



## TERMS OF REFERENCE Junior Lecturer

<b>Position Title</b>	Junior Lecturer/Lecturer/Senior Lecturer
<b>Position Level</b>	6/5/4
<b>Position Status</b>	Regular
<b>Reports to</b>	Vice 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 17 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:** To take up the full teaching load/*Shadow/co-teach (depending on the level of the position and relevant experiences) Alternative Dispute Resolution courses including ADR Clinic. Assist with any design and grade 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:** Attend training wherever relevant to assume a leadership role. Attend regular Academic Council meetings (approximately two per month). Serve on other committees as appointed by the Dean or other relevant authorities of the Law School.
- **Research:** Design and conduct research for publication and presentation, either alone or in conjunction with other faculty and staff, or scholars from outside Bhutan

### Qualifications

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

- Vice Dean of Academic Affairs.

<b>Approved by:</b>	112 <sup>th</sup> Academic Council Meeting
<b>Date approved:</b>	20 <sup>th</sup> November 2023
<b>Reviewed:</b>	FSC

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