

Lecturer's Job Assignment

Assumption University

Job Assignment

Detailed responsibilities of a lecturer are also part of contract signed between the university and the lecturer as an employee.

1. Name.....

Nationality

Department

2. Position ☐ Full-time ☐ Part-time ☐ Others.....

3. Reasons for Hiring

.....

4. Responsibilities

4.1 Teaching Load

- Lecturehours/week.

List names of subjects and credits (Course Code – Course Title)

1.

2.

3.

4.

5.

Lab, work hours/week.

List names of laboratories and groups of students

1.

2.

3.

- students; projectsprojects/year.

4.2 Academic Commitments

- Research

- Advising research

- 4.3 Academic/Institutional Administration
- academic advising students
 - committee/sub-committeecommittees
- 4.4 Student Development Activities
- 4.5 Other assignments given by immediate supervisor (s)
5. Research publication and research development in any journal
- (I)
 - (II)
6. Academic service rendered to society
- It's a part of academic or professional development leading to publication and to be reported to the university.
7. Probation period
- The probation period is for 6 months beginning from
to
- Employment will continue only if academic performance is up to the standard of university's expectation
8. Mentor:
9. Extension of probation
- Extension of probation can be for another period of 6 months resulting in employment or end of contract depending on evaluation performance.
10. Office Hours

(.....)

Chairperson / Program Director

Date:

(.....)

Dean

Date:

.....

The President

Date: