

# ROYAL UNIVERSITY OF BHUTAN

## POSITION PROFILE

### 1. Job Identification:

- 1.1 Position Title: Dean of Research and Industrial Linkages
- 1.2 Position Level: 4 & above
- 1.3 Place of work: College of Natural Resources

### 2. Main Purpose of the Job:

The main purpose of the job is to assist the President of the College in facilitating research, innovation and services in the college and develop linkages with industry, government agencies, and academia within Bhutan and outside.

### 3. Representative Work Activities:

- Develop research policies, procedures and standards for the college in light of the university's research vision and goals.
- Identify research priorities and opportunities for the college.
- Develop research capacity and capabilities of the college through period professional development programmes.
- Facilitate the development and implementation of higher degree research programmes (e.g. Master's and PhD) in the college.
- Enhance research among undergraduate students.
- Manage/oversee the research activities of the college research centre(s), faculty/department, and the Entrepreneurship Development Cell (EDC), where relevant.
- Develop plans and budget proposals for College research and innovation activities.
- Develop research infrastructure and facilities that support research and innovation in the college.
- Facilitate access to both internal and external sources of research fund for the faculty and the research center(s).

- Establish relationship with industry and represent the college for any matters related to research, innovation, services and industrial linkages.
- Seek opportunities for research and consultancy in business, industry, government and international organizations
- Assist in the formulation of the research development plan of the college including the Five-Year Plan, Annual Plan, Financial Plan, and carry out other day-to-day planning tasks.
- Represent the Institute in important meetings, conference and seminars.
- Assist the President in Liaising with outside organizations/donors and stakeholders through proper channels.
- Mobilize resources for the college in consultation with appropriate authority.
- Provide executive direction through the appropriate Departments/Committees/ Programs of the Institute during the absence of the Head of the Institute.
- Carry out performance assessment of the college/center on a periodic basis.
- Review the college's policies and set appropriate standards and proper procedures for smooth functioning of the college as per the existing University standards.
- In addition, the Dean of Research and Industrial Linkages is also expected to be an active participant in teaching in the colleges. This should be demonstrated by teaching at least a module every semester. The teaching responsibility beyond this including designing and development of programs in his/her area of competency will be determined by the respective colleges based on the need of the colleges.
- Undertake other responsibilities as deemed appropriate by the President.

#### **4. Minimum Eligibility Criteria:**

- 4.1 Qualification: Minimum Masters' Degree
- 4.2 Position level: 4 and above
- 4.3 Must be regular staff of the college
- 4.4 Skills and Abilities

A dean candidate should be someone with proven academic/professional competence, very good communication skills, and high interpersonal skills, effective team building competence, ability to plan, strategize, execute and show results, ability to write quality proposals/policies/reports, and the ability to work effectively in teams.

#### 4.5 Experience

A Dean of Research and Industrial Linkages must have sufficient experience of having carried out relevant research, having taught research modules, having supervised research projects at the undergraduate or postgraduate level, having written research grant proposals, having engaged in external collaborations, and experience of having taken major initiatives to enhance research and external relations.

#### 4.6 Leadership

Should have served as a Programme Leader or Head of the Department (HoD) or in any other leadership positions or roles as judged appropriate by the Dean Search Committee.

### **5. Terms of appointment:**

- 5.1 Deans shall be appointed for a term of 3 years, renewable by another two years based on performance, feedback from staff, and the President's overall assessment of his/her leadership ability and impact on the college.
- 5.2 A Dean shall be eligible to reapply for the same position or another Dean's position.
- 5.3 Teaching load shall be allocated depending on the situation of the college.
- 5.4 An Allowance shall be paid as determined from time to time.
- 5.5 If a Dean is continuously out of Station for more than six months, the position has to be advertised.
- 5.6 Non-performing Deans shall be asked to discontinue. The President will report to the College Management Committee regarding the consistent non-performance Dean and based on sufficient evidence and propose for discontinuing the latter's term.
- 5.7 Deans shall not be allowed to apply for another Dean's position before completion of their term in the current position.

