

GUIDELINES ON OBTAINING SERVICES FROM ACADEMIC STAFF/INDUSTRY EXPERTS AS ADJUNCT ACADEMIC STAFF OF KDU

SCOPE

This procedure applies to the appointment of all adjuncts to the University.

1. Types of Adjunct Appointments

1.1. The following are teaching and research adjunct appointments:

- Adjunct Senior Lecturer Grade II (Level A)
- Adjunct Senior Lecturer Grade I (Level B)
- Adjunct Associate Professor (Level C)
- Adjunct Professor (Level D)
- Adjunct Senior Professor (Level E)

1.2. The following are research-only adjunct appointments:

- Adjunct Research Fellow (Level A)
- Adjunct-Senior-Research Fellow (Level B)
- Adjunct Associate Professor (Research) (Level C)
- Adjunct Professor (Research) (Level D)
- Adjunct Senior Professor (Research) (Level E)

2. Eligibility

Eligibility for Teaching and Research Adjunct Appointments

- 2.1 To be eligible for a teaching and research adjunct appointment, the professional standing and specialist expertise of the proposed appointee must be such that they will make a significant contribution to the teaching and research activities of a particular unit (example: department/ faculty/ research centre) in the University.
- 2.2 Level A and B teaching and research adjunct appointees must have achieved recognition in an area of the teaching and research program of the unit in which the appointment will be held. Level C and D teaching and research adjunct appointees are expected to have achieved eminence in the relevant area as accepted within the unit, with level E adjunct appointees having an established international reputation in the area.

Eligibility for Research-Only Adjunct Appointments

- 2.3 To be eligible for appointment to any research-only adjunct appointment, the professional standing and specialist expertise of the proposed appointee must be such that they will make a significant contribution to the research activities of a particular unit or research centre in the University.
- 2.4 Levels A and B research-only adjunct appointees must have achieved recognition in an area of the research program of the unit in which the appointment will be held. Level C and D research-only adjunct appointees are expected to have achieved eminence in the research program of the relevant area

within the unit, with Level E adjunct appointees having an established international reputation for research in the area.

3. Appointment

3.1. Adjunct appointments are for an initial period of one year which is extendable and are specific to a particular faculty/Unit/Centre.

3.2 Ordinarily, only persons not already employed by the University will be considered for an adjunct appointment. The appointee should obtain and submit the consent of the institute which he/she is currently employed, to the University

3.3 A staff member already employed in the university may be considered for an adjunct appointment, in different unit of the university, where the eligibility criteria for an adjunct appointment as set out above are satisfied. However, the adjunct appointment shall not:

- Create a conflict of interest with regard to his/her current employment with the university,
- Adversely affect his/her performance in the current employment with the University.

3 Roles and Responsibilities

4.1. Teaching and research adjunct appointees are expected to participate in the faculty teaching, research and/or related activities relative to their academic level.

4.2. Research -only adjunct appointees are expected to participate in research and/or related activities of the unit relative to their academic level.

4.3. An adjunct appointee must:

- Ensure that there is no conflict of interest between their adjunct appointment at the University and any outside work or activities or their employment or engagement with the University (if applicable);
- Comply with the University's intellectual property requirements as outlined in the letter of offer;
- Acknowledge adjunct status in academic attributions related to the adjunct appointment; and
- Attribute their academic publications arising from the adjunct appointment to the University in accordance with the requirements of the University's Research Outputs and Authorship Policy and Procedures.

4.4. An adjunct appointee may:

- Use the adjunct title provided to them, included on a business card and official correspondence; and
- Supervise undergraduate or postgraduate research students.
- May participate as an observer/invitee in the respective Faculty Board/Senate/Standing Committees/Ad-hoc committees/Conferences with the approval of the Vice Chancellor.
- Supervise the staff under his/her guidance with special purview in enhancing the performance/skills.
- Involve in Academic administration within his/her expertise.

4.5 An adjunct appointee may not as part of their adjunct appointment:

- Authorize the expenditure of University funds; and/or
- Commit the University to any contractual or other legally binding agreement.

4.6. Adjunct appointees are required to comply with applicable University policies and procedures.

5 Entitlements

5.1. Adjunct appointments are not paid appointments.

5.2. Adjunct appointees can be provided with access to University services and support, as appropriate in particular appointments, e.g. email, use of University computing hardware and software, library services, access to relevant research space (laboratory, studio), reimbursement of pre-approved out-of-pocket expenses.

