

Terms of Reference for Dean of Academic Affairs

Purpose and Scope

The Dean of Academic Affairs shall head the Academic Department of the college and oversee its smooth functioning and execute the AAD's plans and programmes utilizing approved annual budgetary provisions for the department. Consistent with the vision and the mission of the college, he/she will supervise and identify ways to continuously enhance quality teaching-learning at the college; plan and propose new academic programs; evaluate the performance of academic staff and the faculty through a detailed performance evaluation system. The Dean shall also endeavor to find ways to promote research and consultancy opportunities for faculty and promote external linkages both nationally and internationally for academic partnerships, accreditation and international recognition of the college. He/ She will also hire faculty in consultation with the Associate Dean and the Program Leaders of concerned Faculty and programs.

RESPONSIBILITIES

1. Plan, propose and execute the activities of the Academic Affairs Department optimally utilizing the allocated resources and the budget.
2. Assess the teaching workload every semester and plan and conduct faculty recruitment in consultation with the Associate Dean, and the Program Leaders.
3. Through a continuously improved Performance Evaluation System, assess the performance of the faculty and screen to retain good quality faculty for a longer period of time at the college including building of larger number of quality Bhutanese faculty for stability and continuity of the teaching community at the college, yet maintaining some percentage of international faculty for quality and diversity.
4. Carry out faculty development activities in close consultations with the Center for Innovative Teaching and Learning (CITL) every semester and enhance pedagogy, assessment systems and overall academic environment of the college, and more specifically explore and initiate new activities to enhance the teaching-learning experience at the college.
5. In consultation with the Associate Dean and the Programme Leaders, assist the faculty in the development of workshops, conferences, consulting and research.
6. Oversee and support the initiatives of the Research and Development unit of the college including Himalayan Center for Environmental Humanities until it can fully develop as an autonomous department of the college.

7. Implement student satisfaction survey/feedback system on academic concerns (quality of teachers, library, IT resources, tutorials, advising, classes, etc.) and set a clear baseline for what would be considered acceptable, followed by action plans based on such feedback.
8. Assess the library functions and ensure sufficient library resources, including online and digital resources, and address the availability of textbooks for all classes also fulfilling the universities' requirements.
9. Identify and negotiate with RUB and KGUMSB on all critical issues where RTC can benefit from a change.
10. Pursue recognition of the RTC / RUB and KGUMSB degrees by international and national bodies and credible accrediting agencies, and sustain A+ status of RTC awarded by the Bhutan's Higher Education Quality Council (previously BAC).
11. As and when necessary, assist and support the DERD in its endeavour of developing and operationalizing international student exchange programs such as the ongoing Wheaton College, API, Erasmus+ and others.
12. Systematically assess issues and problems pertaining to the Academic Department which occurred every year and report to the President at the close of each semester.
13. Develop a system of outside guest lecturers for classes and eminent speakers for the whole college body (at least 6 per year) to supplement the regular faculty teachings and provide special opportunities for the students. Also, maintain a record of when students are sent out on tour or for other off-campus academic activities.
14. Initiate significant new academic activities (beyond the current offerings) to fully utilize the resources of the RTC such as distance education and PG, training, seminars, conferences, etc. by engaging other college units like CITL, HCEH, BDO, etc.
15. Lead the programme review exercises and initiate and propose new courses based on market demand.
16. Be on the Admission Committee and assist the Admission Office/Registrar in the recruiting of students (although this will be the primary responsibility of the Registrar).
17. Be on important committees of the college including College Management Committee, Academic Committee (Chair), etc., as well as represent the college on Academic Board of the Universities as well as at other places when such need is felt.
18. Officiate the President in his absence as and when asked for.

19. Represent college, by portraying its best depiction, in all national and international forums and work towards achieving its noble motto of ‘inspiring education in Bhutan’.

KNOWLEDGE SKILLS AND ABILITIES

Education:	Masters/PhD in any field of study
Experience:	At least worked in the capacity of a faculty for more than 10 years and as Department Head/Dean/Academic Head in any reputed institution(s) of higher education for at least 3 years.
Knowledge:	Proficient in the area of academic management and curriculum development.
Skills:	Excellent oral and written communication skills, leadership as well as supervisory and mentoring skills.
Personal Attributes:	A track record of having good interpersonal relations, of working in a multicultural environment as well as being flexible to adapt to the institutional changes.

JOB ENVIRONMENT

The Dean will work directly under the supervision of the President.