



UNISA is the only publicly funded Institution in South Africa dedicated to distance education. In keeping with its mandate as a comprehensive, open and distance learning tertiary institution offering a variety of academic and career-focused programmes, the University is inviting applications for positions in the **COLLEGE OF HUMAN SCIENCES**.

**To be considered for a position, applicants must meet all the generic requirements plus the specific requirements as stated per position. If found suitable for appointment, Unisa may offer an applicant a position at a level other than the level that was applied for. Furthermore, Unisa reserves the right to offer the applicant a contract appointment.**

**ACTIVITY:**



## **TEACHING STATEMENT:**

All applicants to attach a teaching statement (max 2 000 words) to their application as specified in one of the following options:

**Option A: External applicants and internal applicants (from non-academic positions)** – Describe how you intend to approach teaching and learning by taking into account the information in the policies listed below:

- Unisa's Tuition Policy
- Unisa's Open Distance Learning Policy
- Unisa's Assessment Policy
- Curriculum Policy
- Open Distance Learning (ODL) Pedagogy

The above mentioned Policies of UNISA can be accessed on the web using a search engine. In the event that you cannot trace the ODL Pedagogy policy finalise your teaching statement without it.

**Option B: Internal applicants (from academic positions)** –

Explain your:

- Involvement in, or approach to, Open Distance Learning
- Approach to fostering a learner-centred approach
- Involvement in, or approach to, teaching at either undergraduate or postgraduate level
- Involvement in developing study material as an individual or in a team approach
- The extent to which you have, or would, use an electronic learning platform for teaching
- Your pass success rates in the courses you teach/taught and your plan to increase or maintain these rates
- A peer and student evaluation of your teaching
- Your involvement in and provision of learner support to students

**ACTIVITY:**



The teaching statement must be supported by a portfolio of evidence which may be requested from short listed candidates at the interview.

Candidates are expected to submit a research reflection or portfolio

**ACTIVITY:**



## **APPLICATION FORM FOR A PERMANENT ACADEMIC POST**

**ACTIVITY:**



**FOR MORE INFORMATION ON ACADEMIC POSITIONS (LEVELS) OPEN THE LINK OF THE POSITION YOU WHISH TO APPLY FOR:**

**[POSITION: PROFESSOR](#)**

**[POSITION: ASSOCIATE PROFESSOR](#)**

**[POSITION: SENIOR LECTURER](#)**

**[POSITION: LECTURER](#)**

**[POSITION: JUNIOR LECTURER](#)**



## The following positions exist in the various departments:

### DEPARTMENT OF INFORMATION SCIENCE

#### MUCKLENEUK CAMPUS (PRETORIA)

(ACADEMICS) CANDIDATES WITH A RESEARCH OR ACADEMIC BACKGROUND  
(NON-ACADEMICS) CANDIDATES FROM INDUSTRY

#### **Professor/Associate Professor (P5/P6) (x1) (Ref. CHS/SJ/2919-2020)**

##### **Post specific requirements for Professor:**

- A PhD, NQF level 10 in Information Science (*foreign qualifications to be evaluated by SAQA*)
  - Able to discuss ODeL teaching reflection and statement
  - Able to teach at all levels, including undergraduate levels
  - 5 years relevant experience of which 2 must be teaching experience (academics) OR 5 years relevant experience (non-academics)
  - At least 2 postgraduate candidates successfully supervised to completion, of which 1 must be a doctoral candidate (academics) OR 1 doctoral candidate supervised to completion (non-academics)
  - A research reflection or portfolio (academics and non-academics)
  - 7 research output units\* during the previous 5 years OR 5 research output units\* during the previous 3 years OR rated as a researcher by the NRF in any category (academics)
  - 5.5 research output units during the previous 5 years OR 3.5 research output units during the previous 3 years (articles must be peer reviewed, not necessarily in the DHET accredited journal list) (non-academics)
  - Active involvement in community engagement, with evidence of how this has been transferred into teaching and learning and/or curriculum transformation and/or research outputs (academics)
  - Evidence (academic and other than academic) of the impact of the engagement on the community (academics)
  - Demonstrate potential to participate in community engagement and an understanding of community engagement in terms of teaching and learning and engaged research (non-academics)
  - Evidence of contribution and leadership in departmental, school, college and university committees including task teams and voluntary associations (academics)
  - Evidence of participation in workplace committees or task teams and voluntary associations (non-academics)
  - Evidence of contribution in the national wider academic community and learned societies (academics)
  - Evidence of involvement in the national wider academic community and learned societies (non-academics)
  - Evidence of membership in at least 1 relevant learned society (non-academics)
- ✳ (Accredited output as recognized in the Research Output Policy, 2015 (Government Gazette 38552 of 11 March 2015)).

