

UNIVERSITY OF OTAGO
Te Whare Wananga o Otago

JOB DESCRIPTION

JOB TITLE: Teaching Fellows (Science)
DEPARTMENT: Physiology
DIVISION: Health Sciences

Teaching Fellows support teaching by carrying out tutoring, demonstrating and related administration under the supervision of senior academic staff members.

The duties of Teaching Fellows are carried out under the supervision of academic colleagues who are responsible for course design and delivery.

PRIME FUNCTION

To team-teach laboratory classes to:

- (i) the first and second semester Human Body Systems papers (HUBS 191, 192) of the Health Sciences First Year (HSFY) and taken by non-HSFY BSc and BPhEd students;
- (ii) the first semester health-related physiology paper (“PHSL” 251) delivered to Dental, Medical Laboratory Science, Human Nutrition, Pharmacy and Physiotherapy students,
- (iii) the 200-level papers for BSc and BBiomedSc [and BPhEd] students (first semester: PHSL 231 Neurophysiology; second semester: PHSL 232 Cardiovascular and Respiratory Physiology and PHSL 233 Cellular, Gastrointestinal and Renal Physiology); and
- (iv) 300-level physiology laboratories (nervous system) to medical students.

The balance of allocation to (i) to (iv) will depend on requirements and the applicant’s expertise.

MAIN OBJECTIVES

- To spend ~66% of employment time during each semester in student teaching contact hours. [The ~66% is based on the average over a fortnightly cycle and there may be some fortnights which are lighter and some heavier than the average].
- To spend the balance of time in personal preparation for teaching (including attendance at training/briefing sessions), in responding to student queries about the academic content of the various programmes in which you are involved, marking student internal and final assessments and assisting with revisions of teaching materials.
- To deliver high quality well-prepared teaching sessions that facilitate student learning.

KEY TASKS

- Provide high quality technical and theoretical guidance in physiology laboratories.
- A balanced selection of:
 - Deliver three-hour physiology/anatomy laboratory sessions in the first semester HUBS 191 and second semester HUBS 192 papers (~100 students per teaching session) as part of a team of 6 Teaching Fellows and Demonstrators. This will require some evening sessions.
 - Deliver three-hour physiology laboratory sessions to “PHSL” 251 (Dental, Medical Laboratory Science, Human Nutrition, Pharmacy and Physiotherapy) students in first semester and take sole responsibility for 12-16 students per teaching session.
 - Deliver three-hour physiology laboratory sessions with oversight from a roving lecturer to PHSL 231, 232 and 233 students (BSc and BBiomedSc programmes) in first and second semester (~30 students per teaching session).
 - Deliver two-hour physiology laboratories to groups of ~30 medical students in a nine-week rotation for the Med 3 nervous system module.
- Attend all training and briefing sessions and any de-briefing sessions for each type of teaching.
- Allocate time for personal preparation for teaching.
- Allocate office hours for responding to student queries (e.g. “catch-up” tutorials) about the academic content of the various programmes in which you are involved.
- Assist with maintaining student attendance records and report attendance or student performance problems, as directed.
- Assist with invigilating the occasional evening test.
- Assist with the marking of assessments using model answer schedules.
- Assist with revisions of teaching materials.

Service to the University and the community and collegiality within the Department

- Undertake co-ordination duties within the Department.
- Demonstrate and foster collegiality within the Department/School.
- Participate in quality assurance activities.
- May contribute to external academic and professional activities.
- May contribute to continuing education in the professional field.

Health and Safety

- Ensure the health and safety practices are observed in all workplace activities.
- Ensure that exemplary health and safety practice is taught to students in relation to the discipline.
- Report all accidents, incidents and near misses in accordance with policy.
- Take responsibility for ensuring that you have carried out relevant health and safety training.
- Ensure sound health and safety practices are in place in teaching student related activities and research.
- Identify and report all hazards.
- Assist the Department Health and Safety Officer, when requested.

RELATIONSHIPS

Directly responsible to:	The senior Science Teaching Fellow and Deputy Head of Department (Teaching)
Supervision of:	None
Functional relationships with:	Academic and General staff, Department of Physiology, in particular: Deputy Head of Department (Teaching) Teaching Fellows (Medical and Science) and Lecturers of the specified papers Technical Manager Teaching Technicians Teaching Resource Developer Physiology's Professional Practice Fellow (Medical) Administrative/Computer Support staff

PERSON SPECIFICATION

- A science degree or equivalent qualification, preferably in Physiology and with papers in Anatomy, or alternatively in areas strongly related to physiology.
- An ability to use physiology recording equipment and computers, the latter as a recording instrument and for office use.
- Preferably experience in tertiary teaching in physiology.
- A commitment to keep up-to-date in their tertiary knowledge and acquire new knowledge.
- A commitment to facilitate student learning by promoting active learning.
- Ability to relate well to students, academic, technical and administrative staff.
- Ability to work without direct supervision and set priorities.
- A thorough, organised and systematic approach to work.
- Willingness to work co-operatively and constructively as part of a team.
- Self-motivated.
- A commitment to the principles of the Treaty of Waitangi and to equal opportunity.

QUALIFICATIONS

All applicants should have a science degree or an equivalent qualification which should include papers preferably up to at least 300-level in Physiology and up to at least 200-level in Anatomy.