

Panel of Lecturers, Griffith College Cork

Griffith College Cork are looking to develop a panel of lecturers to teach on the Honours Degree programme (LLBH) and the Diploma in Legal Studies and Practice. In particular, we are looking for persons with expertise in all areas of Irish law. We are interested in recruiting solicitors, barristers, academic lawyers and others who may have a professional experience of the law. We especially welcome applicants who have some experience of lecturing or tutoring at third level.

Lecturing hours are on evenings during the week and sometimes at weekends. Inclusion on the panel does not guarantee any lectures.

More details of the position below.

*To apply, please send your CV to the programme leader in law in Griffith College Cork:
nicholas.mcmurry@griffith.ie*

Job Specification

Job title:	Lecturer
Reporting to:	Faculty Head / Course Director / Year Head / Course Administrators
Hours of work:	As agreed with Line Manager Additional hours as may be required in line with the needs of the service
Purpose:	The primary focus of this post will be to play an active role in the academic direction of courses including teaching, assessment and administration

Principal duties and responsibilities are:

General:

1. Teaching classes as set out by and agreed with your Line Manager, day or evening.
2. Carrying out assessment, monitoring and evaluation of examination work, and providing academic and consultative support to students.
3. In this ever increasing customer focused market it is imperative that you as lecturer are available to students either for a meeting before or after class, have email contact via your '@griffith.ie' account and participate in the discussion forums on Moodle.
4. It is essential that you do not provide hints, tips or suggestions for the examinations compromising the integrity of the examination / assessment process.
5. Providing academic input on existing and new courses and course development.
6. Participating in appropriate committees, meetings and training sessions convened by management, at no additional fee.
7. Maintaining appropriate records and making available information as required by management.
8. Participating in the development, implementation and maintenance of academic quality assurance policies.
9. Participate in activities related to the development of the faculty / department and of Griffith College.
10. Be alert to any situation and behaviour, which may result in a breach of College policies.
11. Deal with students, staff and visitors in a courteous and professional manner.
12. Keep all records to the agreed format.
13. Adhere to the recording of attendance rules.

14. Respond to the findings of the student satisfaction appraisals which your manager will discuss with you one or more time during the semester.
15. Lectures must only be cancelled in **extenuating** circumstances. Should you find yourself in a position where a lecture must be cancelled, you should contact your Faculty/Department immediately advising them of same, your cancelled lectures must be rescheduled within two weeks from the date of cancellation – within timetable constraints and not on a Friday. Salary deduction will apply if lectures are not rescheduled.
16. Your lecture notes and materials used in delivering your module must be made available to students registered onto your course through the College learning management tool, Moodle. Collection of assignments will be via Moodle, unless otherwise indicated. Training in the use of Moodle will be provided to you.
17. Take attendance at each class to comply with our legal obligation to accurately record attendance for our non-EU students. Take attendance using the method as set out by your Faculty/Department. Attendance records must be returned to the Faculty/Department office in a timely manner in order to ensure that the records are electronically inputted by the CA and are up to date.
18. Deal with all information relating to activities undertaken and information received in the strictest confidence.
19. Keep up to date on legislative and regulatory frameworks / requirements on an ongoing basis. These will be provided by the College as needed.
20. To participate and develop pedagogy within the faculty and support your manager through the development and implementation of best practice in all areas of teaching.

Preparation of Teaching plan, Examinations and Assignments:

21. You are required to prepare and submit to your Line Manager a teaching plan, before the start of each semester – this needs to be approved by your Programme Director and uploaded to Moodle before term begins.
22. You must provide reading lists for students and revise these, in conjunction with the library, on a semester-by-semester basis – please contact the library well before the term begins, as there is a lead time in book delivery.
23. You are required to set and correct assignment(s) in line with the approved course document for first, and where required, for subsequent submissions. Our Examinations Office will forward a pack to you as required.
24. You are required to prepare at least two examination papers per module (main examination and repeat examination) to be delivered to the exams office within six weeks of the commencement of the term. The College will choose which of the examination papers will be used for any given sitting.
25. Suggested solutions/marking schemes must accompany each paper.
26. We may require that you act as a second reader of other examination papers relevant to your field, prior to their submission. This is simply a “Four Eye Review” internal quality procedure to check for any typographical errors and to ensure that the papers meet the standards required of the level etc.
27. Moderation of exam corrections between Cork/Dublin/Limerick will be undertaken on a sample basis to ensure all students work is assessed in a consistent matter, you may be asked to participate in this exercise and or have your marks altered.
28. Your assignments and examinations will be subject to the overall review and control of the external examiner for the programme and his/her decision as to their suitability is final.
29. Your presence is required in the examination hall for the first half hour of the examination in your module in order to deal with any queries that may arise, no additional fee is paid for same.

30. You will also be required to be present at internal (Examination Committee meetings) and External Examination Board meetings at the end of each semester and no additional fee is paid for same.

Correction of Examinations and Assignments:

For each module you are teaching, you are required to correct all assignments and examination scripts submitted both for semester one / two plus in addition to this the repeat August exams. All scripts have to be collected and returned within five working days from the submission date.

31. Students are required to submit their assignments via Moodle for correction, marking and feedback purposes. All assignments will therefore be available on-line for you to review, correct, mark and provide written feedback to the students. There are also made available to your External Examiner. All assignments must be inputted and processed through 'turn-it-in' software to evaluate students' own work. A photocopy of the marks, comments and feedback provided to the students must be submitted to the faculty.
32. There is a checking procedure that must be followed when collecting and returning assignments and exams – deadline dates for return of same must be adhered to. Upon completion of the checking procedure corrected assignments can be returned to students in class.
33. Unless otherwise agreed in advance with your manager, all assignments must be corrected and results communicated to students within a two week period.
34. All assignment results must be made available to students well in advance of their examinations. Overall results for modules assessed on assignment basis only must also be made available in advance of their examinations.
35. You may be required to provide feedback to the students individually regarding the submission of their work (either orally or in writing).
36. Unless otherwise agreed by the Examinations Office, all examination scripts must be corrected and returned within five working days from the examination date.
37. All assignment and exam results must be inputted into Component Mark Sheets e-mailed by the Course Administrator and then completed Component Mark Sheets must be returned to the CA for the checking procedure.

Health & Safety / Fire Safety:

38. Be familiar with College policy and procedures in relation to
 - a. Outbreak of Fire
 - b. Evacuation procedures for College
 - c. Assembly Point
39. Ensure Fire Fighting equipment/emergency exits are unobstructed.
40. Identify and report any situation or circumstance that may compromise the safety of Students or Staff. Liaise with your manager with a view to eliminating risks.

Miscellaneous

41. Any other duties that may be assigned by College management from time to time.

This job description is not to be regarded as exclusive or exhaustive. It is intended as an outline of proposed areas of activity and will be amended in the light of the changing environment within the Faculty and the College.

Griffith College is an equal opportunities employer. Candidates must be eligible to work full-time for any employer in Ireland. We thank everyone for their applications, however, only candidates selected for interview will be contacted.