WORLD UNIVERSITY
OF BANGLADESH
WUB
UGC & Govt. Approved
A University for Quality & Utilitarian Education

DEPARTMENT OF ENGLISH

JOB DESCRIPTION & PERSON SPECIFICATION FOR ASSISTANT PROFESSOR

1. JOB INFORMATION

Post Title: **ASSISTANT PROFESSOR OF ENGLISH**

Mode: **Full Time**

Ref No: **WUB/ENG/Asst_Prof/2026(007)**

2. JOB DESCRIPTION

Main Duties and Responsibilities

1. To participate actively in teaching using innovative pedagogical styles linked with use of information technology.
2. To take responsibility for the development and delivery of learning, teaching materials, and assessment.
3. To ensure that students have an effective learning experience by providing high quality academic guidance.
4. To undertake professional development in support of teaching and applied research, and if appropriate in support of student welfare and curriculum management.
5. To demonstrate innovative approach to teaching and support for students through the use of a wide range of learning resources and appropriate pedagogic practice.

6. To undertake applied research through, as appropriate:

A. Contributing to innovative design, development and delivery of a range of courses at various levels.

B. Making a substantial contribution to curriculum design and delivery comply with the University quality standard and regulations, and be responsible for quality, audit and other external assessments.

C. Regularly review and update curriculum content and teaching materials, ensuring that they remain up-to-date and relevant, incorporating advances in the subject area and utilizing appropriate technology.

D. Set, mark, and assess coursework and examinations; select appropriate assessment instruments and assessment criteria; and provide timely and constructive feedback to students.

E. Actively maintain an understanding of appropriate pedagogy in the subject area.

7. Beside these the candidate is required to -

   A. 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. Prepare and modifies the course syllabus and course outlines.
   C. Conduct research in different areas and publishes findings in scholarly journals.
   D. Perform 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. Assess 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

Senior Teaching Fellow, Teaching Fellow, Sr. Lecturer, Lecturer, Instructors, and Research Associates as appropriate.

Salary Range: Tk. 45,740/- (Starting) – Tk. 81,344/- Per month

(Salary depending on qualifications preferably PhD degree, experiences, number of publications and contribution to the University.)

PERSON SPECIFICATION FOR ASSISTANT PROFESSOR

ATTRIBUTES	ESSENTIAL	DESIRABLE
Education / Qualifications	Must have a **Master Degree** in English or related subjects with 4 years Bachelor Degree from any recognized University.	PhD and relevant publications. Recognized teaching qualifications.
Publication and Teaching Experience	**Number of publications:** Total seven (7) publications in recognized journals. **Teaching experience:** Total seven (7) years. Candidates with M.Phil. or second Foreign Master Degree can apply to this position if he/she has six (6) publications and six (6) years of teaching/ research experience. Candidates with PhD can move this position with five (5) years of teaching experience and five (5) publications in recognized journals.	Evidence of communication to the wider student experience e. g. in employability/ enterprise initiatives, student welfare.
Learning Support	Must be able to engage in subject, professional, and pedagogic as well as other scholarly activities relevant to the role. Be capable of developing and applying innovative and appropriate teaching techniques and material, which create interest, understanding and enthusiasm amongst students. Undertake curriculum design and deliver material across a range of programmes of study at various levels, using appropriate teaching, learning support and assessment methods, reviewing and improving as required. Should have supervised Masters and UG student projects, field trips and, where appropriate, placements. Be capable of conducting academic duties (i.e. setting examination questions, marking, and invigilation and pastoral support of students) required to sustain the delivery of high-quality teaching.	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.
Job Related Skills and Capabilities	Ability to work independently, to take the initiative, and to innovate ability to identity and secure opportunities for development of the Department/ University.	Experience of process and systems improvement.

	Commitment to delivering high quality service to students. Good organizational and management skills. Suitable level of proficiency in ICT and understanding of its application to teaching, learning and applied research.	
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. Be able to contribute to the efficient management and administration of the Department, by performing administrative duties as allocated by the Chair and by taking on appropriate Departmental responsibilities. Such duties may include, for example, Senior Tutor or Head of Teaching Programme. Must have leadership qualities such as to act as course leader or equivalent, by for example, coordinating the work of others to ensure that courses are delivered effectively or organizing the work of a team by agreeing objectives and work plans.	Experience of working abroad or working in partnership with organizations overseas. Competence in more than one language. Contribute to the development of teams and individuals through the appraisal system and providing advice on personal development. Act as a personal mentor to peers and colleagues.

Instructions

For further information, please send your enquiries to the Mr. Pronab Roy at pronab.roy@wub.edu.bd. An online application forms must be filled in http://jobs.wub.edu.bd

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