



Indus Valley School of Art and Architecture

Job description/person specification

Job title	Faculty	Department/office	Interior Design
Job holder		Job code	
Job type	Permanent Faculty	Pay band	
Line manager		Post-related allowances	

Job aim	Development and teaching at the undergraduate level in a variety of the following areas: design theory, process and application; construction materials and textiles; building systems; sustainable methods; computer-aided design; representation and graphics; human factors; community-based design work and studio learning.		
Number of staff managed	As line manager	As countersignatory	
Finances managed			

Duty and standards – measurable in terms of time, cost, quality or quantity. Please note this list is not to be regarded as exclusive.

1 Duty (40%)	Instruction Design
Standards	<ul style="list-style-type: none"> • Evaluating class projects along with interacting with students in and out of the classroom . • Committed to deliver high quality undergraduate teaching in the field of Interior Design. • Sketching or using computer-aided design (CAD) to create a guide for design students. • Must be instrumental in developing new curriculum strategies and attitudes in the program as it moves forward and expands its focus on interdisciplinary, intercultural, and sustainable design issues. • should demonstrate a commitment to innovative thinking and collaboration within the multidisciplinary teaching and research context that is fundamental to the mission of the School. • Bring energetic and innovative perspectives to an already well-established culture of learning. • plan the best method of teaching the course material. Depending on the subject and the equipment available, such use of lectures, demonstrations, field trips, student projects, or other teaching methods. • The IVS curriculum places a strong emphasis on design, and you will need to demonstrate an ability to engage students on contemporary issues through studio or theory. • Able to clearly communicate Knowledge and research to specialist and non-specialist audiences, including students

2 Duty (20%)	Related Administrative Work
Standards	<ul style="list-style-type: none"> • Providing formative and summative Assessment of taught courses • Organizing subject related field trips to expose students outside college environment • Monitoring students Time Management Skills and overall progress • Directing individual and group studies and practical or supervising independent study projects • Assisting in arrangements for presentations, crits & juries, briefs etc. • Timely organization of the class as per schedule. • Timely submission of grades to academic department. • Adhere to organizational policies and procedures as described in IVS Employee Handbook, Ethics Policy and elsewhere. • Also access your IVS e-mail regularly for notices, attending GSM and other staff meetings from time to time.
3 Duty (10%)	Organizational Development
Standards	<ul style="list-style-type: none"> • Fosters a climate of inclusion, where diverse thoughts are freely shared and integrated to develop plans and solutions that are best suited to circumstances • Understands and appreciates the origins and reasoning behind key policies, practices, and procedures, and is involved with their evolution • Contributes to the organization by participating on working committees and groups, policymaking, development of academic curricula etc.,
4 Duty (20%)	Professional Development And Practice
Standards	<ul style="list-style-type: none"> • Is personally committed to and actively works to continuously improve himself or herself; recognizes the need to change personal, interpersonal behavior; actively seeks feedback. • Is dedicated to continuous learning and self-improvement, and aggressively undertakes activities to enrich intellect, to build new skills, and to hone existing skills • Able to manage and conduct research of international significance which complements the research strengths of the School. • Contributes to the enhancement of knowledge in his field of expertise by interactive demonstrations, exhibitions, writing in professional journals, publishing original work etc., • Dully acknowledge Indus Valley School of Art & Architecture in all your research initiatives and informing school with the proof of your research work.
5 Duty (10%)	Community Service
Standards	<ul style="list-style-type: none"> • Participates in Community development activities such as cultural, social, environmental and other community initiatives through active presentation and efforts. • Incorporates consideration of all classes, races, nationalities, cultures, disabilities, and genders into organizational policy and promotions • Culturally educates IVS community constituents and encourages cross-cultural interaction, both inside and outside the organization.

Submitted by	
Designation	
Date	
Agreed by	
Designation	
Date	
Approved by	
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Date	