

ANNEXURE I
ROYAL UNIVERSITY OF BHUTAN

POSITION PROFILE

1. JOB IDENTIFICATION

1.1. Position Title: Associate Lecturer/Lecturer/Assistant Professor/Associate Professor/Professor

1.2. Position Level: PL-5/PL-4/PL-3/PL-2/PL-1

1.3. Occupational Group: Academics

1.4. College: Samtse College of Education

2. MAIN PURPOSE OF THE POSITION: *(provide main purpose of the job)*

- Teach Educational Assessment, Evaluation and related modules at both postgraduate and undergraduate levels.
- Conduct independent and collaborative research in Educational Assessment, Measurement and Evaluation.
- Contribute to professional development initiatives in assessment and evaluation within the College, University and external institutions.
- Participate in programme management, curriculum development and continuous improvement of Assessment and Evaluation courses.
- Engage in decision-making and governance at the College or University level.
- Represent and promote the University nationally and internationally in the field of Educational Assessment and Evaluation.

1. GENERAL ROLES AND RESPONSIBILITIES: *(Use Representative Work Activities as provided in Position Directory)*

Teaching

- Teach modules in Educational Assessment, Measurement and Evaluation at both undergraduate and postgraduate levels.
- Design, review and update curricula and modules periodically to ensure relevance, quality and alignment with current developments in assessment.
- Provide academic mentoring and guidance to support students' professional growth in assessment and evaluation practices.
- Develop, administer and evaluate students' assessments, ensuring reliability, validity and constructive feedback.
- Supervise undergraduate and postgraduate students conducting project and research in assessment and evaluation.

- Employ innovative and student-centred pedagogical practices in assessment and measurement.
- Manage allocated teaching and learning resources effectively to support quality delivery.

Research and Innovation

- Conduct independent and collaborative research in assessment, evaluation and educational measurement.
- Secure external funding through research projects, consultancy and evaluation services.
- Publish research findings in peer-reviewed national and international journals.
- Share research knowledge through conferences, seminars and workshops.

Services

- Serve as a resource person in training, workshops or consultancy related to assessment and evaluation.
- Contribute to the strategic direction of the College/Department in advancing assessment and evaluation education and research.
- Collaborate as part of a team in supporting programme management and institutional evaluation activities.
- Participate actively in committees, decision-making bodies or task forces at the College and University.
- Represent and promote the University externally, nationally and internationally through partnerships with stakeholders in the field of assessment and evaluation.
- Provide academic and professional guidance to other staff and students, fostering a collaborative learning culture.

4. SPECIFIC ROLES AND RESPONSIBILITIES: *(Provide list of specific task that is not covered by the Representative Work Activities)*

Teaching modules in Educational Assessment and Evaluation at the undergraduate and postgraduate levels. These may include:

- Educational Assessment and Evaluation (EAE301)
- EAS501 Educational Assessment & Evaluation(EAS501)

Other responsibilities include teaching one or more related modules, such as Skills for Effective Teaching, Pedagogical Practices, Introduction to Educational Action Research, Curriculum Studies and Education for Development and other assigned modules.

KNOWLEDGE, SKILLS, AND ABILITIES (KSA) REQUIREMENTS: *(Use KSA and Position Profile Matrix Position Directory as a guide)*

5.1. Education: MA/MEd/MSc/PhD in Educational Measurement, Assessment and Evaluation.

5.2. Experience: The relevant experience shall be considered as per the lateral entry criteria.

5.3 Knowledge Skills and Abilities:

- Strong theoretical and applied knowledge of Educational Assessment, Evaluation and Psychometrics.
- Ability to design curriculum, deliver content and evaluate learning outcomes in Assessment and Evaluation.
- Competence in test construction, rubric development and item analysis
- Excellent academic writing, communication and presentation skills.
- Open to feedback, continuous learning and professional development.
- Ability to work collaboratively and contribute to the College and University mission.