

JOB DESCRIPTION

1. JOB DETAILS:

Position Title:	Assistant or Associate Professor in History
Reports to:	Head of Department
Department:	Academic Program
Location:	Abu Dhabi, UAE
Grade:	F2
Prepared / Revised on:	Jan, 2025

2. JOB PURPOSE / ROLE:

The professor will teach undergraduate BA History students at Sorbonne University Abu Dhabi (SUAD), providing appropriate support and maintaining high academic standards. The primary focus will be on covering the specialization in contemporary international relations. Additionally, the professor may be invited to contribute to the development of a prospective Master's program in International Security and Defense. Active involvement in research activities and projects that align with the institution's strategic objectives is also expected.

3. JOB DIMENSIONS

Number of Staff Supervised:	Direct Reports:	0
	Total:	0

4. KEY ACCOUNTABILITIES:

KEY PRIORITY	KEY ACTIVITIES
▪ Lecturing	<ul style="list-style-type: none"> ▪ Deliver teaching courses to ensure, under the supervision of the HoD and directors of programmes, that student learning outcomes are achieved, and aim for teaching excellence for the department, including but not limited to preparing teaching material in advance; communicating subject matter in a way students can understand; observing student progress and learning styles; reacting appropriately to students needs; responding, where appropriate, to student questions outside class times; preparing for contingencies in course delivery etc. ▪ Conduct assessment of the students' work to determine whether the students have achieved the desired standards for progression in their studies or award of a qualification and providing feedback designed to develop and motivate student learning and addressing issues if required. ▪ Develop and encourage teaching modes based on projects and students autonomous work, and research-oriented teaching.
▪ Student Counselling	<ul style="list-style-type: none"> ▪ Provide academic and career advice to students according to their academic or personal needs, within own level of competence. If necessary, refer them to the appropriate authority

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	<p>for further help or guidance e.g. Business Liaison & Career Advisor, Student Counsellor and/or a relevant University staff member.</p> <ul style="list-style-type: none"> ▪ Responsible to build positive relationships with students that enhance the learning experience, foster a supportive academic environment, and contribute to the overall success of both students and the institution. ▪ Provide guidance on internships, placements, and job opportunities whenever required by students. ▪ Mentor graduate students in their research and academic pursuits.
▪ Course assessment & Improvement	<ul style="list-style-type: none"> ▪ Self-evaluation of the course. ▪ Include the outcome of the students survey and feedback during the assessment process of the course. ▪ Participate and contribute toward the development of innovative pedagogical tools and methods within the department.
▪ Examination Duties	<ul style="list-style-type: none"> ▪ Invigilate examinations when required, to ensure that exams are carried out according to the rules set out by the exam board; allow each candidate to sit the exam in the same conditions; and control cheating. ▪ To support and participate in examination activities such as paper setting, assessing answer sheets, students' presentation, and practical evaluation etc.
▪ Research & Conferences	<ul style="list-style-type: none"> ▪ Conduct collective and individual research, preferably in the framework of SAFIR and research centers of Sorbonne Université (Paris), within the field of interest in order to satisfy the strategy of the University and research objectives given by the research council and enhance the University's reputation, including but not limited to: determining relevant research objectives, initiating and implementing a research project and managing timeframes; resources; materials, finance, equipment etc. in order to achieve the research objectives. ▪ Write-up research work appropriately for publication to disseminate ideas and results to the wider community and participate in presentations and conferences to establish and maintain network contacts, raise the profile of the research and University, and keep up to date with recent developments. ▪ Identify appropriate sources of funding and prepare research proposals in order to obtain the financial support needed for the research project. ▪ Supervise undergraduate and postgraduate research students to assist in the development of their research skills and fulfil the research requirements of their degree qualification.
▪ Daily operations of the department	<ul style="list-style-type: none"> ▪ Liaise with the Academic Coordinator to arrange the teaching requirements, such as lesson schedules; teaching materials; submission of student assessments; addressing student special needs for testing etc. ▪ Participate in the events, communications, and school visits etc. in order to support the recruitment objectives. ▪ Organize events and extra-curricular activities (cultural events, conferences, field trips etc.), encourage community engagement and culture of continuous learning and professional development.

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▪ Administrative	<ul style="list-style-type: none"> ▪ Work with relevant departments to support the development and implementation of university functions, such as Student Recruitment; Admissions; Library learning resources; IT teaching technology etc. ▪ Coordinate teaching programs with relevant faculty staff to ensure the course complements other courses taken by students. ▪ Represent the faculty or the department on relevant committees, task forces and focus groups to ensure appropriate governance and progress in the university.
▪ Policies and Procedures	<ul style="list-style-type: none"> ▪ Follow department policies, processes, standard operating procedures, and instructions so that work is carried out in a controlled and consistent manner.
▪ Related Assignments	<ul style="list-style-type: none"> ▪ Perform other related duties or assignments as directed by the Line Manager.

5. QUALIFICATIONS, EXPERIENCE, & SKILLS:

Minimum Qualifications:

- PhD in Contemporary History is mandatory (granted by Gov. body when available from home-country, CNU approval is mandatory if qualification was obtained in France). The specialization in International Relations focuses on areas such as diplomatic relations, international security, conflict resolution, and peacebuilding.

Minimum Experience:

- 5 years teaching and research experience in higher education sector including PhD experience.

Job-Specific Skills:

- University lecturing skills and knowledge.
- Advanced mastery of innovative pedagogical skills and knowledge of university learning resources and technology including Microsoft Office programs and online platforms.
- Individual and collective research skills and experience and demonstrated ability to secure external research funding.
- Planning and organizing skills.
- Communication and interpersonal skills.
- Knowledge of Microsoft Office programs, with strong skills in PowerPoint.
- Ability to work under tight timeframes without supervision.
- Languages: English and French are mandatory; Arabic would be an added value.