

## Standard Operational Procedure for Appointing an Adjunct Professor/ Adjunct Senior Lecturer

A 'Standard Operational Procedure (SOP) for appointing an Adjunct Professor/  
Adjunct Senior Lecturer' was developed by the following staff members:

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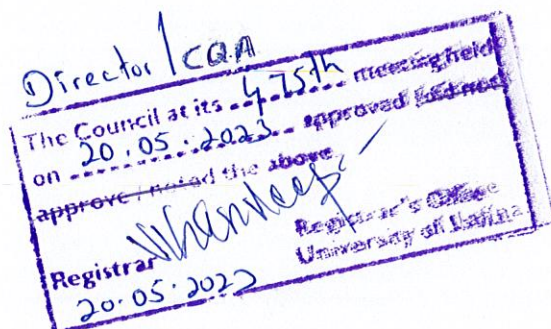
The above document was discussed at the 52<sup>nd</sup> and 55<sup>th</sup> Meetings of the Senate Standing Committee on Quality Assurance (SSC on QA) held on 13.10.2022 and 19.01.2023 respectively. Based on the suggestions given by the members of the SSC on QA, the above document was updated and recommended at the 56<sup>th</sup> meeting at the SSC on QA held on 21.03.2023.

The Senate, at its 474<sup>th</sup> meeting held on 28.04.2023 approved the above.

Approval of the Council is solicited.



Prof. S. Srisatkunarajah,  
Vice Chancellor,  
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## **Standard Operational Procedure for appointing an Adjunct Professor/Adjunct Senior Lecturer**

### **Preamble**

International level recognition through a recognised ranking body is crucial for a university to forge a wider global visibility and recognition, establish long-term ties and recruit international talents. The University of Jaffna (UoJ) has transformed itself over the years from a regional knowledge hub to a national knowledge hub. The Jaffna University is one of the largest universities of the country in terms of number of Faculties and number of students.

The UoJ is in the process to widen its visibility and to extend its collaboration to internationally recognised institutions to foster advanced education and to recruit various talents. In this regard, a proposal is developed with standard operating procedure (SoP) to appointment Adjunct Professors who can join the UoJ temporarily for a short period of time and to commit themselves in teaching, learning and research activities.

### **Intent:**

Adjunct appointments provide a mechanism for recognizing in a formal way suitably qualified and experienced individuals who have a close association with, and make a significant contribution to, the academic activities of the University in a largely honorary capacity on an ongoing basis.

### **Appointment process**

On the recommendation of the Faculty Board and the Senate, the council shall consider appointing eminent scientists/professors from abroad to serve the university as an Invited Adjunct Professors/Adjunct Senior Lecturer on an honorary basis. This appointment is purely based on the academic and research credentials and upon the consent of the scientist/professor concerned.

Prerequisites for the appointment are doctoral and postdoctoral qualifications are needed. Appointee should possess research capabilities, have distinguished awards, obtained or applied for nationally or internationally acclaimed grants, possess inventions and patents. The prospective academic/researcher for Adjunct Professor/ Adjunct Senior Lecturer should have minimum field weighted *h*-index value to qualify for at least **tier 4. (Refer to annexure1).**

It is preferable if the appointee has academic interaction with the department concerned previously.

#### **Selection Procedure**

- On the recommendation of the Department, Head of the department shall submit a memo along with supporting documents to the respective faculty board.
- On the recommendation of the respective faculty board, the Senate shall make a recommendation to the Council based on the selection of a three-member committee on the adjunct professorship.
- The Three-member committee comprises of the Dean of the respective faculty, Head of the relevant department and a field expert appointed by the senate.
- The committee will go through the applicant's profile and scholarly work and make a recommendation based on the given criteria of selection in annexure 1
- The adjunct professorship will be awarded initially for a three-year period by the council on the recommendation of the senate.
- The appointment is renewable at the end of the stipulated period of three years.
- If the appointment is to be extended for another term/academic year, the Head of the particular department should submit a report on his/her performance
- This appointment is renewable based on the Performance appraised by HOD/Dean
- Number of Adjunct Appointments do not exceed 10% of the total staff strength, at any time, however in a department with less than 10 academic staff, one could be appointed.
- Appointments can be terminated by the Vice-chancellor at his/her discretion and/or for significant breaches of applicable UOJ Policies and Codes of Practice.
- While appointment confers no obligation on the University to provide resources, appointees may be granted access to university and service facilities as deemed appropriate by the head of the relevant academic unit
- All adjunct appointments are honorary basis (no remuneration shall be paid)

### **Responsibilities of the adjunct appointment**

- Appointees will be expected to contribute on a regular and ongoing basis to one or more of the following University activities:
  - Teaching
  - Collaborative research
  - Postgraduate supervision
  - Staff and student consultations.
- The appointee will be responsible to the head of the appropriate host centre for these activities. Research and consulting activities carried out under the auspices of the University will generally be governed by the same rules as apply to fulltime academic staff
- Ownership of intellectual property that are obtained from this appointment will be shared
- Profile of the adjunct professor should be included on the website of the Department/Faculty.
- University of Jaffna should be included as one of his/her affiliations in his Research profile such as Researchgate, Googlescholar etc.

### **Privileges**

- Listing in the official website of the university of Jaffna
- Participation in collaborative research and teaching activities of the UoJ
- Involvement in outreach and community activities
- Eligible to apply for joint grants

## Annexure 1

Index value to qualify for at least tier 4 (*h*-index should be based on either SCOPUS or Web of Science) as indicated in Table 1.

Table 1- Minimum *h*-index values to qualify for a Tier

Faculties / Disciplines	Minimum <i>h</i> -Index values to qualify				
	Tier 1	Tier 2	Tier 3	Tier 4	Tier 4*
Indigenous Medicine, Medical and Dental Sciences	0	2	7	13	20
Pure Sciences except Mathematics	0	2	6	11	17
Agriculture, Allied Health Sciences, Applied Sciences, Engineering, IT and Computing, Quantity Surveying, Veterinary Sciences	0	2	5	9	14
Architecture, Arts, Design, Fine Arts, Humanities & Social Sciences, Law, Management, Mathematics, Town and Country Planning	0	1	4	7	11

Source: [https://www.uqc.ac.lk/attachments/2067\\_Comm%20Circular%205\\_2018%20\(i\).pdf](https://www.uqc.ac.lk/attachments/2067_Comm%20Circular%205_2018%20(i).pdf)