

Adjunct Appointment Procedure

1. Purpose and Objectives

- A person may be appointed as an adjunct if her/his professional standing or specialist expertise would contribute to the teaching and/or research activities of a particular Faculty/Research-Center in the University. She/he must have achieved recognition in an area of the teaching and/or research program of the academic or organizational unit in which the appointment will be held.

2. Eligibility & Requirements

- To be eligible for an 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 or research activities of a particular Faculty/Research-Center in the University. Adjunct appointees are expected to have achieved eminence in the relevant area and hold associate or full professor position. In exceptional case the application of outstanding assistant professors with high potential in industrial or research collaborations will be considered.

3. Appointment Approval Process

- The process starts by submitting the application form along with the supporting documents to the office of vice chancellor for global strategies and international affairs.
- In the next step the application will be sent to head of corresponding Faculty/Research-Center for their approval.
- In the final step the vice chancellor for global strategies and international affairs approves the appointment.
- If the appointment is approved, a letter of offer will be issued by the vice chancellor for global strategies and international affairs.

4. Appointment

- Adjunct appointments are for a set period of 2-5 years and are specific to a particular Faculty/Research-Center.
- Adjunct appointments are unpaid appointments. In exceptional cases, it can be recommended that an adjunct appointee receives an honorarium payment.

5. Duty or Responsibility

- The duties of each adjunct member will be set out in the application form and may include:
 - presenting guest lectures, tutorials, demonstrations, seminars
 - supervising research students, either as an associate or co-supervisor
 - assisting with other opportunities identified by the University
- Adjunct appointees do not have any authority to comment on behalf of the University, represent the University or contractually bind the University. In exceptional cases, specific authorities will be given by issuing a letter from vice chancellor for global strategies and international affairs.
- The Head of Faculty/Research-Center is responsible for ensuring that the adjunct appointee undertakes the specified duties (as outlined in the application form).

6. Renewal

- The renewal of an adjunct appointment is possible based on the approval of the host Faculty/Research-Center and by providing a report on details of previous appointments and in relation to previous outcomes and achievements.

7. Ceasing an Appointment

- The University may retract an appointment at any time if the nature of the undertaking which gave rise to the appointment ceases or if there is a breach of the Code of Conduct or University policies or procedures by the adjunct member.