



THE UNIVERSITY OF  
**NOTRE DAME**  
A U S T R A L I A

**SCHOOL OF PHILOSOPHY & THEOLOGY  
FREMANTLE CAMPUS**

**DUTY STATEMENT**

**LECTURER, PHILOSOPHY  
(Level B, Full-time or Part-time/Job share)**

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The responsibilities in this Duty Statement are in addition to the requirements set out in The University of Notre Dame Australia Academic Staff Conditions of Employment, and may be amended from time to time by the Vice Chancellor or the University.

The position will be located in the School of Philosophy & Theology. The school grants both undergraduate and postgraduate awards in Theology, Philosophy and Ethics. In addition, it ensures the delivery and administration of the Core Curriculum to all students studying at the campus. The Lecturer will report directly to the Dean of the School of Philosophy & Theology and is accountable to the Dean of the School.

The teaching load is to be determined by the Dean in accordance with University guidelines.

**Teaching Responsibilities**

1. The successful applicant will be responsible for the presentation of lectures of the units specified by the Dean, the preparation of all materials for these units, the marking of all assessment of these units (within University Guidelines) and the administrative requirements of these units.
2. The successful applicant will be required to set aside and advertise sufficient hours per week for contact with students.
3. The successful applicant may be required at the discretion of the Dean to undertake some administrative duties associated with the School of Philosophy and Theology.
4. The successful applicant may be asked to teach a stream or streams of either of the PH100: Introduction to Philosophy or ET100: Ethics core units.
5. The successful applicant will supervise postgraduate students when requested to do so by the Dean.

**Research and Academic Assistance**

1. To pursue a research active profile and/ or continue to research the discipline of philosophy.
2. To assist in the development of the profile of Philosophy within the School and the University.

**Other**

1. Carry out other duties as directed by the Dean of the School of Philosophy and Theology, Fremantle.

October 2010

## SELECTION CRITERIA

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### ESSENTIAL

#### Qualifications and Experience:

- Higher degree in Philosophy.

#### Knowledge, Skills and Abilities:

- Commitment to excellence in higher education teaching.
- Demonstrated commitment to the Catholic identity and Objects of the University.
- Demonstrated ability to teach in the fields of introductory ethics, history of philosophy, philosophy of religion, introduction to philosophy, logical & critical thinking.

### DESIRABLE

- PhD in Philosophy.
- Experience in teaching Philosophy at University level.
- Track record of research in Philosophy, evidenced by refereed publications.

#### Guidelines for Addressing the Selection Criteria

This is the most important part of your application. The Selection Criteria represent the qualifications, abilities, personal attributes, skills and experience a person must have in order to undertake the duties of the position. The **essential criteria** are the requirements which are fundamental to the position. The **desirable criteria** are additional qualifications, skills and experience which may assist the applicant to effectively undertake the duties of the position. It is recommended that:

- Your application be typed.
- You address each criterion separately.
- You provide examples stating where, when and how you have demonstrated the required skills and abilities, and what the results were. A third to half a page per criterion is usually sufficient.

## GENERAL INFORMATION

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### SALARY RANGE

UNDA 2010 Academic Staff Salary Scales (FTE):

Level B Step 1 – Step 6 \$72,670- \$86,298 per annum.

Plus 9% superannuation and 17.5% annual leave loading.

Commencement salary will normally be at the first step of the appropriate salary scale.

Salaries shall be adjusted in accordance with the University's pay scales.

### HOURS

Full-time or part-time as negotiated with successful applicant. Job share arrangement will be considered.

### TERM

12 month contract in the first instance, this includes a six month probationary period. All The University of Notre Dame Australia appointments, regardless of level, expire on 31 December.

### APPROXIMATE STARTING DATE

November 2010 or as negotiated with successful applicant.

### LOCATION

School of Philosophy and Theology

The University of Notre Dame Australia

Fremantle WA 6160

<http://www.nd.edu.au/university/fremantleMap.shtml>

### ENQUIRIES ABOUT THE POSITION

For information about the duties and nature of the position, or progress of the selection process, enquiries should be directed to: Prof. Matthew Ogilvie

Phone: (08) 9433 0138, Email: [matthew.ogilvie@nd.edu.au](mailto:matthew.ogilvie@nd.edu.au)

### CLOSING DATE FOR APPLICATIONS: No later than 4pm Friday 29 October 2010

The University is not required to accept applications that are received after the closing date and time, and reserves the right to appoint by invitation, or to make no appointment at all.

Shortlisted candidates will be contacted by telephone to arrange an interview.

