WORLD BUSINESS SCHOOL

JOB DESCRIPTION & PERSON SPECIFICATION FOR PROFESSOR

1. JOB INFORMATION

   Post Title: PROFESSOR OF BUSINESS ADMINISTRATION
   Mode: Full Time
   Ref No: WUB/WBS/ Prof1

2. JOB DESCRIPTION

   Purpose

   1. To commence leadership obligations in teaching, curriculum development and course management supporting the Department’s activities in undergraduate and postgraduate teaching on modules.

   2. To participate actively in applied research; both in terms of academic publications and income generation research activities.

   3. To undertake project supervision of undergraduate and graduate students and other teaching and learning activities as required by the Department.

   Main Duties and Responsibilities

   1. To take responsibility for the development and delivery of learning, teaching materials and assessment. This can include substantial responsibility for the design, enhancement and organization of teaching and learning, for curriculum development, or for the student experience more broadly.

   2. To demonstrate innovative approaches to teaching and support for students through the use of a wide range of learning resources and appropriate pedagogic practice.

   3. To ensure that the teaching for which you are responsible is informed by contemporary research in the relevant field and develops the ability of students to engage in debate, critical discourse and rational thinking.

   4. To ensure that students have an effective learning experience by providing high quality academic guidance and advice and by enhancing their employability.

   5. To reflect critically on the teaching for which you are responsible, implementing improvements, disseminating good practice effectively to others, contributing to quality monitoring and enhancement and to professional accreditation processes as appropriate.
6. To undertake applied research through, as appropriate:
   A. Contributing actively to applied research groups or communities of practice internally and/or externally.
   B. Making a substantial contribution to delivery of externally-funded projects or contracts.
   C. Disseminating research outputs using a range of media. For example: academic publications, external reports, conference presentations, short courses for knowledge transfer, exhibitions, performances.
   D. Developing external networks nationally and/or internationally.
   E. Supervising research students.

7. To undertake work with a range of external partners and professional bodies/agencies in the home and overseas.

8. To corroborate linkage with industry and practitioners in the field of discipline.

9. To contribute to the promotion and external profile of the University and adopt a customer/client-focused approach where appropriate.

10. To work effectively as a team member, chairing committees and working groups, and where appropriate supervising or mentoring other members of staff.

11. To undertake professional development in support of teaching and applied research, and if appropriate in support of student welfare and curriculum management.

12. Beside these –

   A. To maintain academic discipline, Performance monitoring of junior teachers, Maintain students records in the University management system, Member as a thesis defense panel and thesis supervision committee.
   B. Prepares and modifies the course syllabus and course outlines.
   C. Conducts research in different areas and publishes findings in scholarly journals.
   D. Performs academic administration & other activities as required (exam proctoring, viva conducting, registration duty etc.)
   E. Meet with and reports the activities to the Vice – Chancellor/President of the University/top Management.
   F. Assesses students which include setting and marking assignments, class tests and term papers/project works.
   G. Undertake any other duties as determined by the University of Management and the Vice Chancellor.

AND such other duties as are within the scope of the spirit of the job purpose, the title of the post and its grading.

Supervision Given
Associate Professor, Assistant Professor, Sr. Lecturer, Lecturer, Instructors, and Research Associates as appropriate.
3. PERSON SPECIFICATION FOR PROFESSOR

<table>
<thead>
<tr>
<th>ATTRIBUTES</th>
<th>ESSENTIAL</th>
<th>DESIRABLE</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Education / Qualifications</strong></td>
<td>Must have a research degree such as Ph D, DBA or a minimum M. Phil or MRES degree.</td>
<td>PhD and relevant publications.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Active membership or fellowship of a professional body.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Recognized teaching qualifications.</td>
</tr>
<tr>
<td><strong>Teaching Experience</strong></td>
<td>Must have 12 years teaching experience or 20 years for candidates with no Ph D / DBA.</td>
<td>Evidence of communication to the wider student experience e. g. in recruitment/ retention initiatives, in employability/ enterprise initiatives, student welfare.</td>
</tr>
<tr>
<td><strong>Applied Research</strong></td>
<td>A growing research profile in the prescribed areas.</td>
<td>Experience of partnership working with external organizations.</td>
</tr>
<tr>
<td></td>
<td>Active researcher supported by evidence of publications or other appropriate output.</td>
<td>Evidence of contribution to research group.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Or (if from Professional practice background) experience of leading – edge professional practice/ consultancy work including evidence of effective of application of solutions to business/ practice problems, with associated reports or other outputs.</td>
</tr>
<tr>
<td><strong>Job Related Skills and Capabilities</strong></td>
<td>Ability to work independently, to take the initiative, and to innovate ability to identity and secure opportunities for development of the Department/ University.</td>
<td>Evidence of successful external network.</td>
</tr>
<tr>
<td></td>
<td>Commitment to delivering high quality service to students.</td>
<td>Some administrative and organizational experience.</td>
</tr>
<tr>
<td></td>
<td>Good organizational and management skills.</td>
<td>Experience of process and systems improvement.</td>
</tr>
<tr>
<td></td>
<td>Suitable level of proficiency in ICT and understanding of its application to teaching, learning and applied research.</td>
<td></td>
</tr>
</tbody>
</table>
| Interpersonal Skills | Effective oral and written communication skills in both individual and group situations.  
| | Ability to lead and work as a member of a team of group.  
| | Ability to relate to students with diverse backgrounds, ages and experience  
| | Experience of mentoring or supporting more junior or less experienced colleagues.  

| Other Requirements | Willing to undertake academic activities in the evening when necessary, and participate in occasional weekend activities such as recruitment days.  
| | Willingness to travel abroad to undertake academic and related activities.  
| | Experience of working abroad or Working in partnership with organizations overseas.  
| | Competence in more than one language.  

**Instructions**

For further information, please send your enquiries to the Mr. Mohammed Abdul Jalil at [aj.masud@wub.edu.bd](mailto:aj.masud@wub.edu.bd). Application forms for the post are available from [http://jobs.wub.edu.bd](http://jobs.wub.edu.bd). Please download the form and submit your application via email to [hr@wub.edu.bd](mailto:hr@wub.edu.bd) or submit by postal mail to Human Resource Division, World University of Bangladesh, Building 3/A, Road # 04, Dhanmondi, Dhaka – 1205, BANGLADESH.