Teaching			
Preparing and carrying out the allocated 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 established learning outcomes and competencies. A safe learning environment and constructive working atmosphere for students Independence of students	<ul style="list-style-type: none"> • Preparing and carrying out teaching meetings • Supervising students' internship assignments • Exhibiting knowledge of the field and didactic and teaching skills to students and the organization • Application of learning resources • Supporting and encouraging students acquiring course content and the competencies of the professional field • Introducing the knowledge, principles, research methods, and application of the academic disciplines to which the relevant profession is related • Encouraging and supporting students in their professional development and development of their identity • Exhibiting interpersonal, pedagogic, and intercultural skills to students and the organization
3. Study career supervision and referrals			
Supervising the learning process of individuals or groups and coaching and assessing the progress of students as they carry out study assignments, (including internships)	Curriculum The stated learning objectives of students, study load, norms, and course objectives	Enabling students to complete study assignments in the set period so that the desired learning objectives and competencies are attained	<ul style="list-style-type: none"> • Identifying any stagnation in the development of students • Making and setting down work agreements with students • Informing students about possible study assignments • Advising on possible learning routes • Drawing up study contracts with students • Giving advice and feedback to students • Providing input for the assessment of study assignments • Facilitating group interaction, peer review, and supervision

RESULT AREAS			
Core activity	Context	Result	Examples of activities
4. Testing and assessment			
Testing learning results/competencies and assessing students' development	Established norms for the curriculum Approved testing and assessment instruments Teaching and Examination Regulations	Objective assessment of the degree to which students have reached the desired level by issuing study credits and by promptly reporting on results	<ul style="list-style-type: none"> • Testing desired learning results by using testing instruments • Assessing the results • Devising testing instruments (examinations, assessments) • Reporting results and giving feedback
5. Organization of the teaching process			
Helping carry out the organization, administration, logistics, and communication of teaching processes	Curriculum Powers and guidelines obtained	Flawless organization of teaching processes Orderly and task-oriented environment Consistent application of procedures and agreements	<ul style="list-style-type: none"> • Contributing to the functioning of the teaching organization and the administrative, organizational, and logistic processes, and to communications with students, colleagues, and the support organization • Coordinating allocated tasks /study components • Informing students and the organization of your own schedule and availability • Contributing to good mutual collaboration and communication
6. Projects			
Contributing to the structure and implementation of projects	Assignment specifications Own discipline/field	Efficient and effective contributions to project results achieved	<ul style="list-style-type: none"> • Preparing parts of the plan of action • Coordination with project manager on organization of and participation in project meetings • Carrying out parts of assignments • Reporting on the results achieved
7. Contract activities			
Carrying out consultancy assignments for third parties and contributing to the process of drawing up contracts and the effective deployment of students	Policy of the programme/department Drawn up contracts with bodies giving the assignments regarding price, time, and results	Results delivered in accordance with the project agreements	<ul style="list-style-type: none"> • Helping acquire assignments from third parties • Implementing, managing, and monitoring the assignment • Contributing to relationships (or potential relationships) aimed at the transfer or acquisition of knowledge • Transferring knowledge via workshops and presentations • Being accountable to the organization giving the assignment and/or to the internal project manager with regard to implementation and results

RESULT AREAS			
Core activity	Context	Result	Examples of activities
8. Research and knowledge development			
Conducting research under supervision	Policy of the knowledge network Prevailing criteria for applied research in own research field Approved research proposal	Agreed contribution to the development of knowledge and insights in the field of the knowledge network	<ul style="list-style-type: none"> • Contributing to the research programme of the knowledge network • Carrying out research activities, such as collecting, analysing, testing, and interpreting research data
9. Distribution of knowledge			
Contributing to the conveying of knowledge from own field - internally and externally in the media and consultancy assignments	Plan of the programme / department Teaching priorities Customer needs	Transparent transfer of relevant and applicable knowledge, in a way that contributes to the development of the field and the positioning of the organization	<ul style="list-style-type: none"> • Preparing lectures and articles in collaboration with others • Organizing opportunities for exchanging knowledge • Contributing to the writing of articles for broad-based groups • Maintaining existing relationships aimed at distributing knowledge • Contributing to lectures and interviews
10. Professional development			
Developing own skills as a teacher vis-à-vis students, the organization, and elsewhere in the local environment, as well as developing and maintaining own network	Development and professional enhancement policy of the organization Own discipline/field	Keeping up to date with and improving professional practice by the lecturer Students are top priority and external orientation	<ul style="list-style-type: none"> • Developing and making explicit own views on teaching and own skills as a teacher vis-à-vis students, the organization, and elsewhere in the local environment, in accordance with the Professions in Education Act • Systematically working on the development of own skills and making proposals to line manager regarding own development in a personal development plan • Coordinating own development with the policies of the degree programme and agreements in the relevant section of the organization
11. Collaboration with local environment			
Maintaining and expanding contacts with the professional field	Internal guidelines Teaching Policy Annual Plan	Effective communications and coordination with relevant parties, effective use of professional network for the benefit of teaching	<ul style="list-style-type: none"> • Conveying professional competence vis-à-vis students, parents, companies, institutes, customers, and the organization • Maintaining and expanding contacts • Acting as a contact person for external parties • Taking part in various internal and external consultation procedures

RESULT AREAS			
Core activity	Context	Result	Examples of activities
12. Quality assurance			
Contributing to the application and maintenance of quality assurance system and the set quality requirements Ensuring the quality of assigned components	Existing and agreed systems Quality assurance system	Implemented quality tests so that opportunities for improvement in the teaching are established and implemented	<ul style="list-style-type: none"> • Identifying and making an inventory of problem areas • Advising on the development and implementation of quality assurance systems • Implementing improvements in teaching • Contributing to the development of and improvements in systems