



THE OPEN UNIVERSITY SRI LANKA

GUIDELINE FOR APPOINTMENT OF ADJUNCT PROFESSORS

Introduction

The Open University of Sri Lanka (OUSL) offers an Adjunct Professorship program to upgrade its academic standards through access to global expertise. By inviting adjunct professors from prestigious universities around the world, OUSL ensures that its students receive a well-rounded education that incorporates international perspectives and cutting-edge research. The collaborations bestowed through this program will enable the university to strengthen its research capabilities and contribute to the global knowledge pool, ultimately benefiting both the institution and the wider academic community.

The engagement of adjunct professors (ADJPROF) is based on the understanding that they bring a unique set of expertise and experiences that align with the educational goals and mission of our institution. This program allows international professors to collaborate with OUSL faculty members in conducting research and teaching courses in various disciplines including Natural Sciences, Engineering and Technology, Health Sciences, Education, Management Studies and Humanities and Social Sciences. Through these collaborations, the university aims to enhance the quality of education and research, fostering global perspectives and innovation within its diverse student body.

Adjunct Professor refers to an academic position appointed on a non-salaried, status-only basis at the Open University of Sri Lanka (OUSL). The nature of adjunct appointments may differ based on the specific demands of the department. Nevertheless, those who are recommended for such appointment generally possess the training and work history necessary for appointment as faculty members in the department to which the appointment is recommended.

These guidelines concern the appointment of Adjunct Professors and outline the benefits and responsibilities of Adjunct Professors during the period of their appointment. This also provides a broad framework and set of principles regarding the appointment process.

Objective of the scheme

It is envisaged that the establishment of a scheme to appoint Adjunct Professorships will,

1. enable outstanding scholars who have achieved success in their respective fields such as science and technology, business, media, social research, literature etc., to contribute to the educational process by widening the scope and capacity of teaching and research in the OUSL.
2. promote interdisciplinary and transdisciplinary approaches to learning and research and upgrade the impact of the OUSL in the higher educational sphere locally and globally.
3. strengthen the international footprint of the OUSL to facilitate the establishment of world-class teaching and research platforms and upgrade the capacity development of both academics and students

The terms and conditions of the appointment are as follows.

1. Eligibility

- 1.1. Possess a doctoral degree (or equivalent) or a holder of an academic position or a scholar of eminence in the field relevant to the proposed field of study.
- 1.2. Being affiliated to a higher education institute (or research / professional services organization) recognized by the OUSL.
- 1.3. Be able to work in English.
- 1.4. Should have clear evidence that prospective ADJPROF is an accomplished scholar of his respective field and add value to the strategic goals of the OUSL.
- 1.5. Having secured financial assistance to cover the cost of travel, and other expenses to spend substantial period annually in the OUSL

2. Appointment process

The appointment process to the Adjunct Professorship shall be as follows.

- 2.1. A prospective candidate may express his interest, or the Faculty / Department may propose a candidate by submitting the following documents to the Vice-chancellor of the OUSL.
 - 2.1.1. Curriculum Vitae (including a list of publications / scholarly work)
 - 2.1.2. Certificates confirming the academic background
 - 2.1.3. A letter of recommendation with the endorsement from the Head of the home institution (President, Dean, Rector, Chancellor or Vice-Chancellor)
 - 2.1.4. Proof of nationality and a recent photograph (passport size) of the applicant
 - 2.1.5. A detailed description of the proposed research project /scholarly work/ field study.
 - 2.1.6. Recommendation and justification from the Dean / Head of Department where the prospective candidate plans to carry out a major part of the proposed work.
- 2.2. Upon receiving the completed documents in 2.1 above directly to the Vice-Chancellor's office, will submit them to the relevant Faculty to start reviewing the application.
- 2.3. All applications for the programme of ADJPROF will be processed by the **AR / Faculty** prospective host Faculty.
- 2.4. All documents will be reviewed for accuracy. The Faculty will verify and confirm the authenticity of the academic background and supporting **AR / Faculty** documents.
- 2.5. A response confirming receipt of the application will be communicated to the applicant within ten (10) working days of receiving the application. If **AR / Faculty** required, the applicant may be requested to provide additional information.
- 2.6. Once the above procedure is completed and the applicant has fulfilled the **Vice-Chancellor** necessary requirements, the Faculty will submit the application to the Vice-Chancellor for his observations and appointment of the selection committee.
- 2.7. Confirmed the appointment of a local collaborator/s who works with **Dean of the Faculty** ADJPROF
- 2.8. Senate and the Council approval will be obtained. **Dean of the Faculty**
- 2.9. Once the Senate and Council approval is granted, the appointment letter is sent to the candidate. **Vice-Chancellor**
- 2.10. The appointment letter should accompany the TOR and agreement that contain how the intellectual property rights or copyrights that arise from the proposed study in the OUSL are claimed. **Vice-Chancellor**

