



Indus Valley School of Art and Architecture

Job description/person specification

Job title	Faculty Member	Department/office	Liberal Arts
Job holder		Job code	
Job type	Permanent Faculty	Pay band	
Line manager	Head of the Department	Post-related allowances	

Job aim	Demonstrate effective and innovative teaching, and a strong commitment to the goals of a liberal arts education and contribute to the school's common core liberal arts courses in writing, speaking, and visual competencies; theory, history, research, critical analysis, and law & ethics at the undergraduate level		
Number of staff managed	As line manager	As counter signatory	
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%)	Instructional Design
Standards	<ul style="list-style-type: none"> • Must teach introductory courses in historical, cultural, social, anthropological and human evolution, and also is expected to develop an introductory course and electives in desired liberal arts courses. • Exhibit an ability to advise and teach, show and demonstrate an ability to work collegially and cooperatively in a combined Liberal Arts Programme. • Ability to teach qualitative and quantitative research methods. • Design classroom and other learning experiences that foster critical thinking, • advance problem-solving capabilities and challenge and enhance information literacy skills and creativity • Demonstrate the willingness and ability to learn and utilize a variety of instructional delivery methods to improve student learning including all current major digital presentation and information systems • Be able to guide students in the use of the web, online and traditional libraries and other reading and research sources. • Should be able to provide guidance in advanced research procedures and prognostic techniques to aid students in working from both reference and from their imaginations . • Proficient in the skills necessary to integrate across disciplinary domains, to maintain awareness of international affairs that relate to his or her areas of specialization

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 • 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	Faculty
Date	
Agreed by	
Designation	Head of Department
Date	
Approved by	
Designation	
Date	