

Call for Expressions of Interest – MLS Teaching Fellowship



THE UNIVERSITY OF
MELBOURNE

Expressions of Interest (EOI) are invited from current MLS PhD candidates to undertake an MLS Teaching Fellowship.

The role

Melbourne Law School Teaching Fellowships include teacher training and mentoring, teaching and administrative experience and full inclusion in the intellectual life of the Law School. When combined with the excellent research support program available to all graduate researchers enrolled at Melbourne Law School, the Fellowships provide outstanding training for leading academics of the future.

Teaching Fellows are supervised by the Deputy Dean, Melbourne Law School. For further information please [visit our website](#).

An EOI may be submitted prior to undertaking confirmation, however, Teaching Fellows must have successfully completed the candidature milestone of confirmation by no later than 28 February 2022.

Teaching Fellows must have the capacity to teach in one or more of the following breadth (undergraduate) teaching areas during 2022:

- Intellectual Property Law
- Health Law, Ethics and Society
- Legal Language
- Public Trials
- Free Speech and Media Law
- Global Human Rights Law
- Regulating Digital Platforms

The contract

Teaching Fellows will be engaged as employees (specific contract type to be advised). Successful Fellows will be advised of the amount they will be paid at the time of offer of appointment and it will be in accordance with the academic teaching rates from the 2018 Enterprise Agreement.

The Teaching Fellowships are for one year, although Fellows may be reappointed for another year at the conclusion of this. The maximum combined period that someone may work as a Fellow is three years.

Continuation of the Fellowship after each year is contingent on:

- Satisfactory progress on the PhD thesis, including completing appropriate progress review milestones in a timely fashion; and
- Satisfactory performance as a Teaching Fellow, evidenced by the teaching mentor's annual report and the Fellow's teaching results from teaching evaluations.

Key responsibilities

Teaching Fellows are required to:

- Participate in a compulsory induction session conducted prior to the start of teaching and a further follow up session held during the teaching semester. The total commitment for both sessions will be approximately five hours;
- Provide three to five hours of tutorials a week or equivalent teaching (in the case of Teaching Fellows) and provide two to three hours of tutorials a week or equivalent teaching and work with the subject co-ordinator to help administer the subject (in the case of Coordinating Teaching Fellows). All Teaching Fellows undertake associated consultation with students and assessment for one semester per year in one of Melbourne Law School's identified areas of need;
- Provide up to 15 hours of teaching administration support over the course of the year by undertaking tasks such as assisting with the preparation of reading guides and class materials, assistance with developing assessment (including new and innovative forms of assessment), assisting in scheduling classes and tutorials and other coordination activities. Depending on demand and capacity of the Fellows, over time they may be provided with the opportunity to take on progressively more challenging roles (e.g. to take on more challenging teaching material, initiation and development of subject material etc.);
- Provide consultation to students;
- Undertake at least five hours of teacher training in the first year and, if the Fellowship continues beyond the first 12 months, at least three hours in each subsequent year. Fellows are required to complete the **Online Induction for Sessional Teachers** and are encouraged to then complete additional teacher training offered by the [Melbourne CSHE](#). Fellows are also encouraged to attend relevant sessions run by Melbourne Law School's Research Support Program and take advantage of any other sources of training;
- Engage and meet with their designated teaching mentor throughout each year of the Fellowship. The teaching mentor will meet with the Fellow during the semester, attend at least two classes taken by the Fellow, and write a report on the Fellow's teaching that could be included in a teaching portfolio. This report will be drawn on in deciding whether the Fellowship will be extended for another 12 months (within the three-year total duration of the Teaching Fellowship);
- Actively participate in Melbourne Law School teaching seminars and twice-yearly meetings of all Teaching Fellows; and
- Comply with Occupational Health and Safety (OH&S) and Environmental Health and Safety (EH&S) responsibilities.

The EOI process

- To be eligible to apply for a Teaching Fellowship you must be a current MLS PhD candidate who expects to confirm candidature by no later than 28 February 2022.
- EOIs should include your **curriculum vitae** accompanied by a **cover letter** indicating your suitability for the role and expressing your preference for the subject you would like to teach.
- Please submit your EOI, addressed to the Deputy Dean (Professor Alison Duxbury), via law-research@unimelb.edu.au by **11:59pm, 22 December 2021**.
- **Supervisor support:** you should discuss your intention to apply for a Teaching Fellowship with your PhD supervisors and ask them to send an email supporting your application to law-research@unimelb.edu.au by the application due date.
- **Teaching presentation:** shortlisted candidates will meet with a panel to make a teaching presentation. We expect to hold presentations in late January 2022. Further details will be provided to shortlisted candidates.
- All unsuccessful applicants will be provided with an outcome via email.

All enquiries to be directed to the Office for Research
law-research@unimelb.edu.au / +61 3 8344 8946