- 2.11. IRU will be informed of the details of the ADJPROF who have been offered a letter of appointment to initiate the process of facilitation. **Vice-Chancellor**
- 2.12. If any candidate applying for ADJPROF does not meet the requirements for the appointment, the application will be rejected and the applicant will be informed. **AR / Faculty**

3. Appointment

- 3.1. ADJPROF, as per 2.10 above, shall enter into an agreement with the OUSL on the intellectual property rights or copyrights whichever is applicable for his/her work in Sri Lanka **Registrar**
- 3.2. ADJPROF shall be offered with the OUSL identity card. **Registrar**
- 3.3. Bi-monthly progress reports of the work will be presented to the Board of Management of IRU by the local collaborator. **Local collaborator**

4.0. Awards

- 4.1. The ADJPROF may be issued with a letter of certification citing the study carried out at the OUSL at the end of the study. **Vice-Chancellor**

5.0. Visa

- 5.1. Visa applications are the responsibility of the ADJPROF. To facilitate the visa application process, ADJPROF are advised to inform the IRU office, at least three (3) months before their intended date of arrival in Sri Lanka. **Director/IRU**

6.0. Extension of the duration

- 6.1. All appointments are confined to a maximum period of 1 year. Any extension requires the approval of the Council. **Vice-Chancellor**
- 6.2. Any cost incurred in such extension of duration shall be borne by the ADJPROF.

7.0 Benefits and facilities

- 7.1** Appointment of ADJPROF is in an unpaid capacity. However, some assistance may be arranged on the availability of funds at the Faculty / Department s/he is assigned to. This requires the approval of the Finance Committee.
- 7.2** ADJPROF will be provided with access to a workstation/space by the host academic unit. Access to research facilities may be negotiated on a case-by-case basis with the host academic unit.
- 7.3** ADJPROF will be provided with an internet account and library user access.
- 7.4** Invite to departmental, Faculty or university meetings, seminars and activities, as appropriate.

8.0 Responsibilities

- 8.1** ADJPROF are accountable to and subject to the directives of the Dean of the host Faculty.
- 8.2** Facilitate conducting workshops and labs, providing hands-on training in the relevant domain areas, development of soft skills, and focus on ensuring competency-based learning outcomes.
- 8.3** Interact with and co-supervise the research students in the area of their specialization or professional proficiency.
- 8.4** Participate in thesis committees and graduate committees of the department/Faculty.
- 8.5** Contribute to initiating research collaborations and academic links with their host universities.
- 8.6** Apply for research funding jointly with OUSL.
- 8.7** Obtaining a round-trip air ticket between the home country and Sri Lanka.
- 8.8** Obtaining all relevant insurance including travel and medical.
- 8.9** Maintaining his or her health, safety, and belongings during his/her period of stay in Sri Lanka.
- 8.10** Complying with the OUSL's rules, code of conduct and policies.
- 8.11** Be sensitive to the social and cultural practices of the country.
- 8.12** Complying with local laws and legislation of Sri Lanka (including laws pertaining to immigration, customs, foreign exchange control, etc.).

9.0. Erroneous information

The OUSL reserves the right to withdraw a placement offered to any ADJPROF if the offer was made based on erroneous information supplied by the applicant or a certifying authority. A prospective applicant who is under suspension, exclusion, or expulsion based on academic performance, misconduct, or disciplinary reasons, from any institution or program or course, whether in Sri Lanka or elsewhere, is required to include all details of the suspension, exclusion, or expulsion in their application for admission. An applicant who has been suspended or excluded from another institution will not normally be considered for placement.