

## **ROLE DESCRIPTION**

Name: Full- time lecturer - Physics /Chemistry  
Job Title: Lecturer/ Senior Lecturer  
Reports To: Dean of Foundation Studies  
Department/Branch: School of Foundation Studies  
Effective Date: Immediately

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## **DUTIES & RESPONSIBILITIES**

### **A. Teaching**

1. Capacity to teach in one or more area in the field.
2. Competence to teach at foundation level.
3. Implement the teaching methods and standards of academic excellence as promulgated by the faculty head for the course or class.
4. Capacity to recommend the purchase of teaching aids, reference books and related supplies for furtherance of the course objectives.
5. Ability to teach on campus, by flexible delivery, and through distance education using online facilities.
6. Ensuring that students have a good understanding of the class rules and performance standards as required for passing the grade.
7. Willingness to engage in curriculum development and innovative teaching practices.
8. Planning, preparing and delivering lessons in accordance with the curriculum.
9. Developing teaching materials such as lectures slides, notes, and tutorials in accordance with the curriculum.
10. Preparing and marking lab reports, quizzes, tests, mid-term exams and final exams.
11. Marking and providing timely and appropriate feedback on students' oral and written work (e.g. presentations, assignments, etc.).
12. Keeping student attendance records and results.
13. Preparing student results for examination boards.
14. Updating the teaching files for quality assurance exercises.

### **B. Research**

1. Engage in original and innovative research and maintain a dynamic research and publication record.
2. Supervise research students at undergraduate and postgraduate levels.

### **C. Administration**

1. The appointee will coordinate several units within the department.
2. Undertake a share of administrative tasks within the programme and/or School/Department.

3. Assist in keeping and maintaining all records related to the programme and/or School/Department.
4. Support and participate in activities organised by the university related to promotion of the programme to the public.
5. Perform such other related duties as may be required from time to time or duties assigned by faculty Dean.

*This is not intended to be an exhaustive list of all duties and responsibilities. The employee may be required to carry out other duties and responsibilities as may reasonably be required to do so.*