



Institiúid Teicneolaíochta, Trá Lí
Institute of Technology, Tralee
School of Science, Computing & Health and Leisure

This position may be filled in the academic year 2009/2010 on a contract basis in accordance with the requirements of the Institutes of Technology Act 2006.

Assistant Lecturer – Computing/Information Technology

1. Minimum qualifications for appointment to the post on a permanent or temporary basis

- (a) Appropriate Honours primary degree (second class or higher) in Computing/Information Technology or equivalent.
- and*
- (b) Three years relevant post graduate experience, i.e. three years relevant experience having gained the qualifications at 1(a) above

Desirable:

- Appropriate post-graduate qualification

2. Duties

The Assistant Lecturer will play an active role in the academic direction of courses including teaching, research, academic assessment and academic administration. The appointee should carry out such duties as are assigned by management including but not limited to:-

- (a) teaching such assigned classes as deemed appropriate by management of the Institute, day or evening, up to 630 hours per annum including supervision of post-graduate students where appropriate;
- (b) carrying out assessment, monitoring and evaluation of examinations work and providing an academic and consultative support to students in their learning activities;
- (c) providing academic input on existing and new courses and course development;
- (d) engaging in research, consultancy and development work as appropriate;
- (e) participating in committees appropriate to courses and meetings convened by management;
- (f) maintaining appropriate records and making available information as required by management;
- (g) engaging in promotion including student recruitment as appropriate;
- (h) participating in development, implementation and maintenance of academic quality assurance arrangements;
- (i) participating in appropriate activities necessary to the development of their department / school and the Institute;
- (j) directing and supervising the work of Tutor/Demonstrator and taking academic responsibility for the academic standards of this work.

The appointee shall carry out the lawful instructions of the President or Authorized Officer and comply with the requirements and regulations of the Minister for Education and Science.

The performance of these duties will require attendance in addition to class contact hours during the normal working week.

3. Salary

The salary scale as at 01/9/2008 for an Assistant Lecturer per annum is:

Point 1	€42,124	Point 5	€48,452
Point 2	€43,859	Point 6	€49,868
Point 3	€45,632	Point 7	€51,286
Point 4	€47,033	Point 8	€52,689

The salary scale as at 01/9/2008 for the Lecturer Grade per annum is: (See Paragraph 4)

Point 1	€57,143	Point 7	€80,387
Point 2	€59,861	Point 8	€82,873
Point 3	€70,432	Point 9	€85,358
Point 4	€72,909	Point 10	€87,855
Point 5	€75,390	Point 11	€90,346
Point 6	€77,882		

Salary on appointment

Conditions for Determining Starting Salary and for the Award of Increments on Appointment or Promotion to Permanent, Temporary Wholetime or Pro-Rata Part-Time Lecturing Positions in Institutes of Technology including this Institute are set out in a Department of Education & Science Circular Letter IT 01/05. This Circular Letter can be viewed on the following link:

<http://www.ittralee.ie/ITInfo/FindaDocument/DepartmentCirculars/>

Any questions on starting salary should be raised and decided prior to agreement on Contract of Employment. Issues in this regard should be raised with the Human Resources Manager of the Institute.

4. Progression

Assistant Lecturers will progress to the grade of Lecturer on completion of one year's service after having reached the maximum of the Assistant Lecturer scale subject to a minimum of five years' continuous service having regard to ability, experience, academic qualifications, scholarship and demonstrated performance.

Possession of an appropriate defined postgraduate qualification or equivalent shall normally be considered an essential requirement.

Institutes may award incremental credit for previous service in the Assistant Lecturer grade in another Institute or University. The Institute may require five years service in the Institute before progression is considered. An Assistant Lecturer with a Ph.D. and relevant research experience may be considered for progression after three years continuous service. If successful such an Assistant Lecturer may be placed on the first point of the lecturer scale and remain on that point until five years service has been established or a vacancy at Lecturer level has occurred.

5. The Interview Process

If invited to interview, applicants will be assessed at the interview under the following criteria

- Qualifications
- Experience/Achievements to date
- Communications & Pedagogical Skills
- Professional & Personal Development/Potential
- Knowledge of and interest in Higher Education Sector
- Team Working and Organisational Skills

- In addition, candidates will be invited to make a short presentation on a nominated topic.

6. IMPORTANT NOTES

Application Form:

- Please ensure that full information is given on qualifications etc and that **the information is accurate and corresponds to the original transcript of qualifications. Please note that any misstatement will result in disqualification.**
- Note the declaration to be signed at the end of the application form.
- Screening and short-listing takes place only on the basis of information submitted on the official application form.
- There is an appeals process in place whereby applicants can appeal the decision of the screening process within 10 days of the letter advising them of the decision at the screening stage.
- Please ensure that those you nominate as referees are contacted by you and will be able to supply a reference without delay if requested.
- Further information on the School of Science, Computing and Health and Leisure is available on the ITT website.
- Latest date for receipt of completed application forms to the Human Resources Office is

12.00 noon on Wednesday 22nd July 2009

- Applications received after the closing date will not be accepted.
- Emailed application forms are acceptable. Faxed application forms are not acceptable.

Interview:

- Interview will be held in Tralee.
- The Institute regrets that it cannot pay expenses for candidates attending interviews for this post(s) or for taking up the position, if appointed.

General:

- The information given in this document is of a general information nature only and should not be taken as contractual.

The Human Resources Office, Institute of Technology, Tralee, Co Kerry

Telephone: +353 66 714 5613, Fax +353 66 714 5648

Web Site: <http://www.ittralee.ie/>, Email: humanresources@ittralee.ie

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