



## **TEACHING FELLOW IN THE ACADEMIC LEARNING CENTRE (ALC) (6 month fixed term post)**

### **GENERAL JOB DESCRIPTION Duties and Terms & Conditions of Employment**

#### **1. PREAMBLE**

Mary Immaculate College (MIC) is an autonomous, university-level, Catholic College of Education and the Liberal Arts. Founded in 1898, and linked academically with the University of Limerick, MIC is the oldest higher education institution in Limerick. Significant expansion in recent decades has seen the College's offerings proliferate across two impressive campuses, one based in the heart of Limerick City and one in Thurles, Co. Tipperary. The diverse student community is made up of more than 5,000 learners, participating in nine undergraduate degree programmes and a multiplicity of postgraduate opportunities extending to doctoral level. Academic staff are engaged in a wide range of research interests which underpins all teaching and learning at the College.

MIC seeks to prepare its students for professional excellence and to nurture their capacity to lead flourishing lives.

#### **2. CANDIDATE PROFILE AND SCOPE OF THE POSITIONS**

Mary Immaculate College wishes to fill the position of Teaching Fellow in the Academic Learning Centre (ALC) on a six-month fixed term contract basis commencing Spring 2018.

The Academic Learning Centre (ALC) at Mary Immaculate College provides undergraduate and post-graduate courses in academic writing and research to students enrolled in the College. The Academic Learning Centre (ALC) was established in 1997 under the departmental title of the Learner Support Unit (LSU). Its primary aim is to provide academic support to all undergraduate students undertaking a degree course in Mary Immaculate College (MIC). Indeed, its main focus is on helping undergraduate students adapt to the academic demands of a third level Institution.

The ALC is also concerned with encouraging mature learners, whose educational experiences and opportunities in their earlier years may have been limited, to consider returning to education by (a) promoting the various access routes available to them and (b) providing both the Pre-University Programme (PUP) and the Foundation Certificate to mature learners considering embarking on third level education. These programmes are delivered on a part-time basis to facilitate those who wish to sample university-level education but who are in employment, and/or have families and other care responsibilities.

The staff member appointed will participate fully in the Academic Learning Centre (ALC) Department's courses, will play an active role in general departmental administration, and will contribute to relevant College committees and boards. She/he will also be expected to be committed to research.

**Essential Qualifications & Skills** (i.e. those, without which, a candidate would not be able to do the job. Applications that have not clearly demonstrated that candidates possess the essential requirements will not be shortlisted):

- a) A relevant postgraduate degree, preferably at doctoral level;
- b) A specialism or expertise in the provision of the delivery of generic skills associated with academic support and success at tertiary level;
- c) Evidence of undergraduate-level teaching experience;
- d) The ability to work effectively within an established team environment;
- e) Excellent interpersonal, organisational and communication skills.

It is desirable that candidates will also have:

- a) Familiarity with virtual learning environments (e.g. MOODLE, Blackboard);
- b) Experience of Undergraduate Project process;
- c) Evidence of Research activity and publication;
- d) A commitment to research and publication in their specialist area(s).

**Candidates must clearly indicate in their applications how they meet each of these pre-requisites.**

*Cuirfear fáilte roimh iarratais ó dhaoine go bhfuil dearcadh dearfach acu i leith na Gaeilge. Applications are welcome from people who have a positive outlook to Irish.*

**Please note that current government policy may have implications for the re-employment of applicants who are currently in receipt of a public sector pension.**

### **3. JOB DESCRIPTION**

#### **Reporting Relationship**

The appointee is required to carry out the duties attached to the post, under the general direction of the Director of Student Life Head, to whom he/she reports, and to whom he/she is responsible to for the performance of duties in the first instance. The appointee will report through the Director of Student Life to the Dean of Arts and to the College President and/or such other College Officers as the President may designate from time to time.

He/she will liaise with the Heads of Departments and those in leadership/management positions within the Faculty of Arts and with other College personnel and relevant College bodies in carrying out the duties attaching to the post. In the case of there being a crossover in terms of the duties and responsibilities of other post holders within the College, the College President will adjudicate on same.

