

1. Professor (Position Level 1)

Teaching

- 1.1. Lead the development, delivery and review of teaching provision in the subject area for students at all levels;
- 1.2. Develop and review approaches to teaching, learning and assessment which advances techniques and standards locally, and contribute to policy and current debate in the field;
- 1.3. 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;
- 1.4. Teach independent modules and assess within own subject area at a range of levels from undergraduate to postgraduate levels;

Research & Innovation

- 1.5. Supervise post graduate research and research projects as principal supervisor;
- 1.6. Lead and write research grants.
- 1.7. Make a leading contribution to the development and implementation of research strategy at college level or equivalent;
- 1.8. Plan and lead the development, implementation and publication/dissemination of research of outstanding quality and international repute for a designated area;
- 1.9. Where appropriate to the field, lead major funding bids which develop and sustain research support in the area of specialisation and advance the reputation of the University;
- 1.10. Make a leading personal contribution to research in the field nationally and internationally by means of publication etc;
- 1.11. Sustain other research-related contributions through conference papers and presentations and/or consultancy projects and advice;
- 1.12. Take up leadership in national, regional and international level researches 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 University;

Services

- 1.13. Manage staff and other resources of a significant academic area, including the allocation of workloads, appraisal of academics and mentoring of young academics;

- 1.14. Take responsibility for policy and strategy in a specific area, developing and promoting a clear vision of the College's strategic direction;
- 1.15. Lead and manage a team of senior colleagues, who have delegated responsibility for specific strands of work;
- 1.16. 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 College and/or University level;
- 1.17. Represent and promote the University externally – nationally and internationally e.g. managing relations with external partners and stakeholders;
- 1.18. Acquire national and international reputation in their field of expertise. (Invitation as key note speaker by, reviewer of refereed journals, patronisation by the government and task force member)
- 1.19. Play a leading role in the relevant wider academic and, where appropriate, professional community;
- 1.20. 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 publication or contribution to conferences and/or working with relevant experts in the area of specialisation; and
- 1.21. Contribute as resource persons, coordinators or organisers for various professional development activities within the College/University as well as for those outside.

2. Associate Professor (Position Level 2)

Teaching

- 2.1 Lead the development, application, and maintenance of academic standards in a defined area of works;
- 2.2 Develop/improve approaches to teaching and learning which are innovative for the subject area and reflect developing good practices elsewhere;
- 2.3 Leading innovation in area eg. admissions, student welfare, educational technology, student services, peer assessment of teaching.
- 2.4 Lead curriculum development and/or renewal at programme level or equivalent;
- 2.5 Develop and manage significant teaching activities;
- 2.6 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;
- 2.7 Teach independent modules and assess within own subject area at a range of levels from undergraduate to postgraduate levels;

Research & Innovation

- 2.8 Initiate, lead, and write research grants.
- 2.9 Supervise PhDs and Masters by research as a main supervisor;
- 2.10 Maintain a portfolio of research activity and publications of high quality and impact;
- 2.11 Lead programmes, projects, and teams, secure and manage resources as appropriate to the field;
- 2.12 Develop methodologies and techniques appropriate to the type of research being pursued, with an emphasis on quality and innovation;
- 2.13 Develop and engage in research methodologies that add to knowledge/appropriate understanding in a given field;
- 2.14 Participate actively in the development of research strategy;
- 2.15 Demonstrate and maintain research activity of high reputation in Bhutan and internationally in the relevant academic field;
- 2.16 Lead funding bids and research activity in an area of recognised excellence for the University;
- 2.17 Lead funding bids or other activities which develop, sustain and support for the specialised area;
- 2.18 Develop and manage significant research activities;
- 2.19 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

- 2.20 Take responsibility for policy and strategy in a specific area, developing and promoting a clear vision of the College's/unit's strategic direction;
- 2.21 Manage staff and other resources efficiently and effectively in the unit/programme/project for which they may be responsible;
- 2.22 Contribute to the management of the University/college/subject area by chairing committees, leading on key processes;
- 2.23 Represent the university in external community in area of expertise;
- 2.24 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);

- 2.25 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;
- 2.26 Develop a comprehensive system of faculty mentoring and development and oversee its implementation at the level of the department or the College;
- 2.27 Review performance, compare it with best practices and identify continuous improvement targets, taking responsibility for leading the work to achieve these; and
- 2.28 Contribute as resource persons, coordinators or organisers for various professional development activities within the College/University as well as for those outside.

