Terms of Reference for Assistant Professor (International Faculty)

The assistant professor shall dedicate 95 % of the time to teaching and learning activities and 5% to 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.
- 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. The Assistant Professors shall take up the clinical services as per the requirement
- 11. Provide guidance to the employees in the departments;
- 12. Promote and practice evidence-based medicines;
- 13. Provide technical and expert services to the relevant agencies;
- 14. Promote coordination among various departments;
- 15. Conduct, coordinate, and participate in seminars, journal clubs, and other relevant professional development activities.

Research & Innovation

- 1. Facilitate in applying for research grants for the department as and when required.
- 2. Work as co-supervisor for PhDs and Masters by Research or as 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. Disseminate and publish research findings in appropriate publications and conferences, and where appropriate undertake knowledge transfer activities;
- 5. 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. Represent and promote the University externally nationally and internationally e.g. managing relations with external partners and stakeholders;
- 4. 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)

- 5. 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.
- 6. Take responsibility for the effective management of allocated resources including resourcing various workshops and professional development programs; and
- 7. 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.
- 8. Any other roles as assigned by the supervisor.