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Khesar Gyalpo University of Medical Sciences of Bhutan
Royal Government of Bhutan
Thimphu: Bhutan



Terms of Reference (ToR) for the designation of Core and Adjunct Faculty at the Teaching Hospital for Khesar Gyalpo University of Medical Sciences of Bhutan (KGUMSB)

BACKGROUND

This ToR shall be applicable to all the core and adjunct faculty (hereafter referred as faculty member) from teaching hospital for Khesar Gyalpo University of Medical Sciences of Bhutan.

***** Core faculty here refers to:**

- The faculty members serving Department with fulltime PG residency programme for Faculty of Postgraduate Medicine (FoPGM)
- The faculty members from clinical department who are involved in full time teaching (class room teaching & clinical supervision) for various Certificate, Diploma, Undergraduate and Postgraduate program for Faculty of Nursing and Public Health (FNPH)
- The faculty members from clinical department of National Traditional Medicine Hospital (NTMH), who are involved in full time teaching (class room teaching & clinical supervision) for Certificate, Diploma, Undergraduate program and Postgraduate Program for Faculty of Traditional Medicine (FoTM)

***** Adjunct faculty here refers to:**

- The faculty members from Departments where there are no fulltime residents but are involved in various stages of residency programme as per the curriculum and also internship programme for FoPGM.
- The faculty members from clinical departments who are involved in guiding, mentoring, monitoring and supervising trainees during their clinical posting at respective departments and those who are involved in teaching as and when required as per the module for FNPH.
- The faculty members from clinical departments of NTMH, who are involved in teaching as and when required as per the module for FoTM.



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The Visiting Faculty shall refer to:

Those Faculty members who shall be designated under exceptional circumstances in specialized fields or subjects where professional expertise is required to strengthen and supplement the teaching, and also in those areas where the work load does not justify the appointment of a full-time faculty member throughout the academic year.

SCOPE

This ToR will be applicable for the designation of health or related professionals as faculty members for the University.

A) ACADEMIC DESIGNATION

NOTE: *The academic designation is independent of the BCSR of RCSC and current position in PCS system.*

This refers to the process of designating a clinician as a faculty member for the purpose of teaching-learning at KGUMSB.

A1. Minimum Requirements for the designation of Core and Adjunct Faculty Member:

- a. The faculty members of FoPGM shall be appointed based on the fulfillment of;
 - i. Minimum of MD/MS from a recognized institute (as per BMHC list) **AND**
 - ii. At least served as Specialist for minimum period of 2 years in the hospital with evidence of teaching activities **AND**
 - iii. Evidence of minimum 3 days basic certified (medical) pedagogy training (Online or Onsite) attended as per the criteria set by the University **AND**
 - iv. Evidence of minimum 3 days basic certified bio-medical research (Online or Onsite) training attended as per the criteria set by the University
 - v. Academic position: Senior Lecturer as per the CoS 2018 of the University.

Notwithstanding with above requirements, *in case of acute shortage of teaching faculty member, the Faculty may appoint a specialist as “Adjunct Faculty Member” for a period of 24 months with Teaching Allowance. He/ she may be appointed as Core Faculty Member upon fulfilment*



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***Similar to original article – Metanalysis and systematic review will be considered as publications.

A3. Change of Designation from Adjunct to Core for FoPGM:

- A faculty member shall be required to serve as “Adjunct Faculty”, for a period of 2 years in a teaching hospital.
- If a faculty member has served 2 years’ period of adjunct faculty in a teaching hospital, the faculty shall be considered for re-designation as core faculty when transferred to JDWNRH upon the recommendations from the concerned Department and the criteria set by the **University HRC**.

A4. For the faculty member with Sub Specialty

If a faculty member has sub-specialist degree/fellowship, he or she shall be designated as core faculty, **upon fulfillment of the minimum requirement for designation (SI No iii and iv)**.

*** Sub-specialization/fellowship shall be considered only if following are fulfilled;

- i. Sub-specialization/fellowship should be at least 12 months **for FoPGM and FoTM and 10 months for FNPB AND**
- ii. Recognized by BMHC

SPECIAL NOTE: Any sub-specialization or fellowship of less than the duration mentioned above, would not be considered as additional qualifications for academic designation or promotion purpose at KGUMSB.

Roles and Responsibilities of the Faculty Member

The roles and responsibilities of the faculty member shall be as reflected in the CoS – 2018 and **Position Directory**.



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B) ACADEMIC PROMOTION

This refers to the process of promoting a core and adjunct faculty member from existing academic position to the next higher academic position.

B1. Minimum requirements for academic promotion:

The faculty member shall be eligible to apply for academic promotion based on the fulfillment of:

- i. Completed 4 years (*of active service*) in the existing academic position **AND**
- ii. For Senior Lecturer and below; 1 excellent and 3 good Performance Rating*** in last 4 years **AND**
- iii. For Assistant Professor and Associate Professor, 1 excellent and 3 very good Performance Rating in last 4 years **AND**
- iv. For Professor: 2 excellent and 2 very good Performance Rating in last 4 years **AND**
- v. Evidence of minimum 3 days basic (refreshers' course) certified pedagogy training (Online or Onsite) **attended within last four years AND**
- vi. Evidence of minimum 3 days basic certified bio-medical research (Online or Onsite) training attended **within last four years (Applicable only for the PG courses) AND**
- vii. Publication requirements in 4 years duration, as below:
 1. One Research paper/Metanalysis/Systematic review as First author in reviewed Journal **OR**
 2. Three Research papers/Metanalysis/Systematic review as 2nd or 3rd Author **OR**
 3. Combination of Case report, Review article, videos, monographs totaling upto 4 - as first author **OR**
 4. Combination from SI No 2 and 3, totaling upto 4 **OR**
 5. One Chapter in a book from a reputed international publisher (**National Publisher for FoTM**)

*** Research paper would be **cumulative based**.

***Criteria to be developed and reviewed by University from time to time.

- a. If a faculty member cannot achieve the above criteria then he/she shall be eligible for reapplication for academic promotion every 6 monthly till fulfillment of minimum of requirements.

