

## **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.

### **Professor**

*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 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. Supervise postgraduate/ undergraduate research and research projects as supervisor;
2. Lead and write research grants.

3. Make a leading contribution to the development and implementation of research strategy at Faculty level or equivalent;
4. Plan and lead the development, implementation, and publication/dissemination of research of outstanding quality and international repute for a designated area;\
5. Where appropriate to the field, lead major funding bids that develop and sustain research support in the area of specialization and advance the reputation of the University;
6. Make a leading personal contribution to research in the field nationally and internationally by means of publication etc;
7. Sustain other research-related contributions through conference papers and presentations and/or consultancy projects and advice;
8. Take up leadership in national, regional, and international level research and enhance high 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. Manage employee and other resources of a significant academic area, including the allocation of workloads, appraisal of academics, and mentoring of young academics;
2. Take responsibility for policy and strategy in a specific area, developing and promoting a clear vision of the Faculty's strategic direction;
3. Lead and manage a team of senior colleagues who have delegated responsibility for specific strands of work;
4. 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 the Faculty and/or University level;
5. Represent and promote the university externally, nationally, and internationally, e.g. by managing relations with external partners and stakeholders;
6. Acquire national and international reputation in their field of expertise. (Invitation as keynote speaker by the reviewer of refereed journals, patronisation by the government and task force member)
7. Play a leading role in the relevant wider academic and, where appropriate, professional community;
8. Make a leading contribution 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; 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.