

Senior Lecturer.1011917 | Khalifa University Dhabi

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Key Roles & Responsibilities

Strategic Responsibilities

NA

Operational Responsibilities

Teaching:

- Teach at undergraduate level in subject areas and on time schedules allocated by the Department Chair
- Prepare teaching material including course outline, syllabus and lesson plans. Revise the subject matter on a regular basis as appropriate for that subject
- Contribute to the development, planning and implementation of a high quality curriculum
- Provide students with detailed syllabus, methods of instruction and evaluation in their courses
- Engage in the selection of textbooks and other teaching aids necessary to the instruction of courses
- Monitor students' performance in their subject areas and provide remedial classes when necessary

- Set and mark exams, coursework, assignments, laboratory work, homework, and any other relevant activity
- Use up-to-date instructional technology and ensure the delivery is clear and consistent
- Supervise teaching internships
- Develop and improve their scholarly competence and effectiveness as teachers within the area of expertise
- Serve in a collegial fashion and in accordance to the University's policies when dealing with other faculty members, students, administrators and members of the public
- Carry out any other duties commensurate with the position

Academic Service:

- Contribute to departmental, or University-wide working groups or committees as requested
- Contribute to student recruitment, retention and placement efforts
- Foster service by contributing to the community at large in participatory, developmental or advisory capacity
- Support and participate in student organization activities
- Adhere to the University's information security and confidentiality policies and procedures, and report breaches or other security risks accordingly
- Coordinate with other departments to facilitate the accomplishment of tasks and responsibilities, as and when needed
- Perform any other tasks assigned by the Line Manager

Supervisory Responsibilities

NA

Desired Skills and Experience

Qualifications & Experience

Required Qualifications

Master's degree in related discipline from an accredited institution.

Required Experience

Expats:

A minimum of 8 years of experience relevant to the position.

UAE Nationals:

A minimum of 8 years of experience relevant to the position.

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