## **Duties and Responsibilities**

- Teaching and leading modules through lecture, seminar, tutorial and blended learning methods;
- Assessment and Examination of student performance at undergraduate level;
- Developing teaching & learning strategies;
- Academic administration including attendance and participation in meetings of the ALC, Faculty of Arts, and other groupings;
- Participation in the broader work of the ALC;
- Attendance and participation in all meetings of Examination Boards;
- Consultation with students and the broader learning community;
- Participation in appropriate projects and committees;
- Any duties that maybe reasonably assigned by line manager.

## **4. TERMS AND CONDITIONS OF EMPLOYMENT**

### **General**

All persons employed will sign an appropriate contract, which will contain terms and conditions of the employment. A job description is given to all applicants for employment and this will form part of the contract documentation.

### **Exclusivity of Service and Outside Work**

The person appointed will be required to devote his/her full-time attention and abilities to his/her duties during his/her working hours in the College and to act in the best interest of the College at all times. Therefore, for as long as the successful applicant is working in the College, he/she may not, without the prior written consent of the College, be actively engaged or concerned in any way, either directly or indirectly, in any other business or undertaking where this is or is likely to be in conflict with the College's interests or the performance of the duties that the person has been employed for.

Apart from the duties mentioned above, the occasional giving of lectures elsewhere, the writing of books and occasional literary materials, the appointee will not, during his/her tenure of office, undertake paid outside work unless he/she has received the permission of MIC senior management to undertake such work on the terms and conditions as agreed for the particular undertaking in question. In every case, it is the duty of the appointee to seek in writing the prior permission of MIC senior management. It is also the duty, in every case, of the appointee to inform the person or body for whom the work is being undertaken, that the work is being conducted in a private capacity and that the College cannot in any circumstances be responsible for such work.

### **Probationary Period**

The appointment is subject to satisfactory completion of the 3 month probationary period. The probationary period may be extended at the discretion of the College but will not in any case exceed 11 months. Absences during the period of probation will extend the probationary period. Performance and conduct during the probationary period will be monitored through a process of assessment meetings. Termination of employment during the probationary period will be at the discretion of the College. An abridged version of the disciplinary procedure will apply to employees on probation.

*Note: The College probationary period applies to both short term and long term engagements.*

## **Hours of Attendance**

The appointee is expected to be habitually present and available to staff and students alike during normal College hours, Monday to Friday. Appointees may be required to work occasional evenings and weekends.

Academic staff members are required to supply students with an e-mail address at which they can be contacted. They must also provide the College Authorities with a telephone number at which he/she may be contacted during non-semester times. However, under no circumstances will contact telephone numbers be given to students by College Authorities.

## **Place of Work**

Your place of work will be Mary Immaculate College, Limerick. The College reserves the right to require you to work from any other location.

*It is a requirement of the College that the appointee must reside within a commutable distance of the College.*

## **Salary**

The salary for this position is fixed at €31,275 (gross) per annum, pro-rata for the duration of the contract, and is non-negotiable.

Salary will be paid on a monthly basis on the 2<sup>nd</sup> last working day of each month, using the Paypath facility, which means that salary can only be paid directly into a nominated bank account.

Payment of salaries and wages are subject to statutory deductions, i.e. Income Tax (PAYE), Superannuation Contributions, Pay Related Social Insurance (PRSI).

## **P.R.S.A. Provider**

In accordance with the Pensions (Amendment) Act, 2002 the College has nominated a P.R.S.A. provider for employees. Further information is available from the Finance Office.

## **Annual Leave**

In addition to Public Holidays, a minimum of 20 working days, pro-rata, will be allowed per annum. Annual leave should be taken when students are off campus and the taking of leave must have the prior approval of the relevant Line Manager.

Public Holidays are granted in accordance with the provisions of the Organisation of Working Time Act, 1997.

## **Sick Leave**

Employees who have a minimum 3 months continuous employment with the College may be granted sick pay subject to the terms of the Public Service Sick Leave Scheme. Sick pay is contingent on full cooperation and compliance with the College's absence management procedures.

## **Termination of Employment**

At least three calendar months written notice is required to resign this post.

On the termination of employment but before departing from the College, staff members are required to return to the College all books, reports, memoranda, correspondence, papers, records, reports, files including data held on electronic files, computer disks, electronically recorded discs, and any other documentation, and all other property, including office keys, belonging to the College or relating to its business or affairs which are in the possession of a staff member or under his/her control when the employment is terminated.

