



JAMES COOK UNIVERSITY

HR27 0907

Guidelines for Applicants For Academic Positions

In assessing applications for academic positions Selection Committees will have particular regard for the following:

- Formal qualifications or progress towards such qualifications. The minimum qualifications required will be specified in the advertisement.
- Achievement in research, professional consulting activities and scholarship. The level of attainment expected will depend on the norms which prevail in a particular discipline or field of endeavour. Evidence of achievement in Research would normally include possession of a higher degree, or satisfactory progress towards a higher degree, and/or publications of original contributions to knowledge in journals and/or books and/or refereed conference papers, published innovations in clinical practice or creative and/or artistic works including exhibitions, performances, compositions and recordings of recognised international standard. Evidence of achievement in Scholarship would normally include: literature citations; review articles in books or journals of recognised international standing; invitations to address scholarly meetings and conferences; services as an editor or referee to scholarly journals or books; and/or professional awards and fellowships.
- Teaching performance. This is one of the cornerstones of the University's ability to attract students and produce quality graduates. Evidence of achievement in Teaching would normally include teaching evaluations and/or references which show the quality and scope of; undergraduate subject responsibilities, research training and supervision, contributions to curriculum development and/or review, and innovations in teaching and/or assessment. A teaching profile reflecting the applicant's length, breadth and quality of teaching including a summary of teaching evaluations should accompany the application. Normally this should not be more than five pages long.
- Academic and Professional Leadership. This may be evidenced by managerial and administrative roles, initiating or designing new courses, subject areas, etc, service on committees, participation in professional learned societies, community activities, consulting and professional practice.

The level of attainment expected in each of these areas will vary according to the skill base specified in the Position Classification Standard for the level of appointment sought.

Staff Discussions and Seminar Presentations

For academic appointments it is common practice for shortlisted candidates, prior to their formal interview to have discussions with potential colleagues in the School and to give a seminar presentation, normally on a specific topic which would be advised. This would normally be on your research, but sometimes you may be asked to give a teaching demonstration.

Members of the selection committee will seek feedback from staff of the School on these activities and this will have a part to play in the final selection of the successful candidate.