Term of Reference (TOR): <u>Assistant Professor</u>

1. **Position Details**
Job Title: Assistant Professor, English
Contract Type: Full-Time
Number of Openings: 1

2. **Position Overview**

The Assistant Professor is a key academic member responsible for high-quality teaching, curriculum enhancement, and scholarly engagement within the designated subject area. The role contributes to the School's strategic vision by supporting academic innovation, student success, and institutional excellence through research, community engagement, and academic service.

3. **Key Responsibilities**
3.1. **Teaching and Instruction**
Course Delivery: Deliver engaging and effective instruction in **English Composition, Critical Thinking, and Art and Culture** for undergraduate (BBA/BIT) students using diverse pedagogical methods such as case studies, discussions, and project-based learning.

Curriculum Development: Participate in the review, design, and enhancement of course materials to ensure relevance, rigor, and alignment with institutional learning outcomes and accreditation standards.

Student Mentorship: Advise and mentor students on academic progression, communication skills, and professional development; supervise research projects and final-year assignments as required.

Assessment & Evaluation: Develop and grade assignments, exams, and projects objectively and provide timely, constructive feedback to students.

3.2. **Research and Scholar**
Scholarly Contribution: Engage in independent or collaborative research in the field of English or related disciplines, leading to peer-reviewed publications, conference presentations, and other scholarly outputs.
Grant Acquisition: Seek internal or external funding opportunities to support research, publications, and academic innovation.

Dissemination: Present research outcomes at academic forums and contribute to the School's research visibility and reputation.

3.3. **School/Departmental Leadership and Service**
Committee Participation: Contribute actively to School and institutional committees, such as Curriculum Review, Academic Council, or Research Ethics Board.

Program Support: Assist the Head of School or Program Director in preparing reports, accreditation materials, and quality assurance documentation.

Peer Collaboration: Support the professional growth of colleagues through collaboration, mentoring, and participation in faculty development activities.

Industry & Community Linkages: Engage with external partners to organize guest lectures, seminars, and applied learning opportunities related to language, communication, or culture.

4. **Required Qualifications and Experience**
4.1. **Education: A** Master's or PhD/Doctorate in English or a closely related discipline from a recognized and accredited university.
4.2. **Experience:** Minimum 3 years of experience in academic administration or program management within a higher education institution. Demonstrated experience in curriculum development, academic scheduling, and quality assurance. Proven ability to manage multi-disciplinary teams and collaborate across departments.
4.3. **Skills and Competencies:**
Subject Expertise: Comprehensive and current knowledge in the English language, literature, and communication.
Pedagogical Skills: Strong command of learner-centered and blended teaching methods.
Research Skills: Ability to design, conduct, and publish academic research.
Communication: Excellent written and verbal communication for lectures, presentations, and scholarly writing.
Technology Proficiency: Competent in Learning Management Systems (LMS) and digital instructional tools.
Collaboration: Team-oriented, adaptable, and committed to institutional excellence.

5. How to Apply

Interested candidates are requested to submit the following documents to the Human Resource Department at Model Institute of Technology (MIT), Baghbazar, Kathmandu:

- Cover Letter
- Completed Application Form
- Updated Curriculum Vitae (CV)
- Copy of Citizenship Certificate
- Copy of the Latest Academic Degree

Applications may be submitted in person at the MIT HR Office or via email to: hr@mitnepal.edu.np

6. Equal Opportunity Statement

Model Institute of Technology (MIT) is an equal-opportunity employer committed to creating a diverse and inclusive academic environment. We encourage applications from qualified candidates of all backgrounds, including women, minorities, and individuals with disabilities.