

Qualifications, Experience required, and other Information for Application

Position: Professor (Department of English)

Join the Eastern University's Department of English and be part of our mission since 2003 to cultivate graduates who are assets to society. We're committed to preparing students for the demands of the 21st century's Fourth Industrial Revolution. Our alumni serve as educators, professionals, writers, and more, both locally and globally.

Our dedicated faculty members promote global knowledge through English literature, language, and linguistics. You'll also have the chance to lead extracurricular clubs, enhancing student development university-wide.

Education Qualification:

- (a) The candidate must have Ph. D. degree in respective field from a reputed university with minimum two 1st Classes/Divisions/ 'A' Grades (at least one in Hon's or Master's level).
- (b) The conditions may be relaxed for otherwise exceptionally qualified and experienced candidates.

Required experience and Publication:

- (c) Ph.D. or equivalent degree with 12 years of teaching experience in a university or equivalent educational institutions; of which, 5 years as Associate Professor. Minimum 15 publications; of which, 7 publications as Associate Professor.
- (d) Preference will be given to the candidates who have experience in carrying out the responsibilities of Dean of the Faculty.

Note:

A Grade= 1st class (in S.S.C and H.S.C, CGPA 4.00 out of 5.00; Hon's and Masters degree, CGPA 3.00 out of 4.00). Any 3rd Division/Class/'C' Grade, and Pass Course would be not be acceptable.

Job Responsibilities

- a. Objectives: Achieve maintenance and development goals of the Faculty through the Departments and ensure excellence in academic matters and environment of the Faculty in cooperation with the Chairpersons of the department.
- b. Role: Act as a leader for development of the Faculty, for promotion of academic excellence in the Faculty and for effective coordination among departments.
- c. Responsibilities: Prepare development plans for promotion and expansion of the Faculty, implement and monitor the plan and report achievement. Motivate the Chairpersons and Faculty members of the Departments and ensure quality of education and placement of students in internship and job.
- d. Duties
 - i. Prepare development plans (new Dept./Programs) and promotion plans (existing Depts./Programs) taking inputs from inside and outside the University and place them to the VC for consideration of Development Committee. Follow up their progress till approval.
 - ii. Organize seminars, workshops, conference etc.
 - iii. Review course offerings and Faculty assignment for the next semester submitted by the Chairpersons and recommend to Teacher Selection Committee.
 - iv. Assess new teacher requirements for the next semester and submit requisition to Teacher Selection Committee. Try to attract senior faculty from outside.
 - v. Review the semester class schedule submitted by the Chairpersons and approve after changes if necessary.
 - vi. Review Course Outlines received from the Chairpersons and, if any revision is necessary, discuss with the concerned teachers.

- vii. Review final grade sheets received from the Chairpersons, approve and send to the Controller of Examinations.
- viii. Review weekly class monitoring reports and take necessary actions.
- ix. Oversee regular and make up midterm and final exams.
- x. Evaluate teaching performance of teachers in the class from time to time every semester, discuss with the Chairpersons and suggest ways to improve their teaching performance.
- xi. Obtain informal feedback from the students on course teaching from time to time, discuss with the Chairpersons and suggest/take corrective actions, if necessary.
- xii. Review summary report on teacher evaluation & suggestions submitted by the Chairpersons.
- xiii. Review curricula of new programs and review change and improvement of curricula of the existing programs.
- xiv. Oversee implementation of the approved curricula.
- xv. Organize training of the Teachers. Executives and Staff of the Faculty, if necessary in collaboration with FDP.
- xvi. Cooperate with Career Service Office for training on Career Development and placement of graduates.
- xvii. Patronize the Alumni Association, Clubs & Forums of the Faculty.
- xviii. Identify and perform any other activity to achieve the objective of the position and effectively play the role as mentioned at the beginning of this document.
- xix. Perform any other duties as and when assigned by the University.

Compensation & other benefits:

- Free transport facility (Pick and drop)
- Medical allowance, Provident fund, Insurance
- Stable and long term job opportunity
- Free in-house medical and Psychosocial counseling service
- Flexible, friendly and good working environment
- Challenging development work & Opportunity of skill improvement

Read Before Apply

- Rank and Salary are negotiable for highly deserving candidates
- Computer literacy are essential for the position
- Experience and requirements are may be relaxed otherwise exceptionally qualifies candidates
- Only shortlisted candidates will be called for interview
- If the applicant does not apply in the prescribed form of the university the application may be rejected

**Photograph must be enclosed with the resume.*

Apply Procedure

To apply,

please download the application form from www.easternuni.edu.bd/career fill-up the form and attach it to your email message and send it to jobs@easternuni.edu.bd, email subject should be `Position Name` or send the hard copy to

The Registrar

Eastern University

Ashulia Model Town, Dhaka-1206.

Mention the position on top of the envelope.