3. Assistant Professor (Position Level 3)

Teaching

- 3.1 Lead the development, application and maintenance of academic standards in a defined area of work;
- 3.2 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 College;
- 3.3 Teach and assess within own subject area at a range of levels from undergraduate to postgraduate;
- 3.4 Engage in scholarship and/or research as required, to support teaching activities;
- 3.5 Take responsibility for design of programme/modules and for their quality, and contribute generally to the development of teaching and enhancement of quality in the subject area;
- 3.6 Engage effectively with the wider academic and professional community;
- 3.7 Provide support and advice to colleagues as appropriate;
- 3.8 Mentor junior academics on aspects of learning, teaching and assessment;
- 3.9 Take responsibility for the effective management of allocated resources;
- 3.10 Take lead in projects and/or for programmes; coordinating staff input to these;

Research & Innovation

- 3.11 Generate fund for the University through research projects, consultancies and advices
- 3.12 Work as co-supervisor for PhDs and Masters by Research or as supervisor as may be approved by the Research Committee;

- 3.13 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;
- 3.14 Contribute to the research work of the College by pursuing appropriate independent research and developing research proposals (in forms and at levels commensurate with the field) and win support for them;
- 3.15 Plan the research to be undertaken, as a self-contained project or as part of a broader programme;
- 3.16 Disseminate and publish research findings in appropriate publications and conferences, and where appropriate undertake knowledge transfer activities;
- 3.17 Contribute to the development of the research portfolio of the subject area;

Services

- 3.18 Manage staff and other resources of a significant academic area/unit, including the allocation of workloads and the appraisal of academics.
- 3.19 Undertake specific coordinating roles;
- 3.20 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 College and/or University level;
- 3.21 Take lead in projects and/or programmes, coordinating staff input to these;
- 3.22 Represent and promote the University externally – nationally and internationally e.g. managing relations with external partners and stakeholders;
- 3.23 Acquire national reputation in their field of expertise. (Invitation as key note speaker, reviewer of refereed journals, patronisation by the government and task force member)
- 3.24 Make 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;
- 3.25 Take responsibility for the effective management of allocated resources including resourcing various workshops and professional development programmes; and
- 3.26 Manage staff and other resources of a significant academic area/unit, including the allocation of workloads and the appraisal of junior academics and mentoring them.

4. Lecturer (Position Level 4)

Teaching

- 4.1 Teach and assess within own subject area at a range of levels from undergraduate to postgraduate;

- 4.2 Contribute to curriculum development and the design and revision of programme units in the subject area;
- 4.3 Contribute to the development or improvement of approaches to teaching-learning and assessment in the subject area;
- 4.4 Participate actively in the development of the discipline's teaching-learning and assessment strategies;
- 4.5 Contribute to the organisation of wider area of work;
- 4.6 Advise others (particularly those at the entry level) on aspects of teaching-learning and assessment;
- 4.7 Take responsibility for the effective management of allocated resources;

Research and Innovation

- 4.8 Generate fund for the University through research projects, consultancies and advices
- 4.9 Undertake a specific role in a research project or projects, taking responsibility for some element(s) of the planned research;
- 4.10 Supervise research projects for both at undergraduate and postgraduate levels. May also supervise research based programmes if found qualified to do so;
- 4.11 Develop and carry out a plan to open up or extend an area of personal research, or contribute as a team member to the development of a broader programme. In some fields, this may include contributing to the writing of bids for research grants;
- 4.12 Plan and carry out a work programme appropriate to the research activity;
- 4.13 Contribute to dissemination/publication of personal and/or research team's findings as appropriate to the field;

