



UNIVERSITY COLLEGE CAYMAN ISLANDS

Job Description

1. DESCRIPTION

Title:	ASSISTANT PROFESSOR
Post holder:	
Reports to:	DEAN – Business and Finance

2. DIMENSION

To develop and teach courses at the University College of the Cayman Islands, principally but not exclusively in the division area, and to undertake research and/or projects where these complement the activities of the University. The Assistant Professor, at the third rung of the academic ladder, is expected to contribute to teaching principally at the Associate level, but also at the Bachelor and graduate levels. This individual is expected to contribute to the University's research profile and to be active in the life of the university and the broader community.

3. TERMS OF APPOINTMENT

A UCCI faculty member can attain the rank of Assistant Professor in two ways. A full-time faculty member can attain this rank after earning a new rank by an approval by of the UCCI Ranking process, approved by AAC and with the final approval of the President. A new faculty member can join the full-time faculty at this rank.

- An appointment as Assistant Professor is for a contractual period, outlined in the Employment Contract and determined by the President or designee;
- Continuation of an appointment as Assistant Professor is subject to a satisfactory annual performance review.

4. CRITERIA FOR APPOINTMENT

To be appointed an Assistant Professor at UCCI, the applicant must meet the following criteria:

- Doctorate in area of competence;
- Demonstrated teaching excellence with at least 7 years of proven pedagogical competence at the tertiary level;
- Authoritative knowledge in field of specialization;
- Strong record of professionally related service; new course development, new instructional methods, case development and use, etc.;

- Experience in the development of new courses at both the undergraduate and graduate levels;
- Must have demonstrated excellence in guiding and counselling students towards pursuing advanced courses of study;
- Capacity to work with students in co-curricular activities such as clubs and internships;
- Experience at assessing learning outcomes;
- Proven engagement in scholarly activities as evidenced in publications and presentations at academic conferences;
- Evidence of collaborative research work with UCCI and other university academics;
- Proven capacity to deliver in hybrid and online modalities.

Other attributes include:

- Proficiency in Microsoft Word, PowerPoint, Outlook and Excel;
- Proactively resolves problems, and builds strong team relationships;
- High level of integrity in dealing with confidential and sensitive matters;
- Excellent interpersonal and communication skills and a commitment to collaborative and collegial processes.

5. ACCOUNTABILITIES

The Assistant Professor shall be accountable to the division Dean or designee of UCCI for the following:

Institutional Commitment

- a) Service – promotes the social and intellectual growth of all students at UCCI.
- b) Professionalism – recognizes diversity in UCCI's organizational culture; understand department and UCCI policies and promotes an environment conducive to learning; demonstrates a professional conduct in discussing and dealing with internal issues; maintains balance of work and personal life while engaging in new knowledge to enhance personal growth and skills; and adheres to UCCI policies regarding social conduct, attendance and dress code.
- c) Privacy and Confidentiality – engages in a confidential and professional manner all conversations, written and electronic information regarding students and in accordance to UCCI's privacy and legal requirements.
- d) Communication – maintains good relationships with UCCI's clients including the students, visitors, and other colleagues, even when facing pressure situations and when confronted.
- e) Commitment to colleagues – shows respect for colleagues; and provides constructive feedback when needed.

Accountabilities Specific to the Role

Teaching and Learning 80%-85%

- a) Makes a contribution to the University's undergraduate and postgraduate teaching programmes that are consistent with the University's mission and core commitments;
- b) Designs, prepares and develops teaching materials;
- c) Prepares and delivers lectures, seminars and tutorials in accordance with the allocated teaching load;
- d) Assesses students' coursework;
- e) Responsible for marking, assessing, recording and submitting results;

- f) Maintains student records and monitors student progress;
- g) Conducts tutorials and workshops and facilitates other learning experiences including 'video link' courses to Cayman Brac students;
- h) Works collaboratively with the Dean to maintain and develop effective and efficient programme delivery;
- i) Ensures the quality of all department courses and programs in accordance with the guidelines of the UCCI Curriculum Committee;
- j) Develops and implements new methods of teaching to reflect changes in research;
- k) Supports students through an advisory role; and maintains office hours;
- l) Supervises students' projects, research, internship and practicum activities.

