

TERMS OF REFERENCE (ToR)- Professor/Lecturer in HRM/Public Admin/Public Policy

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	HRM, Managing change, HBO, Leadership, Public Administration/ Management/ Policy	<ul style="list-style-type: none"> ➤ Masters in HRM/ PhD in HRM ➤ Masters in Public administration/management/Masters in Public Policy/ PhD in Public Administration ➤ PGDPA/PGDE 	<ul style="list-style-type: none"> • Managing people in the organization • HBO/OB • Public Policy & program planning • Introduction to Public Administration • HRM

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

1. Research

Contract duration of 3 years

- 1.1 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
- 1.2 counselling and supervising research works of PGDPA and MBA
- 1.3 Disseminate research findings through paper presentations, seminars, conferences and other avenues.

Contract duration of 3 months/6 months

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

2. Consultancy

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

3. Management and Administration

3.1 Program coordination as and when required

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

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