



TEACHING FELLOW IN PHILOSOPHY (Fixed Term Appointment)

GENERAL JOB SPECIFICATION Duties and Terms & Conditions of Employment

1. PREAMBLE

Mary Immaculate College 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 menu of educational programmes expand 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 twelve undergraduate degree programmes and a wide range of postgraduate programmes up to and including doctoral level. Academic staff members engage in professional academic research activities, and research 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 POSITION

Mary Immaculate College wishes to appoint a Teaching Fellow in Philosophy on a full-time, fixed term basis, for the 2022/23 Academic Year.

The Department of Philosophy provides undergraduate courses in philosophy in the BA in Liberal Arts, the Foundation Certificate for Mature Learners and in short-term international programmes. The Department also has a well-established postgraduate programme with a number of students enrolled for research degrees at both Masters and Doctoral level. All members of the Department are research active, with particular strengths in Greek and Roman philosophy, medieval philosophy, and contemporary European thought.

The successful candidate will be responsible for teaching and assessing undergraduate modules for short-term international programmes and the BA in Arts. The Department has particular teaching needs in the following areas: Metaphysics, Ethics, Political Philosophy, and European Thought and Culture (i.e., 20th century history of European Philosophy broadly construed). It is expected the appointee will contribute to the development of high quality teaching in this area, to excellence in teaching and learning and to the life and activities of the Department. The appointee will also contribute to the design, development and provision of programmes for international students in this area, which may include design team meetings, orientation briefings and field trips.

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):

In order to be considered for this post, applicants must have:

-) A PhD in Philosophy;
- a) At least 2 years' experience in teaching Philosophy at third-level;
- b) Demonstrable teaching competence in at least two of the following areas: Metaphysics, Ethics, Political Philosophy, and history of 20th century European philosophy;
- c) Ability to teach difficult philosophical and metaphysical concepts as part of general education classes, building on transferable skills such as Critical Thinking;
- d) Ability to teach both normative and applied Ethics; a broad understanding of the history of Ethical theory and the application of normative ethics to contemporary applied problems;
- e) A good understanding of the US university system and of US grading rubrics and administrative systems.
- f) Ability to incorporate Service Learning, an integral part of the US university system, into programmes. This grounds Ethics in community engagement/development as a means of redressing imbalances in human rights, inclusion, equity and equality. It also places a strong emphasis on the ethics of charitable giving;
- g) The ability to work effectively within an established team environment;
- h) Excellent interpersonal and communication skills;

*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.*

Candidates must clearly indicate in their applications how they meet each of the above criteria. Candidates will be shortlisted on the basis of both essential and desirable criteria.

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 Head of Department, Philosophy, to whom he/she reports, and to whom he/she is responsible to for the performance of these duties in the first instance. The appointee will report through the Head of Department 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. The appointee will also work closely with the International Office in relation to the teaching of programmes designed for international students. The appointee may also be required to liaise with Department Chairs at partner universities and other colleagues external to the College, in order to support the development of international links and programmes.

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 modules through lectures, seminars, tutorials, workshops and blended learning methods;
- Assessment and examination of student performance at undergraduate level;

- Development of own teaching material, methods and approaches, with guidance;
- Ensuring that the course design and delivery comply with the quality standards and regulations of the College and of the Department or in the case of delivery of external modules, the quality standards and regulations required by the partner university;
- Academic administration including attendance and participation in meetings of the Department and meetings with the International Office team, where required;
- Participation in the work of the Department;
- Attendance and participation in all meetings of Examination Boards;
- Consultation with students and the broader learning community;
- Participation in appropriate projects and committees.

The work is broadly defined and the range of duties is not exhaustive. The performance of the entire range of duties is not necessarily confined to any one individual, as the work requires that the staff function in a flexible manner, and work together as a team. The College retains the right to assign new duties and/or to re-assign staff to other areas of the College, in response to service needs.

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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.

Place of Work

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

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

Exclusivity of Service and Outside Work

The person appointed will be required to devote their full-time attention and abilities to their duties during their 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, they 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 occasional giving of lectures elsewhere, the writing of books and occasional literary materials, the appointee will not, their tenure of office, undertake paid outside work unless they have received the permission of Vice President, Academic Affairs (VPAA) 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 the VPAA. 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 standard 9 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, for any reason or no reason, will be at the discretion of the College. The disciplinary procedure will not apply to a dismissal during probation where the probationary employee has been employed by MIC for less than 12 months.

Hours of Attendance

The normal working week is 39 hours per week or 7.8 hours per day, Monday to Friday. The appointee is expected to be habitually present and available to staff and students alike during normal College hours, Monday to Friday.

The appointee 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 they may be contacted during non-semester times. However, under no circumstances will contact telephone numbers be given to students by College Authorities.

Salary

The appointment will be made on the salary scale at a point in line with current Government Pay Policy. In keeping with all other branches of the Civil and Public Service, individual bargaining for salary increases is not allowed. New entrants to the Civil or Public Sector, as defined in Circular 18/2010, will commence on the first point of the salary scale.

With effect from 1st February 2022, the annual salary scale for Teaching Fellow is:

€32,136; €34,092; €35,012; €36,788; €37,905; €39,162; €40,342; €41,531; €42,446; €44,774 (10 points).

Increments are awarded in line with national pay agreements.