5.3. However, the adjunct appointees may receive an honorarium payment.

6 Appointment Approval Process

The relevant Department/Unit/Centre proposes an adjunct appointment

6.1 The interested department/any other party will propose the appointment action. The head of the relevant unit, with the recommendation of the Dean/Faculty Board and the Rector/Deputy Vice Chancellor (Academics), will submit the information in support of the application to make an adjunct appointment to the Establishment Division with all supporting documents along with well-prepared Terms of References (TOR).

Establishment Division will proceed further regarding the appointment.

6.2 Establishment Division will:

- Check the eligibility of the proposed candidate whether his/her qualifications are in par with the relevant SORs.
- Obtain approval of the Vice Chancellor to proceed further.
- Convene the meeting of the Standing Committee to submit recommendations on Staff appointed on Assignment Basis/Adjunct Basis, to obtain recommendations.
- Obtain approvals of the Senate and the Board of Management.

The committee to submit recommendations on Staff appointed on Assignment Basis/Adjunct Basis will evaluate the adjunct application

6.3. When a proposed adjunct appointee is identified, the above committee will ensure that the candidate meets the eligibility criteria.

6.4 Ensure that there is no conflict of interest between the candidate's work outside the University or employment within the University and the proposed adjunct contribution to the activities of the Department/University; and ensure that the appointment is being offered at the appropriate academic level relative to the academic classification standard.

6.5. For positions that involve teaching, the qualifications stipulated in the relevant Scheme of Recruitment (SORs) can be used as a guidance, or can consider equivalent relevant academic and professional or practice-based experience and expertise. Where a candidate does not hold the appropriate qualifications, the committee must consider a range of matters when determining equivalent experience, including (but not limited to):

- The extent to which the candidate's professional experience demonstrates specific knowledge and skills, and their capacity to establish the learning outcomes of the serving degree level;
- The length of time the candidate has spent working in a relevant profession and his/her leadership and achievements in that field;
- Alternative training and/or qualifications and/or awards that demonstrate the candidate's leadership or expertise in the field of education.

6.6. Although the required approvals may vary between Faculty/Division as approving authority may request additional information clarifying and supporting the case for appointment.

Issuing the appointment offer

6.7. If the appointment is approved, a letter of appointment will be generated by the Establishment Division and forwarded to the appointee.

7. Honorarium Payment

- 7.1. If during the period of an adjunct appointment, the relevant department/ faculty/ research centre, wishes to recommend payment of an honorarium payment to the adjunct appointee, the relevant unit can make such recommendation along with the application. They should ensure such payments are comparable to payment systems practiced elsewhere (locally or internationally) for similar appointments, taking also into account the eminence of the adjunct appointee globally.
- 7.2. If the recommendation is justified, the committee to submit recommendations on Staff appointed on Assignment Basis/Adjunct Basis, will recommend the honorarium payment for the adjunct appointee, to the Vice Chancellor.
- 7.3. Nonresidents of Sri Lanka, who have been appointed as Adjunct members of the University may be reimbursed with the Air-Ticket once a year to visit the University.
- 7.4. Such cases will be considered case by case by the Vice Chancellor with the recommendations of the committee.

8. Renewal of Adjunct Appointments

- 8.1. Adjunct appointments may be renewed on the approval of the Vice Chancellor provided that the head of the relevant department/ faculty/ research Centre ensures that the appointee has been able to carry out his/her duties and responsibilities towards the University up to the satisfactory level.
- 8.2. If such renewal is required, the respective head must initiate the process at least two months before the expiry of the current appointment.
- 8.3. Such requests should be recommended by the respective Dean/Faculty Board/Standing Committee

8.4 The Establishment Division will facilitate the process for the renewal, non-renewal or reappointment of adjuncts.

9 Breach of procedure

9.1 Any breach of University policies or procedures will be treated seriously.

DEFINITIONS

Adjunct appointee	A person who is appointed to contribute their professional standing and specialist expertise to the teaching and/or research activities of a particular unit in the University. Adjunct appointees can be teaching and research, or research-only adjunct appointees. Adjunct appointees are unpaid.
Conflict of Interest	The term 'Conflict of interest' refers to a situation where a conflict arises for an individual between two competing interests, which are often, but not exclusively, interests of public duty versus private interests. Conflicts of interest may be reasonably perceived, potential or actual. Conflicts of interest can involve financial or non-financial interests of the staff member and the interests of a business partner or associate, family member, friend or person in, or has had a close personal relationship with the staff member.
Honorarium payment	An ad-hoc payment made in recognition of the contribution made by an adjunct appointee in their adjunct appointment which is not a payment for "work performed".

