

## TERMS OF REFERENCE (ToR)- Professor/Lecturer in Accounts

Sl. No	Position Title	No. of slots	Position level	Area of specialization	Qualification	Subject to teach at PG and Masters level
1	Asst. Professor /Sr. Lecturer/ Lecturer	1	P2-ES3	Accounts	<ul style="list-style-type: none"> <li>➤ Masters in Professional Accounting/ Masters in Accounting/ M. Com (Accounting)/</li> <li>PhD in Accounting</li> <li>➤ PGDFM/PGDE</li> </ul>	<ul style="list-style-type: none"> <li>• Financial Accounting &amp; Reporting</li> <li>• Management Accounting</li> <li>• Strategic Management Accounting</li> <li>• Financial Reporting</li> <li>• Audit &amp; Assurance</li> <li>• Financial Management</li> </ul>

**Note: Lecturers are required to teach at least 2-3 subjects/units of your area from the above mentioned subjects**

### The Main duties and responsibilities as teaching Profession

#### 1. Teaching and Training

- a. Teach independent modules at Master's Degree and Post Graduate Diploma Levels and assess within own subject area.
- b. Review, develop and benchmark academic curricula of the various courses/programs.
- c. Censor academic requirements of programs/courses and recommend appropriate course of actions.
- d. Direct academic meetings, seminars, workshops and conferences at national, regional and international level.
- e. Review academic standards and curricula, develop and critique teaching/training materials including case studies, write standard text books, articles, reference materials, and upgrade/benchmark them with acceptable standards.
- f. Serve as key resource person in one's subject area/discipline.
- g. Mentor faculty on academic development.

### Other roles and responsibilities of Adjunct Professor

#### 2. Research

##### Contract duration of 3 years

- 2.1 Carry out research and publication work of acceptable standards at the national level or at least to be included in the Bhutan journal of Management
- 2.2 counselling and supervising research works of PGDPA and MBA
- 2.3 Disseminate research findings through paper presentations, seminars, conferences and other avenues.

**Contract duration of 3 months/6 months**

2.4 Participate or coordinate research conferences/seminars and support research activities as and when required.

**3. Consultancy**

3.1 Provide advisory or consultancy services as and when required or asked by the management.

**4. Management and Administration**

4.1 Program coordination as and when required

4.2 Represent institute in the academic meetings, seminars and workshops.

4.3 Provide expertise in the formulation of development plans/programs of the Department/Institute.