##### **Recommendation:**

- Experience with teaching in an ODeL environment
- Evidence of contribution in the international wide academic community and learned societies (academics)
- Evidence of involvement in the nation-wide academic community and learned societies (non-academics)

##### **Post specific requirements for Associate Professor:**

- A PhD, NQF level 10 in Information Science (*foreign qualifications to be evaluated by SAQA*)
- 4 years relevant experience of which 2 must be teaching experience (academics) OR 4 years relevant experience (non-academics)
- Able to teach at all levels, including undergraduate levels
- Able to discuss ODeL teaching reflection and statement
- Successful supervision of postgraduate candidate to completion (academics)
- A research reflection and/or portfolio
- 6 research output units\* during the previous 5 years OR 4 research output units\* during the previous 3 years OR rated as a researcher by the NRF in any category (academics)
- 4.5 research outputs during the previous 5 years OR 2.5 research outputs during the previous 3 years (non-academics)
- Evidence of the research (articles, research reports, supervision of post graduate students or any other research activity) (non-academics)
- Involvement in community engagement, with evidence of how this has been transferred into teaching and learning and/or research (academics)

- Demonstrate potential to participate in community engagement and an understanding of community engagement in terms of teaching and learning and engaged research (non-academics)
  - Evidence of leading involvement in departmental, school, college and university committees including task teams and voluntary associations (academics)
  - Evidence of participation in workplace committees or task teams and voluntary associations (non-academics)
  - Evidence of contribution in the national wider academic community and learned societies (academics)
- ✘ (Accredited output as recognized in the Research Output Policy, 2015 (Government Gazette 38552 of 11 March 2015)).

**Recommendation:**

- Experience with teaching in an ODeL environment
- Successful supervision of postgraduate candidate to completion (non-academics)
- Evidence of membership in at least 1 relevant academic society (non-academics)

**Senior Lecturer (P7) (x2)** (Ref. CHS/SJ/2920-2020)

**Post specific requirements for Senior Lecturer:**

- A PhD, NQF level 10 in Information Science (*foreign qualifications to be evaluated by SAQA*)
  - 3 years relevant experience, of which 2 must be teaching experience (academics) OR 3 years relevant experience (non-academics)
  - Able to discuss ODeL teaching reflection and statement
  - Experience in teaching postgraduate courses or postgraduate project supervision (academics)
  - A research reflection and portfolio (academics and non-academics)
  - 5 research output units\* during the previous 5 years (academics) OR 3 research output units\* during the previous 3 years OR rated by NRF as a researcher (academics) (waived if doctoral degree was obtained within the last two years)
  - 3.5 research outputs during the previous 5 years OR 1.5 research outputs during the previous 3 years (non-academics) (waived if doctoral degree was obtained within the last two years)
  - Participation in community engagement (academics) and potential to participate in community engagement (non-academics)
  - Evidence of involvement in departmental, school, college, university committees, workplace committees or task teams and voluntary associations
- ✘ (Accredited output as recognized in the Research Output Policy, 2015 (Government Gazette 38552 of 11 March 2015)).