Service 5%-10%

Faculty service expectations and requirements, as agreed to with the Dean and/or Provost & Vice President – Academic Affairs, include engagement in leadership, management, administration, collegial activities, pastoral care within the University College, and/or being engaged on behalf of the University College with the wider community. The quality of contributions are part of the annual performance appraisal process and influences contract renewal and ranking and promotion processes.

Examples of service obligations:

- a) Pro-active contribution to duties in a division, committee(s) or the University College;
- b) Demonstrated contribution to raising the division or University College profile through external networks in the subject or professional area and/or through the creation and development of teaching, commercial or industrial partnerships;
- c) Leadership role in national, regional or international professional organizations;
- d) Service to Government Tasks Force or Boards as approved by the University College;
- e) Leadership in national/technical/ tasks forces and committees as Chairperson;
- f) Evidence of peer group recognition of exceptional service-related accomplishments;
- g) Semesterly fulfillment of advising responsibilities to students;
- h) Effective leadership in content area or subject matter role within the Department or University;
- i) Promoting the cause of a subject and/or a division or the University College;
- j) Managing programmes and projects;
- k) Assisting with recruitment, admissions and orientations;
- l) Chairing and participating in University College committees and activities
- m) Liaising with local schools or community organizations and giving career advice;
- n) Development of innovative programs or procedures within a discipline;
- o) Delegated administrative or planning work successfully undertaken in the division or University College; Including course approval processes, new faculty search, orientation, selection and mentorship processes, peer reviews; curriculum review and instruction;
- p) Participation in institutional and/or division development via committee work and other forms of service;
- q) Service to professional societies, committees pertaining to higher education or a particular discipline, formed and appointed by the government and/or academic associations;
- r) Working with students outside regular class time;
- s) Extending the resources of the University to the wider community;
- t) Public representations on behalf of the University in an official or professional capacity;
- u) Participation in University governance;

- v) Fundraising at the request of the Office of the President;
- w) Club or extracurricular faculty advisor.

Research 5%-10%

- a) Undertakes continuous professional development appropriate to the University and department and participating in staff training activities;
- b) Attends and presents at academic conferences and seminars;
- c) Conducts relevant professional development;
- d) Undertakes personal research, projects, and actively contribute to the institution's research profile;
- e) Develops body of scholarly work.

Other Accountabilities

- a) Participates in academic enterprise activities;
- b) Engages in an annual performance evaluation;
- c) Participates in program review and quality assurance processes in support of the division's plans;
- d) Complies with occupational health and safety policies and procedures as developed by University College of the Cayman Islands in accordance with current legislation;
- e) Performs other duties assigned by designee.

6. ASSIGNMENT AND PLANNING OF WORK

The post holder will identify and allocate to himself/herself projects and activities within the scope of the responsibilities, as laid down in the Accountabilities Specific to the Role and under the supervision of the Dean.

7. SUPERVISION OF OTHERS

Must effectively supervise:

- a) Students under their charge both undergraduate and graduate
- b) Student interns
- c) Research Projects and teams
- d) Consultancy teams

8. OTHER WORKING RELATIONSHIPS

The Assistant Professor will work collaboratively with peers, students, university administrators, private and public sector interests.

9. DECISION MAKING AUTHORITY AND CONTROLS

- a) Course content and modes of delivery
- b) Student grades
- c) Research Interests and projects

10. WORKING CONDITIONS

- a) Flexible working hours to accommodate student needs and availability

Nov2022

- b) Must meet exacting deadlines

SIGNED for and on behalf of the University College of the Cayman Islands by:

Post-holder		Date:	
Manager:		Date:	
President:		Date:	