**TERMS OF REFERENCE (ToR)- Professor/Lecturer in Legal Studies/Law**

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| **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 | P3-ES3 | Legal studies | * LLM * Bachelors in law with PGDNL | * Legal Drafting * Contract Law * Legal Research and writing |

***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***
   1. Teach independent modules at Master’s Degree and Post Graduate Diploma Levels and assess within own subject area.
   2. Review, develop and benchmark academic curricula of the various courses/programs.
   3. Censor academic requirements of programs/courses and recommend appropriate course of actions.
   4. Direct academic meetings, seminars, workshops and conferences at national, regional and international level.
   5. 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.
   6. Serve as key resource person in one’s subject area/discipline.
   7. 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.