### **Confidentiality**

In the course of working in Mary Immaculate College, the person appointed may have access to or hear information concerning staff and/or students and/or the functioning and the business of the College. Such information acquired in the course of employment with the College, including any aspect of the College's responsibilities or operations, is considered to be confidential information. On no account must information concerning students, staff or other College business be divulged or discussed except in the performance of normal duties and, unless authorised to do so, this information shall not be communicated to a third party. In addition records must never be left in a manner that unauthorised persons can obtain access to them and must be kept in safe custody when no longer required.

### **Health & Safety**

Mary Immaculate College will ensure as far as reasonably practicable, a safe and healthy work environment. Therefore, it is the duty of each employee to take reasonable care to protect the health and safety of themselves and of other people in the workplace. Each employee must comply with all health and safety policies and procedures in operation in Mary Immaculate College and familiarise him/herself with the Safety Statement.

Employees are obliged to wear the PPE (Personal Protective Equipment) they have been provided with and no person shall intentionally or recklessly interfere with or misuse any appliance, protective clothing or other equipment provided in the workplace for health and safety purposes. Employees are statutorily/legally obliged to ensure that any accidents/incidents which may occur are reported promptly to the Health and Safety Officer on the MIC Accident/Incident Report Form.

The person appointed to this post must fully participate in and attend all relevant work related health and safety training as may be required by the College.

### **College Policies, Rules and Regulations**

The College is a Public Sector employer and is bound by National Agreements, as agreed by the National Social Partners. It is also bound by regulations, circulars and directives issued on behalf of Government by the Department of Finance, the Department of Education & Skills and the Higher Education Authority.

Employees are at all times subject to the provisions of the College policies, rules and regulations. These policies include but are not confined to Disciplinary & Grievance Policies, Dignity at Work Policy, Examination Rules & Regulations, Policy on Responsible Computing. These policies are outlined in the Staff Handbook for College employees. All employees are required to familiarise themselves with the contents of the Handbook, which is available via the Human Resources webpage on the College website.

## 5. APPLICATION AND SELECTION PROCESS

### **Method of Selection for Recommendation**

A shortlisting of applicants will occur which will be based on the applicant's qualifications, suitability and relevant work experience as detailed in the application. It is the responsibility of the applicant to ensure that all relevant information is included in his/her application and that he/she clearly identifies how he/she meets the criteria as specified.

A recommendation for appointment will be made by an Interview Board. The appointment will be based on this recommendation, except where considerations of health or an unsuitable record in previous employment warrant a departure. A panel will be formed from which permanent and contract appointments for the position of Teaching Fellow in Theology & Religious Studies may, subject to specialism requirements, be filled during the life of the panel (12 months).

In the event that a recommendation for permanent appointment is not made by an interview board, the College reserves the right to appoint a suitable candidate, identified through the selection process, to these posts on a fixed term basis.

Candidates must produce satisfactory documentary evidence of all training and experience claimed by them, if required.

### **Medical Examination**

For the purpose of satisfying requirements as to health, successful candidates, before being appointed, may be required to undergo pre-employment health screening.

### **Garda Vetting**

Applicants who are offered an appointment will be required to participate in Garda vetting. Specific instruction on this process will be given at the appropriate time. Applicants who do not comply with the College's requirements in this regard will be excluded from consideration for appointment. A permanent appointment will be conditional until such time as Garda vetting is completed.

### **Making of Applications**

Application forms for this post may be downloaded from the Mary Immaculate College website. **Five** copies of the completed application form must be submitted along with a letter of application. Email applications will **not** be accepted.

Applications must be submitted in typed format. Handwritten applications will **not** be accepted. Incomplete applications, including those submitted with fewer than the required number of copies, will **not** be accepted.

Applications must reach the Human Resources Office, Mary Immaculate College, South Circular Road, Limerick not later than

**2pm on Friday, January, 26th, 2018**

Late applications will not be accepted.

The College will not be responsible for any expenses, including travelling expenses, which candidates may incur in connection with their candidature.

Canvassing will disqualify. Any attempt by a candidate either personally or through any other person, on their behalf, to canvass or otherwise influence the outcome of the selection/interview process in his/her favour will lead to disqualification from the competition. Any representations made on behalf of a candidate, without his/her knowledge will be ignored.

Mary Immaculate College is an equal opportunities employer.

*January 2018*