

## Guidelines for Hiring Adjunct Faculty in SVNIT, Surat

It is essential to identify the right type of candidates for the posts of adjunct faculty and appoint them on mutually agreed terms and conditions. The candidate considered for the post of adjunct faculty must do a value addition to the academic program or assignment or builds up a strong and robust collaboration between SVNIT and the concerned industry or Institute.

### ◆ The adjunct faculty will be designated in two categories:

- Adjunct faculty of teaching
- Adjunct faculty of practice

In the teaching category, the adjunct faculty will be designated as *Adjunct Assistant Professor or Adjunct Associate Professor or Adjunct Professor* based on their credentials, qualifications and experience. In the practice category, the adjunct faculty will be designated as *Assistant Professor of Practice or Associate Professor of Practice or Professor of Practice* based on their credentials, experience and qualifications.

### ◆ The adjunct faculty may be engaged to perform the following tasks, in addition to the tasks decided at the department level:

- i. Supervise/co-supervise students' projects and research scholars with a view to adding practical dimensions to their work.
- ii. Be a co-investigator in sponsored and consultancy projects, bringing in significant expertise to match industry needs and expectations.
- iii. Assist the department/institute to break new ground with industry in cutting edge research with a view to developing intellectual property (IP) and overcoming technological barriers faced by industry in becoming globally competitive and to be a prime mover in taking the consultancy to new levels in quality and quantity.
- iv. Support institute development activities with an industry interface
- v. Teach core/elective courses in which the person's practical experience and knowledge can add significant value to the theory.
- vi. The topics and scheduling of the lectures will be decided jointly by the adjunct faculty and his counterpart faculty members. The counterpart faculty member will also teach the subject and deliver the remaining lectures.
- vii. The adjunct faculty will also be associated with the setting of examination papers and the general work of evaluating the students' performance in the subject, the teaching of which he/she is associated with.

### ◆ Responsibilities:

- a. He/She must spend at least three weeks in the Institute in an academic year.
- b. Adjunct faculty will supervise/co-supervise students' projects at all levels. The adjunct faculty (teaching category or practice category) shall not, by default, be allowed to supervise/co-supervise M.Tech./M.Sc./Ph.D. candidates. However, the

decision shall be taken by the department on case-to-case basis in line with the academic regulations for M.Tech./M.Sc./Ph.D. of the Institute.

- c. The adjunct faculty may carry out sponsored research and consultancy, and teach courses (a full semester long course or only a part thereof in collaboration with a regular faculty). They will be required to bring reputation to the Institute, add valuable expertise and practical knowledge and complement the knowledge pool of the existing faculty. The consultancy projects and/or sponsored research projects received during the contract period with SVNIT by the adjunct faculty shall be governed by the relevant R&C norms of the Institute.
- d. Adjunct faculty shall be provided with office room, secretarial services and other facilities depending on their involvement in academic activities and availability.
- e. Adjunct faculty shall not normally be eligible to receive financial support to attend conferences in India or abroad for presenting their work done in the institute, However, funds from his/her R&D project in the Institute shall be utilized for the purpose. Adjunct faculty may receive financial support at the discretion of the Director to attend conferences in India or abroad for presenting his/her work done in the Institute, if in the opinion of the Director, he/she has contributed significantly to the Institute's academic program. The adjunct faculty shall not be entitled to CPDA.
- f. The adjunct faculty's contributions to teaching, research and services must be articulated at the time of appointment and the appointee's actual contributions must be evaluated at the time of reappointment and advancement.

◆ **Appointment Procedure:**

Adjunct faculty shall be appointed by the Director based on the recommendation of a committee. The duration of appointment shall vary between one semester to six semesters (3 years) as may be decided by the Institute. Scientists, engineers, technologists, managers, academicians, physicians, advocates, artists, civil servants, bankers and other professionals, both serving and retired can be inducted as adjunct faculty from outside the Institute.

It is expected that any requirement/application for adjunct faculty is first discussed at the department level. Department must clearly specify the usefulness of experience of such candidates in their department/institute level academic activities. If the department recommends a case for adjunct faculty, then the same may be examined by a committee comprising the following:

- Director/Nominee of the Director (Chair)
- Head of Concerned Department
- Dean (Faculty Welfare)
- Dean (Research & Consultancy)
- Dean (Academic)
- Representative of Senate (One member of the Senate (Professor) other than above)

After recommendation of the committee, the case shall be forwarded to the Chairman of the Senate for consideration and necessary approval.