Salary will be paid on a monthly basis on the 25th of each month, or the previous Friday if 25th falls on a weekend, using the Paypath facility. Payment of salaries and wages are subject to statutory deductions, i.e. Income Tax (PAYE), Superannuation Contributions, Pay Related Social Insurance (PRSI) and Universal Social Charge (USC).

Superannuation

New entrants appointed will be required to participate in the Single Public Service Pension Scheme and pay Superannuation contributions at the appropriate rates in accordance with the provisions of the Public Service Pensions (Single Scheme and Other Provisions) Act, 2012. Details of this scheme can be obtained from the College's website.

All other eligible appointees are automatically included in the Colleges' of Education Pension Scheme on taking up appointment. In compliance with the Colleges of Education Pension Scheme, deductions

amounting to 6.5% are made from salary. Details of the regulations concerning the Colleges' of Education Pension Scheme may be obtained from the College's Human Resources Office.

The appointee will also be required to pay Additional Superannuation Contribution (ASC) under the provision of Public Service and Pensions Act 2017.

Appointees who commenced employment in the public service between 1st April 2004 and 31st December 2012 and have not had a break in employment of greater than 6 months will have no mandatory retirement age. All other appointees will have a mandatory retirement age of 70.

Staff who are not eligible for membership of the Colleges' of Education Pension Scheme or the Single Public Service Pension Scheme may avail of a PRSA (Personal Retirement Savings Account). A designated PRSA provider has been nominated by the College and staff who are not eligible for membership of the aforementioned schemes should contact the Finance Office for further information on PRSA.

Annual Leave

In addition to Public Holidays, a minimum of 20 working days will be allowed per annum, pro-rata. 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 month 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 their 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.

College Policies, Rules and Regulations

The College is a Public Sector employer and is bound by National Agreements. It is also bound by regulations, circulars and directives issued on behalf of Government by the Department of Finance, the Department of Education, the Department of Further and Higher Education, Research, Innovation and Science and the Higher Education Authority.

Employees are at all times subject to the provisions of the Code of Conduct for Staff, College policies, rules and regulations. These policies include but are not confined to Disciplinary & Grievance Policies, Dignity at Work, Examination Rules & Regulations, Policy on Responsible Computing and Use of Information Technology Facilities. All policies are outlined on the College's Staff Portal for College employees. All employees are required to familiarise themselves with the contents of Policies and Procedures, on the College's Staff Portal.

5. APPLICATION AND SELECTION PROCESS

Method of Selection for Recommendation

Shortlisting

An expert group will convene to conduct shortlisting of applicants, measured against pre-determined criteria.

The criteria that will be used to shortlist candidates for this appointment are:

- a) A PhD in Philosophy;
- b) At least 2 years' experience in teaching Philosophy at third-level;
- c) Demonstrable teaching competence in at least two of the following areas: Metaphysics, Ethics, Political Philosophy, and history of 20th century European philosophy ;
- d) Ability to teach difficult philosophical and metaphysical concepts as part of general education classes, building on transferable skills such as Critical Thinking;
- e) Ability to teach both normative and applied Ethics; a broad understanding of the history of Ethical theory and the application of normative ethics to contemporary applied problems;
- f) A good understanding of the US university system and of US grading rubrics and administrative systems.
- g) Ability to incorporate Service Learning, an integral part of the US university system, into programmes.
- h) The ability to work effectively within an established team environment;

Normally the number of applications received for a position exceeds that required to fill the position. While a candidate may meet the eligibility requirements of the competition, if the numbers applying for the position are such that it would not be practical to interview everyone, the College may decide that a limited number will be called to interview. This is not to suggest that other candidates are necessarily unsuitable to undertake the job, rather that there are some candidates, based on their application, appear to be better qualified and/or have more relevant experience. It is incumbent, therefore upon the applicant, to ensure that all relevant

information is included in their application and that they clearly identify how they meet the specified candidate criteria.

Interview

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 warrants a departure. A panel will be formed from which temporary appointments to the position of Teaching Fellow in Philosophy may be filled during the life of the panel (12 months).

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

Successful applicants may 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. Applicants who have resided outside Ireland for a cumulative period of 36 months or more over the age of 18 years must furnish a Foreign Police Clearance (FPC) from the country or countries of residence. Please note; any costs incurred in this process will be borne by the applicant.

Making of Applications

Applications must be submitted on an official application form in typed format. Application forms for this post may be downloaded from the Mary Immaculate College website. www.mic.ul.ie/about-mic/vacancies. Handwritten or incomplete applications will not be accepted. Applications must be submitted by e-mail to recruitment@mic.ul.ie with the subject title **Teaching Fellow in Philosophy** no later than:

2pm on Wednesday 29th June 2022

Late applications **cannot** be accepted.

Applications will be acknowledged within 2 working days of submission. Please be sure to check Spam and Junk folders as it may be redirected here by your account preferences. If you do not receive an acknowledgement within 2 working days of submitting your application please contact the HR Office by emailing hr@mic.ul.ie.

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 their favour will lead to disqualification from the competition. Any representations made on behalf of a candidate, without their knowledge will be ignored.

Mary Immaculate College is an equal opportunities employer. Mary Immaculate College holds an Athena SWAN Bronze Institution award in recognition of our commitment to advancing equality and opportunity for all in higher education.

June 2022

