

ROYAL GOVERNMENT OF BHUTAN
ROYAL UNIVERSITY OF BHUTAN

POSITION PROFILE

1. Job Identification:

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| 1.1 | Position Title: | Dean, Academic Affairs |
| 1.2 | Position Level: | 4 & above |
| 1.6 | Place of work: | Samtse College of Education |

2. Main Purpose of the Job:

The main purpose of the job is to assist the President of the College to maintain and implement academic regulations/guidelines in the college and support and implement innovative approaches to learning, teaching and quality across the college, including resource management and report to AB on the maintenance of the health of academic programmes in the college.

3. Representative Work Activities:

- Play an active role in University corporate management, the maintenance of academic standards, and the development of University policy through active participation in, and contribution to, University Committees, in particular the Academic Board, CULT Advisory Committee and other cross-institutional forums.
- Manage the development of college's academic strategic plan and annual academic operational plan, and oversee and report on policies, procedures and services that are aligned to meeting the targets of these plans.
- Manage the provision of academic services to support teaching programmes and delivery initiatives at the college, including the
 - a. development and approval processes of programme planning approval documents,

- b. design and development of programmes taking into account collaborative working systems and collective judgment.
 - c. documentation and due processes of programme validation.
 - d. preparation and maintenance of definitive programme documents
 - e. learner grievances and appeal related to teaching and learning
 - f. learner support (remediation, uncredited courses for personal development of learners, etc) related to teaching and learning
 - g. selection and admission of learners
 - h. development of academics and academic support staff
- Develop, implement and monitor an appropriate regime of academic quality assurance, and collaborate with relevant programme leaders and organisational units to provide an integrated approach to quality improvement and regular reporting, including the
- a. annual monitoring of programmes and scheduled reporting through annual programme reports
 - b. management of external examiners
 - c. study on first destination (employment) of graduates
 - d. periodic review of programmes in operation
 - e. review internal QA practices & processes
 - f. organisation and smooth operation of College Academic Committee and Programme Board of Examiners.
- Liaise with other colleges of RUB/OVC and external organisations within Bhutan and overseas to promote the University's programmes and academic services and image in local, national and international arenas, including representing the college at conferences and forums and generally employing a range of strategies to keep abreast of the latest and emerging developments in academic services, particularly as they relate to higher education.

- Support effective communication and information flows within the college's various academic organisational units, and with other parts of the college's community, through an active communication strategy.
- Maintain and enhance individual standing as an academic through professional academic development activities including research.
- In addition, the Dean of Academic Affairs is also expected to be an active participant in teaching in the colleges. This should be demonstrated by teaching at least a module every semester. The teaching responsibility beyond this including designing and development of programs in his/her area of competency will be determined by the respective colleges based on the need of the colleges
- Contribute to the teaching/learning profile of the college, and of the University generally, with particular emphasis on fostering the development and advancement of academic practices, content development and delivery, distance education, e-learning and continuing professional development.
- Chair and participate in meetings of boards, committees, working parties and other forums as appropriate and participate actively in community affairs and represent the college in internal and external forums as required.
- Lead and support the identification, development and implementation of new projects and initiatives which support learning and teaching, programme development and quality enhancement at the college.
- Line manage designated post holders (heads of departments, etc) and take responsibility for performance review and development of such positions.
- Manage academic resource allocation by overseeing and coordinating the preparation of annual budgets related to learning/teaching, programme development and quality enhancement for consideration by the University and the monitoring of effective utilization of allocated funds.
- Represent the President as and when required.
- Undertake other responsibilities as deemed appropriate by the President from time to time

4. **Eligibility Criteria:**

- **Qualification:** Masters Degree
- **Position level:** Grade 4 and above
- **Teaching experience at the tertiary level:** 5 years within the last 15 years (should be able to teach at least 3 different modules from the whole portfolio of programs offered at the college)
- **Leadership Experience:** Should have served as a Programme Leader or Head of the Department or any other leadership experiences or roles which in the Committee's judgment are considered to be appropriate.

Note: A person who has served as Dean shall be allowed to apply for the same position or another Dean's position.

5. **Terms of appointment:**

- A term of 3 years (renewable by another 2 years based on review in a particular college)
- If a person is continuously out for more than six months, the position has to be vacated for another person
- Teaching load to be reduced appropriately depending on the situation of the colleges
- Allowance of Nu. 7,500 /- per month
- When the dean is on leave of absence for more than one month the allowance will be paid to the officiating dean