

Visaman Responsibilities

Position : Lecturer

Duties and Responsibilities (Course Instruction/Administrative Assignments)

Job Specification (commitment-based)

1. Course Instruction

1.1 There are 3 semesters per academic year. For each of semesters 1 and 2, you are required to work on course assignments A and B.

A: 1 Course (Studio/Hybrid/Lecture)

B: 1 Course (Studio/Hybrid/Lecture)

1.2 For each of semesters 1 and 2, you can work on additional course assignments C & D.

C: 1 Course (Studio/Hybrid/Lecture)

D: 1 Course (Studio/Hybrid/Lecture)

2. Academic Development

2.1 Prepare course materials such as course Syllabus, design briefs and deliverables.

2.2 Develop and design course content and materials, ensuring compliance with the quality standards and regulations of the Faculty.

3. Student Development and Advising

3.1 Advise, mentor, and supervise students on their study plans, projects, and academic matters.

3.2 Assess students' overall performance through marking projects, supervisions, fieldwork, and examinations, providing appropriate feedback to students.

3.3 Challenge thinking, foster debate and develop the ability of students to engage in critical discourse and rational thinking.

3.4 Maintain regularly scheduled office hours in order to advise and assist students.

4. Administrative Activities

4.1 Attend INDA faculty meetings and collaborate with colleagues to address teaching and research issues. Attendance required for course coordination meetings, faculty seminars and midterm+final reviews as needed.

4.2 Carry out INDA admission tasks including participation in open house, interviews, student recruitment, preparation courses, and other outreach activities as needed.

4.3 Participate in INDA, Faculty of Architecture, and Chulalongkorn University events and activities.

4.4 Conduct other administrative tasks according to expression of interest and assignment by the INDA Director. For semester 1, 2 and 3, you can work on additional administration and coordination assignments I, II, III, IV or V.

I: Year Coordination

II: Course Coordination

III: Sequence Coordination

IV: Administrative Roles

V: Project Coordination