No further correspondence will be forwarded to unsuccessful applicants.

Mail applications will be acknowledged via the Acknowledgement Slip from the Application Cover Sheet (to be completed by applicant), and email applications will be acknowledged by email.

### SUBMITTING YOUR APPLICATION

Your application must be addressed as follows: Ms Chloe Evans Staffing Office The University of Notre Dame Australia PO Box 1225 Fremantle WA 6959	Applications may also be faxed or emailed:  Fax: (08) 9433 0544  Email: <a href="mailto:staffing@nd.edu.au">staffing@nd.edu.au</a>
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## APPLICATION REQUIREMENTS

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You should ensure that you have read the duty statement and selection criteria for the position for which you are considering applying before proceeding further.

### YOUR APPLICATION MUST INCLUDE THE FOLLOWING INFORMATION:

1. The enclosed **Application Cover Sheet**.
2. **Covering letter**.
3. **Resume** outlining your qualifications, work history and achievements.
4. **Statement addressing the selection criteria**. Applicants must clearly demonstrate that they meet all or most of the essential criteria as outlined in this document to be considered for interview.
5. **Certified copies** of relevant academic transcripts, qualifications, testimonials and Teaching Evaluation Results (for Academic appointments).
6. Provide names and phone numbers of **at least three referees** (either written referees or verbal) who can comment on your work experience. The University, however, reserves the right to contact others, not nominated by the applicant, who can comment on the applicant's suitability for the position.
7. If you are not an Australian or New Zealand citizen, **evidence of your eligibility to work in Australia**.

A Federal Police Clearance may be a requirement before commencing in this position.

Pre employment medical may be required and will be discussed at interview.

Please do not include original documents with your application. Photocopies are sufficient at this stage. Should you be selected for an interview, you may then be requested to provide original documents at that time.

### PRIVACY STATEMENT

Information provided on your application will be used for the purposes and in relation to your application for employment at The University of Notre Dame Australia. Where the Privacy Principles apply, the University restricts access to the information on your application to those staff members who need the information in carrying out their responsibilities in the appointment of staff to the University.

*Thank you for your interest in employment at The University of Notre Dame Australia*



THE UNIVERSITY OF  
**NOTRE DAME**  
A U S T R A L I A

# *The Objects of the University*

The Objects of the University are -

- (a) the provision of university education, within a context of Catholic faith and values;

and

- (b) the provision of an excellent standard of –
  - (i) teaching, scholarship and research;
  - (ii) training for the professions; and
  - (iii) pastoral care for its students.

(Section 5, The University of Notre Dame Australia Act (1989))



APPLICATION COVER SHEET

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PLEASE COMPLETE AND ATTACH TO THE FRONT OF YOUR APPLICATION  
Please use BLOCK/CAPITAL letters

Title of advertised position: Lecturer in Philosophy, School of Philosophy & Theology

Date and location of advertisement: \_\_\_\_\_

Title: ( eg. Mr, Mrs, Ms, Fr, Sr, Dr) \_\_\_\_\_ Surname: \_\_\_\_\_

Given Names: \_\_\_\_\_

Religion: \_\_\_\_\_ Citizenship: \_\_\_\_\_

Street Name & Number: \_\_\_\_\_

Town/Suburb: \_\_\_\_\_ State: \_\_\_\_\_ Postcode: \_\_\_\_\_

Telephone - Home: \_\_\_\_\_ Work: \_\_\_\_\_

Mobile: \_\_\_\_\_ Email: \_\_\_\_\_

APPLICANT TO COMPLETE THE DETAILS BELOW  
PLEASE DO NOT DETACH THIS SECTION

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ACKNOWLEDGEMENT SLIP

Thank you for your application and for your interest in employment with The University of Notre Dame Australia.

- This slip will be returned to you with a 'Date Received' stamp.
- **Please print your name & address** and the position for which you are applying in the spaces below.
- Applicants will receive this acknowledgement slip within 5 days of submitting their application.
- The short-listing process is usually completed within two weeks of the closing date.
- **If you have not been contacted within this timeframe, unfortunately you have not been successful in being short-listed for an interview and no further correspondence will be forthcoming.**
- **The University reserves the right to appoint by invitation or make no appointment at all.**

Title of advertised position: Lecturer in Philosophy, School of Philosophy & Theology

Name: \_\_\_\_\_

No. & Street: \_\_\_\_\_

Suburb: \_\_\_\_\_ State: \_\_\_\_\_ Postcode: \_\_\_\_\_