Services

- 4.14 Contribute as resource persons, coordinators or organisers for various professional development activities within the College/University as well as those outside.
- 4.15 Participate in developing and promoting a clear vision of the College's/unit's strategic direction;
- 4.16 Participate as a team member to support senior colleagues, who have delegated responsibility for specific strands of work/sub-units;
- 4.17 Contribute to the running of the University by participating in decision-making and governance including committees or taskforce as appropriate, at College and/or University level;
- 4.18 Represent and promote the University externally – nationally and internationally e.g. managing relations with external partners and stakeholders;

- 4.19 Coordinate the organisation of conferences, seminars, workshops and/or working with relevant experts in the area of specialisation;
- 4.20 Provide guidance to other staff and students; and
- 4.21 Mentor and develop junior colleagues.

5. Associate Lecturer (Position Level 5)

Teaching

- 5.1 Teach modules (full load) and support students within own subject area at least up to the undergraduate level;
- 5.2 Set and mark assessments, and advise students on their progress;
- 5.3 Develop and deploy teaching-learning materials in area of own expertise;
- 5.4 Plan and review own approach to learning;
- 5.5 Take responsibility for organising own activities and for the management of allocated resources;

Research and Innovation

- 5.6 Generate fund for the University through research projects, consultancies and advices;
- 5.7 Supervise research projects and dissertation where these are part of the programme(s) of study;
- 5.8 Contribute to design of research projects and define methods such as conducting surveys and focused interviews;
- 5.9 Carry out literature searches within pre-specified parameters;
- 5.10 Run analysis/interpreting data using specified and agreed techniques/models;
- 5.11 Prepare summary reports of research methods/findings;
- 5.12 Contribute to dissemination and publication of research findings; and
- 5.13 Carry out small-scale research projects on their own or as a lead in a team and publish some quality papers including few in reputed journals.

Services

- 5.14 Contribute as resource persons, coordinators or organisers for various professional development activities within the College/University as well as for those outside.
- 5.15 Participate in developing and promoting a clear vision of the College's/unit's strategic direction;

- 5.16 Participate as a team member to support senior colleagues, who have delegated responsibility for specific strands of work/sub-units;
- 5.17 Contribute to the operation of the University by participating in decision-making and governance including committees or taskforce as appropriate, at College and/or University level;
- 5.18 Represent and promote the University externally – nationally and internationally e.g. managing relations with external partners and stakeholders;
- 5.19 Coordinate the organisation of conferences, seminars, workshops and/or working with relevant experts in the area of specialisation; and
- 5.20 Provide guidance to other staff and students.

6. Assistant Lecturer (Position Level 6)

Teaching

- 6.1 Contribute to elements of teaching within clear and established programmes as conducting tutorial classes or team teaching with a senior academic;
- 6.2 Support learners and /or supervise class activities in specific areas of activity according to established procedures as language lab or practical work;
- 6.3 Monitor student progress and provide feedback;
- 6.4 Assist with the administration and support in marking of assessments;
- 6.5 Assist senior academics with the preparation of module/programme materials;
- 6.6 Prepare lesson plans and teach full modules by at least the second year at this level. However they may teach diploma programmes immediately;

Research

- 6.7 Assist academics and researchers in planning and implementing experiments, conducting interviews, administering surveys, or coordinating for focus group discussions;
- 6.8 Search for scholarly literature relevant to the research project, searching the library, copying articles, ordering additional articles and books, and formulating bibliography;
- 6.9 Contribute to data analysis (on quantitative data or on quantitatively coded qualitative data);
- 6.10 Contribute to designing and development of research projects for generation of research funds;
- 6.11 Assist academics or researchers in preparing presentations about research project results for conferences, academic discourse and research presentations;

- 6.12 Help academic and researchers in preparation of manuscript such as general layout, proof reading for editorials, binding and compiling of materials etc., for submission to academic and scholarly journals or publications;
- 6.13 Carry out research with senior academics and researchers and contribute to major publications as co-authors;

