

Terms of Reference for International Faculty (Associate Professor)

Associate Professor shall dedicate 95% of the time to teaching and learning, and 5% to 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 which advance techniques and standards locally and contribute to policy and current debate in the field;
3. Contribute to Overseeing 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 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. Conduct, coordinate, and participate in seminars, journal clubs, clinical meetings, mortality meetings, and other relevant professional development activities.

Research & Innovation

1. Initiate, lead, and write research grants.
2. Supervise PhDs Masters and undergraduates by research as a main supervisor
3. Maintain a portfolio of research activity and publications of high quality and impact;
4. Lead programs, projects, and teams 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 of 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 which 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 the 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.