

## **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.