

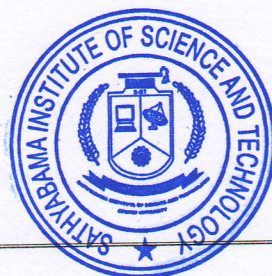


SATHYABAMA

INSTITUTE OF SCIENCE AND TECHNOLOGY
(DEEMED TO BE UNIVERSITY)

ACCREDITED WITH GRADE "A++" BY NAAC
CATEGORY - 1 UNIVERSITY BY UGC

POLICY FOR RECRUITING AND RETAINING ADJUNCT/VISITING/ INTERNATIONAL FACULTY



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17/11/22

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POLICY FOR RECRUITING AND RETAINING ADJUNCT/VISITING/ INTERNATIONAL FACULTY

Purpose

The purpose of this policy is to outline the procedures and provisions for recruiting, hiring, and retaining adjunct/visiting/ international faculty members. This policy aims to enhance the university's diversity, global reputation, and academic excellence by attracting and supporting talented faculty across the globe.

Scope

This policy applies to all academic departments and administrative offices involved in the recruitment, hiring, and retention of adjunct/visiting/ international faculty members.

1. Selection Process

Adjunct Faculty will be appointed by the Chancellor based on the recommendation of a Committee. Period of empanelment will vary from one year to three years as decided by the Institution on mutually agreed terms and conditions. It is expected that any application for adjunct faculty is first discussed at the department level. The department may forward the application with comments specifying the suitability of such candidate(s) in the department / institution level academic activities.

1.1 Qualifications

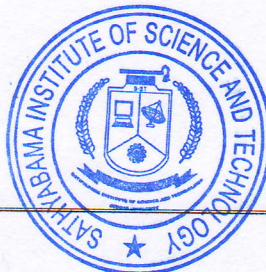
Candidate for adjunct faculty should have the minimum qualifications as prescribed in the regulations framed by UGC / respective statutory councils from time to time. A person of eminence is eligible with or without a postgraduate or Ph.D. qualifications.

1.2 Competitive Compensation

- Compensation will be benchmarked against international standards, considering cost of living and qualifications.
- Competitive relocation packages, covering moving costs, housing assistance, and temporary accommodations, will be provided to international hires.

1.3 Visa and Immigration Assistance

- For the International professors, the university will provide dedicated visa and immigration support through the Office of International Relations.
- Assistance will be offered for accommodation for faculty and their dependents.
- The institution will ensure timely processing of visas to avoid delays in the onboarding process.



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2. Orientation and Integration Support

2.1 Orientation Program

- A comprehensive orientation program will be provided to the adjunct/visiting/ international faculty to introduce the university's policies, local culture, and the academic environment.
- Workshops on cultural awareness and diversity will be mandatory for both international and local faculty.

2.2 Cultural and Social Integration

- The university will organize events and opportunities for adjunct/visiting/ international faculty to engage with the local community and campus life.
- A mentorship program will be established to pair international faculty with experienced colleagues for support in adapting to the new environment.

3. Faculty Retention and Development

3.1 Career Advancement and Research Opportunities

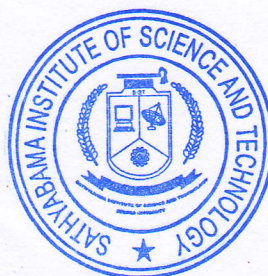
- Clear career advancement pathways will be established, with transparent criteria for tenure and promotion.
- International faculty will have access to research grants, professional development workshops, and collaboration opportunities with global academic networks.

3.2 Family Support Programs

- The Institution will assist with securing visas and work permits for spouses and dependents of international faculty.
- Childcare and educational support will be provided, including guidance on enrolling children in local schools.

3.3 Health and Wellness Support

- Comprehensive health insurance plans, including mental health support, will be available for international faculty and their families.
- Wellness programs and access to counseling services will be promoted to help international faculty adjust and maintain well-being.



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4. Flexible Contract Options

- Adjunct/visiting/ International faculty may be offered flexible contracts, including short-term, long-term, or part-time options based on their needs and departmental requirements.
- Sabbatical leave and extended vacation options will be provided, allowing international faculty to visit their home countries as needed.

5. Diversity and Inclusion

5.1 Promoting Inclusion

- The university will foster a diverse and inclusive environment where adjunct/visiting/ international faculty feel welcomed and valued.
- Faculty from underrepresented regions or backgrounds will be given additional support to ensure successful integration.

5.2 Equal Opportunities

- All international faculty will be provided equal opportunities for leadership roles, research positions, and participation in academic committees.

6. Monitoring and Review

6.1 Feedback Mechanism

- Annual surveys and performance reviews will be conducted to assess the satisfaction of adjunct/visiting/ international faculty, gathering insights into areas of improvement.
- The university will regularly review this policy and adjust based on feedback and changing needs of international faculty.

6.2 Continuous Improvement

- The university will continuously assess its recruitment and retention strategies to remain competitive in attracting top international talent.

Approval and Amendments

This policy will be reviewed annually by the Human Resources Department and the Office of International Affairs. Any amendments must be approved by the university's governing body.



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