

Terms of Reference for National Assistant 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.

Assistant Professor

Assistant Professor shall dedicate 70 % of the time to teaching and learning, and 30 % to clinical and research-related activities.

Teaching-learning

1. Lead the development, application, and maintenance of academic standards in a defined area of work;
2. Plan and lead curriculum development and/or renewal in a specific aspect of the subject area and/or develop approaches to teaching-learning that are innovative for the subject area and/or Faculty
3. Teach and assess within own subject area at a range of levels from undergraduate to postgraduate;
4. Engage in scholarship and/or research as required, to support teaching activities;
5. Take responsibility for the design of program/modules and for their quality, and contribute generally to the development of teaching and enhancement of quality in the subject area;
6. Engage effectively with the wider academic and professional community;
7. Provide support and advice to colleagues as appropriate;
8. Mentor junior academics on aspects of learning, teaching, and assessment;
9. Take responsibility for the effective management of allocated resources;
10. Take the lead in projects and/or for programs; coordinating employee input to these;

Clinical Services

1. The Assistant 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 as and when relevant; and
8. Conduct, coordinate, and participate in seminars, journal clubs, and other relevant professional development activities

Research & Innovation

1. Generate funds for the University through research projects, consultancies, and advice;
2. Work as co-supervisor for PhDs and Masters by Research or as a supervisor as may be approved by the Research Committee;
3. Develop methods and techniques appropriate to the type of research being pursued and add to the intellectual understanding of the field through new discoveries and insights;
4. Contribute to the research work of the Faculty by pursuing appropriate independent research and developing research proposals (in forms and at levels commensurate with the field) and win support for them;
5. Plan the research to be undertaken, as a self-contained project or as part of a broader programme;
6. Disseminate and publish research findings in appropriate publications and conferences, and where appropriate undertake knowledge transfer activities;
7. Contribute to the development of the research portfolio of the subject area;

Services

1. Manage employees and other resources of a significant academic area/unit, including the allocation of workloads and the appraisal of academics.
2. Undertake specific coordinating roles;
3. Contribute to the operation of the University by taking up leadership responsibility and participating in decision-making and governance including chairing significant committees as appropriate, at Faculty and/or University level;
4. Take the lead in projects and/or programs, coordinating employee input to these;
5. Represent and promote the University externally – nationally and internationally e.g. managing relations with external partners and stakeholders;
6. Acquire a national reputation in their field of expertise. (Invitation as keynote speaker, reviewer of refereed journals, patronization by the government and task force member
7. Make contributions to debates at national and international levels about new approaches to teaching-learning, assessment policy, methods, and practices. It should also include high-level publications or contributions to conferences and/or working with relevant experts in the area of specialization;
8. Take responsibility for the effective management of allocated resources including resourcing various workshops and professional development programs; and
9. Manage employees and other resources of a significant academic area/unit, including the allocation of workloads and the appraisal of junior academics and mentoring them.
10. Any other roles as assigned by the supervisor.