◆ **Desired Qualifications/Requirements:**

- i. Must be an accomplished professional in his/her chosen field of discipline, comparable to at least the top one third of the regular faculty in professional expertise and reputation in their own fields and organizations.
- ii. Must have been recognized by various bodies in his/her field
- iii. His/Her association must add value to the academic program/students.
- iv. In case of candidates from an industry, his/her domain knowledge should be of significant value and possession of M.Tech./Ph.D. may not be considered as an essential condition in such cases.
- v. The details of the minimum essential qualification, experience and honorarium admissible for the different categories are given in Table 1.

Table - 1: Details of Essential Qualifications, Experience and Honorarium for Adjunct Faculty

Adjunct Faculty of Teaching			Adjunct Faculty of Practice		
Designation	Essential Qualification	Honorarium (Rs. per month)*	Designation	Essential Qualification**	Honorarium (Rs. per month)*
Adjunct Assistant Professor	Ph.D. Degree in relevant area/branch and 3 years of teaching experience after Ph.D. in the Institute(s) of Repute	60,000/-	Assistant Professor of Practice	10 years of relevant experience in the reputed industries / laboratories / organizations	60,000/-
Adjunct Associate Professor	Ph.D. Degree in relevant area/branch and 6 years of teaching experience after Ph.D. in the Institute(s) of Repute	90,000/-	Associate Professor of Practice	15 years of relevant experience in the reputed industries / laboratories / organizations	90,000/-
Adjunct Professor	Ph.D. Degree in relevant area/branch and 10 years of teaching experience after Ph.D. in the Institute(s) of Repute	1,20,000/-	Professor of Practice	20 years of relevant experience in the reputed industries / laboratories / organizations	1,20,000/-

\*The honorarium shall be admissible only for the period spent by the candidate in the Institute or on duty of the Institute with prior approval, on pro-rata basis.

\*\*The adjunct faculty under non-teaching category shall have to possess at least a bachelor's degree in engineering/technology/sciences/management. However, candidates with the Master's degree shall be preferred. The Chairman of the Senate, upon receiving the recommendations of the selection committee, shall decide the cases based on qualifications, relevant experience and the present/previous positions held by the candidate.

**Research:**

As adjunct faculty of practice may lack a traditional academic background, they are not expected to contribute to the institute's research and creative mission by participating in traditional scholarly activities (i.e., they are not expected to conduct independent research

and/or publish in peer-reviewed journals). Instead, they may advise faculty on their projects, serving as a liaison between the institute and the industry or government entities to identify research and/or funding opportunities, or by working with faculty to identify research projects that would benefit private industry and/or government entities. Adjunct faculty of practice has to play a good role in this regard. Adjunct faculty of teaching, if appointed for a long term of more than a year, is expected to contribute to the institute's research and creative mission by participating in traditional scholarly activities. However, subject to due procedure spelt out, working scientists from scientific laboratories of Government of India may be appointed as adjunct faculty to lead research, associated with the research at the institute without payment of wages/honorarium. In such event no travel allowance etc. will be paid.

### Teaching:

Generally Adjunct faculty (of teaching or of practice) do not teach established core courses, rather they are expected to teach only courses directly related to his/her specific expertise and unique professional experience. These are generally courses that cannot be offered except through appointment of an adjunct faculty. He/She may also contribute to the institute's instructional programs by advising students and helping to develop innovative new courses. Again, these activities would necessarily revolve around their extraordinary domain skills and practical experience. While adjunct faculty need not teach a formal course, meaningful contributions to the institutes instructional program are always required and must be documented. However, whenever there is dearth of permanent faculty to teach core courses and other adjunct faculty of teaching has the credentials to teach core courses, then he/she may also teach core courses.

### Service:

Adjunct faculty is also expected to actively participate in service-related activities, such as sitting on department committees, serving as advisors to faculty and/or undergraduate and post graduate students, helping students network, and providing internship and job opportunities.

- a. Adjunct faculty will be provided travel assistance from the Institute to his/her place of stay and back, maximum 6 times per academic year. No accommodation will be permissible, However, he/she shall be provided free lodging and boarding in the Institute Guest House. He/She shall be given honorarium as per the details given in the Table 1, after approval from the FC/BoG or as decided from FC/BoG from time to time, to a maximum ceiling of Rs. 1,20,000/- per month. The honorarium shall be admissible only for the period spent by the candidate in the Institute or on duty of the Institute with prior approval, on pro-rata basis.
- b. The post of Adjunct faculty may not exceed 25 % of the sanctioned strength and the total number shall not exceed the sanctioned strength including the adjunct faculty, if appointed for a period of one semester or more. Working scientists from scientific laboratories of Government of India as adjunct faculty will not be computed against it.
- c. The above mentioned clauses are applicable to external adjunct faculty only.

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