

Terms of Reference for National Associate Professor

Terms of Reference drawn as per the Condition of Service 2018 and Position Directory 2018

Professorial: Employee in professorial positions is required to undertake a highly complex nature of jobs in an academic field. It involves the concurrent pursuit of several phases of academics and research, which requires continuous effort in establishing concepts, theories, or programs. Given the complexity and nature of the work, employees in this position category shall lead teaching-learning including postgraduate programs, undergraduate, research, consultancy, and professional services in the University and ensure that the tasks are at par with international standards.

Associate Professor

Associate Professors shall dedicate 70 % of their time to teaching and learning, and 30 % to clinical and research-related activities.

Teaching-learning

1. Lead the development, delivery, and review of teaching provision in the subject area for students at all levels;
2. Contribute to the development and review of approaches to teaching, learning, and assessment that advance techniques and standards locally and contribute to policy and current debate in the field;
3. Contribute to the development and offering of high-quality teaching in the areas of program evaluation, teaching for innovation, designing new innovative programs, and revising existing programs;
4. Teach independent modules and assess within own subject area at a range of levels, from undergraduate to postgraduate;
5. Conduct assessments of the modules as prescribed in the curriculum

Clinical Services

1. The Associate Professors shall take up the clinical services as per the requirement
2. Manage the OPD, indoors, and community clinical services in the respective departments as required
3. Provide guidance to the clinical employees in the departments;
4. Promote and practice evidence-based medicines;
5. Provide technical and expert services to the relevant agencies;
6. Promote coordination among various departments;
7. Participate in grand rounds; and Conduct, coordinate, and participate in seminars, journal clubs, and other relevant professional development activities.

Research & Innovation

1. Initiate, lead, and write research grants.
2. Supervise PhDs and Masters by research as a supervisor

3. Maintain a portfolio of research activity and publications of high quality and impact;
4. Lead programs, projects, and teams to secure and manage resources as appropriate to the field;
5. Develop methodologies and techniques appropriate to the type of research being pursued, with an emphasis on quality and innovation;
6. Develop and engage in research methodologies that add to knowledge/appropriate understanding in a given field;
7. Participate actively in the development of research strategy;
8. Demonstrate and maintain research activity with a high reputation in Bhutan and internationally in the relevant academic field;
9. Lead funding bids and research activity in an area of recognized excellence for the University;
10. Lead funding bids or other activities that develop, sustain, and support the specialized area;
11. Develop and manage significant research activities;
12. Take up leadership in national and international level research and enhance scholarships which can be assessed in securing grants, working as chief editor/reviewer in international peer-reviewed journals, and serving in offices outside the University;

Services

1. Take responsibility for policy and strategy in a specific area, developing and promoting a clear vision of the Faculty's/unit's strategic direction;
2. Manage employees and other resources efficiently and effectively in the unit/program/project for which they may be responsible;
3. Contribute to the management of the University/Faculty/subject area by chairing committees, leading on key processes;
4. Represent the university in an external community in the area of expertise;
5. Play a significant part in the wider professional community and acquire national and international reputation in their field of expertise. (Invitation as keynote speaker, reviewer of refereed journals, patronization by the government and task force member);
6. Lead the development of teaching and learning policy locally, and contribute to national-level debates, about new approaches to policy, methods and practices through publications, conferences and activities that advance quality in the field;
7. Develop a comprehensive system of faculty mentoring and development and oversee its implementation at the level of the department or the Faculty;
8. Review performance, compare it with best practices, and identify continuous improvement targets, taking responsibility for leading the work to achieve these; and
9. Contribute as resource persons, coordinators or organizers for various professional development activities within the Faculty/University as well as for those outside.
10. Any other roles as assigned by the supervisor.