**Recommendation:**

- Experience of teaching in an ODeL environment
- Experience in teaching postgraduate courses or postgraduate research project supervision (non-academics)

**Lecturer (P8) (x2): Information Organisation and Retrieval** (Ref. CHS/SJ/2921-2020)

**Post specific requirements for Lecturer:**

- A Master's degree, NQF level 9 in Information Science (*SAQA evaluation of foreign qualifications must accompany the application*)
  - Intention to register for a Doctoral degree (draft proposal or application)
  - 1 year teaching experience in information organisation and retrieval (academics) OR 1 year relevant experience in information organisation and retrieval (non-academics)
  - Able to discuss ODeL teaching reflection and statement
  - A research reflection and/or portfolio (academics and non-academics)
  - 2 research output units\* during the previous 5 years (academics) OR 1 research output units\* during the previous 3 years OR rated by NRF as a researcher (academics) (waived if master's degree was obtained within the last two years)
  - 0.5 research outputs during the previous 5 years (non-academics) (waived if master's degree was obtained within the last two years)
  - Evidence of participation in departmental, school, college, university committees, workplace committees or task teams and voluntary associations
  - Candidates should be prepared to take a competency assessment test as part of the recruitment process.
- ✘ (Accredited output as recognized in the Research Output Policy, 2015 (Government Gazette 38552 of 11 March 2015)).

**Recommendation:**

- Experience of teaching in an ODeL environment
- Participation in community engagement

**Lecturer (P8) (x2): Archives and Records Management (Ref. CHS/SJ/2922-2020)**

**Post specific requirements for Lecturer:**

- A Master's degree, NQF level 9 in Information Science (SAQA evaluation of foreign qualifications must accompany the application)
- Intention to register for a Doctoral degree (draft proposal or application)
- 1 year teaching experience (academics) OR 1 year relevant experience (non-academics)
- Able to discuss ODeL teaching reflection and statement
- A research reflection and/or portfolio (academics and non-academics)
- 2 research output units\* during the previous 5 years (academics) OR 1 research output units\* during the previous 3 years OR rated by NRF as a researcher (academics) (waived if master's degree was obtained within the last two years)
- 0.5 research outputs during the previous 5 years (non-academics) (waived if master's degree was obtained within the last two years)
- Evidence of participation in departmental, school, college, university committees, workplace committees or task teams and voluntary associations

✳ (Accredited output as recognized in the Research Output Policy, 2015 (Government Gazette 38552 of 11 March 2015)).

**Recommendation:**

- Experience of teaching in an ODeL environment
- Participation in community engagement

<b>Salary</b>	:	Remuneration is commensurate with the seniority of the position
<b>Assumption of duty</b>	:	As soon as possible
<b>Enquiries</b>	:	<b>(012 429 8889) Ms S Jansen (HR Advisor: College of Human Sciences)</b>
<b>Closing Date</b>	:	<b>04 December 2020</b>

**ACTIVITY:**



Your **APPLICATION FORM FOR A PERMANENT ACADEMIC POST** must be accompanied by a COMPREHENSIVE CURRICULUM VITAE and;

- identity document (*including passport, work permit, permanent residence permit or proof of nationalisation if applicable*) (certified copies within the previous six months)
  - all educational qualifications (certified copies within the previous six months)
  - academic transcripts/records (certified copies within the previous six months)
  - proof of SAQA verification for foreign qualifications (if applicable) (certified copies within the previous six months)
  - **for ACADEMIC POSITIONS** a teaching statement (refer to page 1 of advertisement).
- UNISA reserves the right to authenticate all qualifications without any further consent from the applicant.
  - The contact details of three contactable references must be provided, one of which must be from your present employer excluding your current line manager if you are an internal Unisa applicant
  - Late, incomplete and incorrect applications will not be considered.
  - Unisa is not obliged to fill an advertised position
  - *Appointments will be made in accordance with Unisa's Employment Equity Plan and other applicable legislation*



- **We welcome applications from Persons with Disabilities**

**ACTIVITY:**



- Applications must be forwarded by email to: [CHS2PA@unisa.ac.za](mailto:CHS2PA@unisa.ac.za)
- If you apply for more than one position, each application must be in a separate email.



- **Late, incomplete and incorrect applications will not be considered.**

**Correspondence will be limited to short-listed candidates only. If you have not been contacted within two months after closing date of this advertisement, please accept that your application was not successful.**