

Terms of Reference for Programme Leader (CITL)

In line with the vision of the College to become an institution of academic excellence and inspire students to become independent lifelong learners who are well-rounded, responsible citizens, Royal Thimphu College launched the Center for Innovative Teaching and Learning (CITL, <https://www.rtc.bt/index.php/academics/citl>) on 29th July 2021. With the establishment of the CITL, the institute aims to inspire innovative teaching and learning culture on campus by engaging experienced faculty and expert professionals from around the world.

The Programme Leader will:

1. Continuously engage in research to explore the new developments in the field of teaching/learning to help design necessary capacity development-related sessions for the faculty members.
2. Coordinate with the other academic PLs and conduct various need assessments to identify relevant areas of faculty capacity development-related initiatives.
3. Lead the training programmes of CITL that are based on need assessment and recent development in the teaching-learning field, at least including workshops, seminars, distinguished lectures, and peer observation partnerships. Each training programme is unique and needs context-specific planning.
 - a. Research training topics to structure and plan the training based on current and future needs at the College.
 - b. Lead specific training programmes utilizing your own expertise.
 - c. Liaise and recruit external experts to resource and organize workshops as and when necessary.
 - d. Plan each programme with the assistance of CITL staff.
 - e. Coordinate with participants for any training-related planning and preparatory activities.
 - f. Coordinate cycles of peer observation partnerships.
4. Guide the CITL staff on the training being organized.
5. Design and lead CITL research on teaching-learning at RTC. With the support of the CITL team, the PL should:
 - a. Plan the research designs.

- b. Guide CITL staff and research assistants in data collection; Help with data collection when necessary.
 - c. Write papers on the research conducted for publication.
6. Write grant proposals on teaching-learning for research projects and capacity-development projects and execute the projects successfully with possibly high impact.
 7. Research on latest concepts related to online teaching and other modes of teaching like hybrid mode and advise Academic Department on the necessary changes to the existing online teaching practices.
 8. Find ways to assess the quality of teaching and learning at RTC to identify and suggest strategies for the area of improvement.

Interested applicants should have a minimum of a Master's Degree with at least 1 - 2 years of working experience in teaching-learning (preferred in higher education) with some prior research experience.

Reporting: The CITL Programme Leader shall report to the Dean of the Academic Affairs Department.