

Terms of Reference

Part-Time Lecturers – Department of Architecture and Urban Planning

1- Objective:

The hiring of Part-Time Lecturers in the B.Arch. (Bachelor of Architecture) Program aim to contribute to the academic excellence of the program by supporting the delivery of high-quality design studio teaching.

2- Key Responsibilities and Specification:

- **Number of Part-Time Lecturer and Working Hours:**
 - One Part-Time Lecturer per Architectural Design Studio section;
 - The part time Lecturer will be required to deliver design studio (studio sessions and/or senior studio session) according to the approved teaching load.
- **Meetings**
 - Course instructor, Part-Time Lecturer, and Teaching Assistant should have at least one meeting to prepare for the upcoming semester's studio/course.
- **Supporting the Architectural Design Studio Course Delivery:**
 - Plan, develop, and deliver lectures/presentations as per the instructions and guidance provided by the faculty leading the studio.
 - Access teaching materials of the assigned studio and share notes with the faculty leading the studio.
 - Lectures/presentations and studio tutorials should be aligned with the program/course learning outcomes and NAAB Student Performance Criteria (SPCs), as requested and guided by the faculty leading the studio.
 - Integrate design studio process, technological tools, and professional practice components to address comprehensive learning outcomes as outlined in the course learning outcomes and NAAB SPCs.
- **Assessment and Evaluation:**
 - Support the delivery of teaching and students work evaluation based on the understanding and ability levels, according to rubrics provided by the program and aligned with the NAAB SPCs

- Provide constructive objective feedback on the student work (annotation on the portfolio for each submission), ensuring alignment with NAAB Student Performance Criteria and the B.Arch. Program PLOs and CLOs.
- Contribute to the student work grading under the supervision of the faculty leading the studio (Grade %): Set involvement at 20%.

2- Reporting Structure:

- Part-Time Lecturer will report to the instructor leading the course, providing regular updates on course delivery, students work evaluation and academic activities.
- Part-Time Lecturer will work under the direct supervision of the faculty member leading the Design Studio.

3- Qualifications:

- A minimum of a Master's degree in Architecture or a related field.
- Relevant professional experience in architecture, with consideration of NAAB requirements (Conditions and Procedures, realms and SPCs).
- Previous teaching experience at a university level, preferably with an understanding of NAAB accreditation/international certification standards and/or high professional expertise in topics relevant to NAAB realms and SPCs.

4- Confidentiality:

- Part-Time Lecturers are expected to maintain confidentiality regarding students', program's and institutional information.

5- General Regulations

- Part-Time Lecturers must be familiar with [Faculty Handbook](#)

6- Application Process:

- Interested candidates should submit their curriculum vitae, cover letter, and a teaching and a professional portfolio to the Department of Architecture and Urban Planning (architecture-urban@qu.edu.qa)