

ROYAL UNIVERSITY OF BHUTAN

POSITION PROFILE

1. JOB IDENTIFICATION

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| 1.1 Position Title: | Associate Professor |
| 1.2 Position Level: | 2 |
| 1.3 Occupational Group: | Academics |
| 1.4 College: | Yonphula Centenary College |

2. MAIN PURPOSE OF THE POSITION:

- 2.1 Undertake teaching in English Language/linguistics at postgraduate level;
- 2.2 Carry out research/publication works (of minimum standards acceptable at the **regional level**),
- 2.3 Provide advisory services, and coordinate/manage programs.

3. GENERAL ROLES AND RESPONSIBILITIES:

Teaching

- 3.1 Lead the development, application, and maintenance of academic standards in a defined area of works;
- 3.2 Develop/improve approaches to teaching and learning which are innovative for the subject area and reflect developing good practices elsewhere;
- 3.3 Leading innovation in area eg. admissions, student welfare, educational technology, student services, peer assessment of teaching.
- 3.4 Lead curriculum development and/or renewal at programme level or equivalent;
- 3.5 Develop and manage significant teaching activities;
- 3.6 Oversee the development and offering of high quality teaching in the areas of programme evaluation, teaching for innovation, designing new innovative programmes and revising existing programmes;
- 3.7 Teach independent modules and assess within own subject area at postgraduate levels;

Research & Innovation

- 3.8 Initiate, lead, and write research grants.
- 3.9 Supervise PhDs and Masters by research as a main supervisor;
- 3.10 Maintain a portfolio of research activity and publications of high quality and impact;
- 3.11 Lead programmes, projects, and teams, secure and manage resources as appropriate to the field;
- 3.12 Develop methodologies and techniques appropriate to the type of research being pursued, with an emphasis on quality and innovation;
- 3.13 Develop and engage in research methodologies that add to knowledge/appropriate understanding in a given field;
- 3.14 Participate actively in the development of research strategy;
- 3.15 Demonstrate and maintain research activity of high reputation in Bhutan and internationally in the relevant academic field;
- 3.16 Lead funding bids and research activity in an area of recognised excellence for the University;
- 3.17 Lead funding bids or other activities which develop, sustain and support for the specialised area;
- 3.18 Develop and manage significant research activities;

- 3.19 Take up leadership in national and international level researches 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 University;

Services

- 3.20 Take responsibility for policy and strategy in a specific area, developing and promoting a clear vision of the College's/unit's strategic direction;
- 3.21 Manage staff and other resources efficiently and effectively in the unit/programme/project for which they may be responsible;
- 3.22 Contribute to the management of the University/college/subject area by chairing committees, leading on key processes;
- 3.23 Represent the university in external community in area of expertise;
- 3.24 Play a significant part in the wider professional community and acquire national and international reputation in their field of expertise. (Invitation as key note speaker, reviewer of refereed journals, patronisation by the government and task force member);
- 3.25 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;
- 3.26 Develop a comprehensive system of faculty mentoring and development and oversee its implementation at the level of the department or the College;
- 3.27 Review performance, compare it with best practices and identify continuous improvement targets, taking responsibility for leading the work to achieve these; and
- 3.28 Contribute as resource persons, coordinators or organisers for various professional development activities within the College/University as well as for those outside.

4. SPECIFIC ROLES AND RESPONSIBILITIES:

Teach and assess the following areas:

- 4.1 LAN606 Introduction to English Linguistics
- 4.2 LIT621 The study of Poetry
- 4.3 LIT622 Literary and cultural studies
- 4.4 LIT623 South Asian Literature
- 4.5 LIT624 Eco- Criticism
- 4.6 LIT625 New Literature in English
- 4.7 LAN607 Advanced Creative writing
- 4.8 LAN608 Literary Criticism and theory
- 4.9 REP503 Proposal writing and presentation
- 4.10 LIC726 The world of English Theatre
- 4.11 REP504 Dissertation

5. KNOWLEDGE, SKILLS & ABILITIES (KSA) REQUIREMENTS:

5.1 Education: PhD in English Language/linguistics

5.2 Experience in teaching learning, research & services:

- **Teaching Learning:**

- a) Minimum of 12 years of teaching experience at the university level; or
- b) At least 9 years of industrial experience relevant to the area of expertise and 3 years of university level teaching experience; or

- c) Already serving as Associate Professor or equivalent position in a reputed university; or
- d) Minimum of 3 years of active services as Assistant Professor in a reputed university.

An incumbent must have work recognised as distinguished in a discipline at the international/nation level. Toward this the incumbent must produce documentary evidences in two areas.

- **Research:** Should have:
 - a) Supervised at least 2 PhD or 5 Masters (by research) students as a main supervisor;
 - b) Evidences related to generation of substantial funds (worth Nu 10 million) related to research grants, projects, consultancies, and other expert services;
 - c) Minimum of 20 publications as principal author for research papers/sole author for books in the relevant area of expertise, with:
 - i. At least 8 publications in refereed journals as principal author;
 - ii. At least 3 publications with impact factor of two and above e
 - iii. At least 4 publications in refereed journals as principal author during the last 3 years.
 - d) At least 1 referee report (international)

- **Services:** At least 7 documentary evidences in various areas mentioned below:
 - a) Accomplishments that led to an international or, as appropriate, national reputation in their field of expertise. (Invitation as key note speaker by, reviewer of refereed journals, patronization by the government and task force member)
 - b) Taken responsibility for policy and strategy in a specific area, developing and promoting a clear vision of the College's/unit's strategic direction;
 - c) Led and managed a team of senior colleagues, who have delegated responsibility for specific strands of work/sub-units;
 - d) Contributed to the running of the University/organisation by taking up leadership responsibility and participating in decision-making and governance including chairing significant committees as appropriate, at College/faculty/university/organisation level;
 - e) Managed relations with different partners and stakeholders; and
 - f) Made 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 publication or contribution to conferences and/or working with relevant experts in the area of specialisation.
 - g) Managed staff and other resources of a significant academic area/unit, including the allocation of workloads and the appraisal of academics.

5.3 Knowledge Skills and Abilities:

- Ability to produce high level of academic leadership and motivate scholarship and excellence among colleagues and students.
- Ability to listen and being open to multiple views, perspectives, and feedback.
- Long standing engagements in continuous learning and development, and committed to continuous improvement by way of recognising to change

personal, interpersonal and managerial behavior.

- Ability to upgrade the knowledge, skill and competencies of staff in the organisation.
- Ability to master in a particular field of specialization and influence positive change in the community including international communities.
- Ability to establish linkages with wide range of communities including scholars and researchers from both within and outside the country.
- highly skilled in research , analysis and dissemination of knowledge in view of providing high class teaching, impacting policy changes and broadening knowledge base.