



## TERMS OF REFERENCE Junior Lecturer

<b>Position Title</b>	Junior/Senior Lecturer
<b>Position Level</b>	Pay Scale 7 or 6 of Conditions of Service
<b>Position Status</b>	Regular
<b>Reports to</b>	Associate Dean for Academic Affairs

### Job Purpose

JSW Law is a young, undergraduate college serving up to 125 undergraduate students, with a current teaching strength of about 14 lecturers and professors. The Instructor will be responsible for teaching or co-teaching one to two undergraduate law courses per semester (usually no more than three per academic year). The Instructor will also be responsible for serving on governance committees as appointed and for generating and performing independent and collaborative research.

### Duties and responsibilities

The duties are as follows:

- **Teaching:** Teach administrative Law, Public Procurement and Professional Ethics Design and grade writing assignments, final examinations, and other evaluation methods as necessary. Teaching assignments may change in future years, depending upon the strategic plan for the courses.
- **Administrative:** Train to assume leadership role, eventually for the skills programme at JSW Law. Attend regular Academic Council meetings (approximately two per month). Serve on other committees as appointed, for example, by the Dean.
- **Research:** Design and conduct substantive and pedagogical research for publication and presentation, either alone or in conjunction with other faculty and staff.

### Qualifications

- i. Bachelor of Laws (LL.B.) or equivalent required. Post-Graduate Diploma in National Laws (PGDNL) or equivalent required;
- ii. Masters of Law will be preferred;
- iii. The candidate should be fluent in spoken and written English and Dzongkha;
- iv. The candidate should have a passion for teaching undergraduate students;
- v. Absolute intolerance for plagiarism in all its forms;
- vi. Previous experience in research and related fields will be preferred;
- vii. Strong ability to manage own time and ability to shoulder higher roles and responsibilities;
- viii. Good financial planning and budgetary skills.

### Working conditions

The Instructor will be required to grade and provide thorough written and oral critiques to up to 25 students per semester; this involves a significant investment of time. The Instructor will also design his or her own course (in consultation with senior faculty) and conduct class meetings up to three times per week, per class.

### Direct reports

- Faculty Secretaries

<b>Approved by Academic Council:</b>	107th Meeting
<b>Date approved:</b>	07/02/2023
<b>Reviewed:</b>	

*Note: The position level will be determined upon the experiences and qualifications.*

*This job description will be reviewed annually and updated as often as necessary.*