Lecturer Roles and Responsibilities

Overview

It is very important to know your roles and responsibilities before you begin teaching. You should discuss this with your Head of Department. Some of your key duties as a lecturer are to:

- Prepare/deliver lectures
- Setting up and managing your subject’s Learning Management System (LMS)
- Develop the subject guideline and make it available to teaching team and students via the LMS
- Managing and uploading subject reading materials (Readings online via Library/LMS)
- Managing Copyright issues
- Ordering/updating the subject textbook and other resources
- Developing assessment and assessment criteria (make them available to teaching team and students via LMS)
- Overseeing marking/feedback (running moderation sessions/double marking for consistency of marking and feedback)
- Managing students’ final results
- Managing Tutors
- Providing teaching resources and guidance to your tutors
- Designing appropriate tutorial content
- Managing student issues
- Student Consultation
- Be sure to locate your lecture and become familiar with the technology in the room.
- Be sure you know IT support contact details
## Preparing and delivering lectures

Lectures are at their best when they stimulate students to become active learners in their own right. Good lectures are well organised and presented clearly, often with variation and student involvement. There is however, no single formula for delivering effective lectures. Similarly, there is no single ‘right way’ to deliver lectures that are high quality learning experiences for students.

There are however, some critical elements of lectures that apply in any discipline context and that, when attended to, will increase teaching and learning effectiveness. Ultimately, the criterion for judging effectiveness is but the student outcome; specifically, the quality of the student learning that occurs. The **Effective Lecturing** guide on this web link provides suggestions on how to engage students during the lecture and contribute to the quality of student learning.

## Setting up and managing your subject’s Learning Management System

Refer to the LMS website for information about setting up and managing your subject’s LMS. At a minimum, you should be aware of the following:

- Setting up your subject
- Subject design (how to develop new content and/or update previous content)
- Subject availability
- Checking enrolled students
- Student preview
- Copyright on the LMS
- LMS workshop and support
- LMS guidelines (text and videos)

**Refer to the resources and support provided on the LMS website [https://lms.unimelb.edu.au/](https://lms.unimelb.edu.au/)**

## The Textbook

- Ensure that the textbook required for the subject has been ordered and that there are enough copies available for students. Usually orders are made via the Co-op Bookshop (verify with your Department).
- Ensure that all other resources required for subject have been organised/ordered

## Assessment

- Ensure the details of assessment are included in the subject guideline; include assignment name and instructions, word count (if applicable), percentage contribution, required structure (i.e. essay, report etc), due date, submission instructions.
- Making assessment available to students and tutors via the LMS
- That assessment requirements align with subject handbook
- That assessment align with the subject learning outcomes and
made clear to students

- Ensure that assessment criteria are made available to students
- Developing Marking Guidelines for teaching team
- Set up marking meetings with your teaching team
- Meet with WCLA to assist with assessment design if required

### Exams

You are required to ascertain your responsibilities with regard to designing final exams, exam guidelines and any marking duties associated with final examinations.

Please be sure that you become familiar with correct protocol within your Department about marking arrangements with regard to the following:

- Access to the latest version of the exam policy in your Department
- Using the correct and up to date exam template
- Be familiar with the correct exam structure
- Exam reading time
- Exam writing time
- Instructions for invigilators
- Authorised Materials during exam
- Instructions to students
- Exam review process (checking exam before submission)
- Exam submission deadline for each semester
- Alternative exam arrangements
- Special exam arrangements
- Ensure that exams are stored in a secure environment.
- The method by which exams are distributed to markers must also be secure with accurate records kept as to the identity of markers in possession of exams
- Be clear on the correct recording of marks on the script book in your department
- Ensure integrity of all marking
- Be familiar of the correct process where a student has failed the exam and the process
- Storage and destruction of exam script book when marking is finalised
- Become familiar with correct recording of exam results and final results for each student
- Be aware of the Board of Examiners requirements

### Overseeing marking and feedback

Running moderation sessions for consistency of marking and feedback is an important way to ensuring consistency of marking and provision of student feedback
Managing students’ final results

- It is important that you apply the correct procedures for recording students’ assessment results for your subject in your Department.
- Be sure that you understand and adhere to the requirements submission of final results for your subject in your Department. Mostly you will be required to attend a Board of Examiners meeting in your Department. Be sure that all marking is completed and all required documentation is completed prior to the meeting.
- Be sure that you understand the requirements for verifying students’ results.
- Become familiar with the procedure for student exam review consultation procedures in your Department.

Managing Tutors

The professional relationship between lecturers and tutors can be very rewarding. This is a professional relationship, in which both lecturers and tutors have rights and responsibilities. The relationship between your fellow tutors should be a reciprocal one. You should ensure that you guide tutors with information about their teaching responsibilities, tutorial structure and content, marking and giving feedback (both summative and formative), consultation time, and tutorial responsibilities. Be available to offer suggestions and guidance to tutors.

Arrange tutor meetings in order to discuss the managing and running tutorials, distribution and marking of assessment. You might also find the need to communicate with them more regularly.

Be sure to cover the following areas with tutors prior to the beginning of semester:

- Subject guideline information, including all important dates for students and tutors.
- Assessment due dates and marking meeting dates.
- Any other meeting dates.
- Teaching schedule: make sure that you have the correct times and venues for lectures and tutorials.
- Student tutorial lists and photos of students: Departmental teaching support staff are usually the best source for this.
- Subject materials: textbooks and other teaching materials, and resources provided on the subjects’ LMS.
- Ensure that all tutors have access to the subject’s LMS page.
- Questions and solutions and/or marking guidelines for tutorials.
- Direct tutors to the supplies for teaching: whiteboard markers, etc.
photocopies, etc., are best obtained from departmental staff.

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<tr>
<th>Managing student issues</th>
<th>Students will use this consultation if they have questions about the material or their assignments. Lecturers should:</th>
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<tbody>
<tr>
<td>• Become familiar with the correct procedure for students’ requests for extensions or exemptions and special consideration applications. Students are usually required to apply online or via Stop One.</td>
<td>• Be available for a consultation with students (assigned day/time or by email appointment – check your Department’s requirements).</td>
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<td>• Cases of Academic Dishonesty or other transgressions may occur which should also be discussed with your teaching team and the Department.</td>
<td>• Ensure that your tutors are available for consultation with their students.</td>
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<td>• These instances should be brought to the attention of the Head of Department.</td>
<td>• Advertise consultation information on the LMS under Staff Information.</td>
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<td>• Students are entitled to request reconsideration of their grades. If they approach you first, you should discuss the issue with the tutor (first marker) before taking any action. Normally the first marker should re-read and reconsider, and then pass the assessment on to the subject coordinator. This process does not oblige the marker to change the original mark issued.</td>
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