Services

- 6.14 Contribute as resource persons, coordinators or organisers for various professional development activities within the College/University as well as for those outside;
- 6.15 Participate in developing and promoting a clear vision of the College's/unit's strategic direction;
- 6.16 Participate as a team member to support senior colleagues, who have delegated responsibility for specific strands of work/sub-units;
- 6.17 Contribute to the running of the University by participating in decision-making and governance including committees or taskforce as appropriate, at College and/or University level;
- 6.18 Represent and promote the University externally – nationally and internationally e.g. managing relations with external partners and stakeholders;
- 6.19 Coordinate the organisation of conferences, seminars, workshops and/or working with relevant experts in the area of specialisation;
- 6.20 Provide guidance to other staff and students;
- 6.21 Organise and coordinate meetings and discussion related to administrative and managerial issues in respective department/school/programme unit;
- 6.22 Assist in the preparation and organisation of university/college wide functions; and
- 6.23 Assist in the organisation of community services.

7. Sr. Instructor (Position Level 4 - 5)

Teaching

- 7.1 Carry out teaching workload in their area of specialisation in diploma and undergraduate programmes.
- 7.2 Lead the conduct of practical classes at all levels of programmes of their expertise;
- 7.3 Lead the designing, developing and evaluation of modules and training materials related to practical classes in collaboration with the lecturers related to development of new programmes;
- 7.4 Ensure continual updating and revision of programme content and materials of instructions,

- 7.5 Contribute to overall development and revision of college/department wide programme;
- 7.6 Guide the instructors in carrying out their job responsibilities efficiently;
- 7.7 Lead needs assessment of training programmes;
- 7.8 Supervise examinations, projects and assignments;

Research and Innovation

- 7.9 Carry out research works related to development/improvement of programmes;
- 7.10 Carry out research and innovation in the relevant area of their expertise;

Services

- 7.11 Carry out administrative works of the department/section as needed;
- 7.12 Lead the conduct of the short-term training programmes;
- 7.13 Mentor and guide the instructors to help them develop;
- 7.14 Conduct services in their area of expertise such as testing of materials, collection of data and surveys;
- 7.15 Participate in different committees, meetings, seminars and workshops; and
- 7.16 Carry out any other responsibilities.

8. Instructor (Position Level 6 – 7)

Teaching

- 7.17 Carry out teaching workload in their area of specialisation for undergraduate programmes and below;
- 7.18 Conduct practical classes at all levels of programmes of their expertise;
- 7.19 Contribute to designing, developing and evaluating modules and training materials related to practical classes;
- 7.20 Contribute to updating and revision of programme content and materials of instructions;
- 7.21 Participate in overall development and revision of college/department wide programme;
- 7.22 Guide the instructors in carrying out their job responsibilities efficiently;
- 7.23 Carry out needs assessment of training programmes;
- 7.24 Supervise examinations, projects and assignments;

Research and Innovation

- 7.25 Carry out research related to development/improvement of programmes;
- 7.26 Support senior academics in research and innovation in the relevant area of their expertise;

Services

- 7.27 Carry out administrative works of the department/section as needed;
- 7.28 Lead the conduct of the short-term training programmes;
- 7.29 Conduct services in their area of expertise such as testing of materials, collection of data and surveys;
- 7.30 Participate in different committees, meetings, seminars and workshops; and
- 7.31 Carry out any other responsibilities.

9. Associate Instructor (Position Level 8 – 9)

Teaching

- 7.32 Carry out teaching workload in their area of specialisation;
- 7.33 Conduct practical classes in all levels of programmes of their expertise;
- 7.34 Assist in designing, developing and evaluating modules and training materials related to practical classes;
- 7.35 Assist in carrying out needs assessment of training programmes;
- 7.36 Supervise examinations, projects and assignments;

Research and Innovation

- 7.37 Assist in carrying out research related to development/improvement of the programmes;
- 7.38 Support senior academics in research and innovation in the relevant area of their expertise;

Services

- 7.39 Carry out administrative works of the department/section as needed;
- 7.40 Coordinate and support the conduct of the short-term training programmes;
- 7.41 Provide services in their areas of expertise as testing of materials, collection of data, surveys etc.;

- 7.42 Participate in different committees, meetings, seminars and workshops; and
- 7.43 Carry out any other responsibilities.