

Eligibility Criteria for Professor (Bhutanese National) as per the Condition of Service 2018 of the University and Position Directory of the University

Mandatory Criteria

1. Licensing

- Should have a valid specialist license with the Medical and Health Professionals Council, Bhutan.

2. Qualification

- Must have an MBBS MD/MS in the relevant field.

3. Experience:

- 3.1 At least 12 years of relevant field experience relevant to the area of expertise with at least 4 years of university-level teaching experience as an Associate Professor or equivalent position in a reputed University;
- 3.2 Recommendation letter (with at least 200 words) from the Competent Authority from the Previous employer.
- 3.3 Already serving as a Professor's position in a reputed university (one-time exemption);

4. Publication

Minimum of 6 Original Articles/Systematic Review/Meta-analysis in Peer-reviewed journals as 1st Author /1 peer-reviewed book/3 peer-reviewed chapters as principal author. *

*To be reviewed by the Publication Review Committee

All the original articles, systematic review papers, meta-analyses, and book chapters will be assessed for their significant findings or contributions by the Publication Review Committee for its eligibility as per the set criteria.

Eligibility Criteria for Associate Professor (Bhutanese National) as per the Condition of Service 2018 of the University and Position Directory of the University

Mandatory Criteria

1. Licensing

- Should have a valid specialist license with the Medical and Health Professionals Council, Bhutan.

2. Qualification

- Must have an MBBS with MD/MS from a reputed University recognized by the Medical and Health Professionals Council, Bhutan.

3. Work Experience

3.1.Experience:

- At least 9 years of relevant field experience relevant to the area of expertise with at least 4 years of university-level teaching experience as an Assistant Professor or equivalent position in a reputed University (exempt for one time)

3.2 Recommendation letter (with at least 200 words) from the Competent Authority from the Previous employer.

3.3 Minimum of 4 Original Articles/Systematic Review/Meta-analysis) in peer-reviewed journals as 1st Author /1 peer-reviewed book/2 peer-reviewed chapters as principal author. *

*To be reviewed by the Publication Review Committee

All the original articles, systematic review papers, meta-analyses, and book chapters will be assessed for their significant findings or contributions by the Publication Review Committee for its eligibility as per the set criteria.

Eligibility Criteria for Assistant Professor (Bhutanese National) as per the Condition of Service 2018 of the University and Position Directory of the University

Mandatory Criteria

1. Licensing

- Should have a valid specialist license with the Medical and Health Professionals Council, Bhutan.

2. Qualification

- Must have an MBBS with MD/MS in the relevant field from a reputed University recognized by the Medical and Health Professionals Council, Bhutan.

3. Experience:

- 3.1 At least 5 years of relevant field experience relevant to the area of expertise;

OR

- 3.2 Masters' qualification with having served as Sr. Lecturer for four years

- 3.3 Already serving as an Assistant Professor's position at a reputed university (with one-time exemption for Publications);

- 3.4 Recommendation letter (with at least 200 words) from the Competent Authority from the Previous employer.

4 Publication

Minimum 2 Original Articles/Systematic/Meta-analysis in peer-reviewed journals as 1st Author /1 peer-reviewed book/1 peer-reviewed chapters as principal author. *

*To be reviewed by the Publication Review Committee

All the original articles, systematic review papers, meta-analyses, and book chapters will be assessed for their significant findings or contributions by the Publication Review Committee for its eligibility as per the set criteria.

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.

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(inclusive of both UG and PG), 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;

5. Represent and promote the University externally – nationally and internationally e.g. managing relations with external partners and stakeholders;
6. Coordinate the organization of conferences, seminars, workshops, and/or working with relevant experts in the area of specialization;
7. Provide guidance to other employees and students;
8. Organise and coordinate meetings and discussions related to administrative and managerial issues in respective departments/school/program units;
9. Assist in the preparation and organization of university/Faculty functions;
10. Assist in the organization of community services.
11. Any other roles as assigned by the supervisor.

Terms of Reference for National Associate Lecturer

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

Associate Lecturer (Demonstrator)

Teaching

1. Contribute to elements of teaching within clear and established programs as conducting tutorial classes or team teaching with a senior academic;
2. Support learners and /or supervise class activities in specific areas of activity according to established procedures such as language lab or practical work;
3. Monitor student progress and provide feedback;
4. Assist with the administration and support in the marking of assessments;
5. Assist senior academics with the preparation of module/program materials;
6. Prepare lesson plans and teach full modules by at least the second year at this level. However, they may teach diploma programmes immediately; Clinical Services
7. Manage the OPD, indoors, and community clinical services in the respective departments;
8. Guide the clinical employees in the departments;
9. Promote and practice evidence-based medicines;
10. Provide technical and expert services to the relevant agencies;
11. Promote coordination among various departments;
12. Conduct grand rounds;
13. Conduct, coordinate, and participate in seminars, journal clubs, and other relevant professional development activities.

Research

1. Assist academics and researchers in planning and implementing experiments, conducting interviews, administering surveys, or coordinating focus group discussions;
2. Search for scholarly literature relevant to the research project, searching the library, copying articles, ordering additional articles and books, and formulating a bibliography;
3. Contribute to data analysis (on quantitative data or on quantitatively coded qualitative data);
4. Contribute to the designing and development of research projects for the generation of research funds;
5. Assist academics or researchers in preparing presentations about research project results for conferences, academic discourse, and research presentations
6. Help academics and researchers in the preparation of manuscripts such as general layout, proofreading for editorials, binding and compiling of materials, etc., for submission to academic and scholarly journals or publications;
7. Carry out research with senior academics and researchers and contribute to major publications as co-authors;

Services

1. Contribute as resource persons, coordinators or organizers for various professional development activities within the Faculty/University as well as for those outside;
2. Participate in developing and promoting a clear vision of the Faculty's/unit's strategic direction;
3. Participate as a team member to support senior colleagues, who have delegated responsibility for specific strands of work/sub-units;
4. Contribute to the running of the University by participating in decision-making and governance including committees or task forces as appropriate, at the Faculty and/or University level;

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.

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 80 % of their time to teaching and learning (inclusive of both UG and PG), and 20 % 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;

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.

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Professor

Professors shall dedicate 80 % of their time to teaching and learning (inclusive of UG and PG), and 20 % 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
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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 reputation for a designated area;\