

Faculty Affairs Division

Selection process for the appointment of Guest Faculty (On-campus)

Selection Process #3 a: (to be used for appointment of all "Guest Faculty" (on-campus):

The appointment of Guest Faculty (on-campus) is based on immediate requirement of any department to take care of teaching specialized topics, course(s) or part of course(s) thereof, for one semester only at a time where such expertise is not available with exiting faculty. While doing so, the Department may associate existing faculty with the expert to gain knowledge so that the course / topic can be handled by the trained faculty, as feasible. The concerned appointee will be governed by the guidelines (as under non-tenured faculty). He /She will not be eligible for any other benefits, such as contingency, children education allowance, etc.

This is a 2-step process.

Step 1: (This step is similar to step #1 of Process #2 with a slight difference)

Upon deciding the teaching load for a semester /year and courses to be offered by the department and based on faculty need, the HOD may invite potential candidates to submit their CV and will pass the CV to the standing "Department Short-listing Committee" *for regular (tenured) faculty members*, which will examine it, interact with the candidate (during such interaction all faculty from the department may be invited), as necessary, and make a recommendation to the campus Director with details such as the course(s), part of course(s) and time duration, etc., for which the appointment is to be made, the CV, and any letters of reference.

Step 2: All CVs recommended by such "Department Short-listing Committee(s)" will be taken up by the concerned campus Director who will approve such appointments recommending duration of appointment, compensation, other benefits (including transportation charges, if any), to be made, and forward the same to Dean -Faculty Affairs or Prof-In-Charge(DOFA), Faculty Affairs of the campus (POFA) , for further processing. DOFA/POFA will check the details and make corrections, if necessary and forward the recommendation to the Registrar/ Asst. Registrar/ Deputy Registrar, General Administration Unit of the Campus for issue of appointment letter. (It may be noted that such faculty will not be on regular rolls of the campus and honorarium (compensation) may be made in lump-sum at the end of the semester or in parts, monthly).

Compensation:

The appointment being mostly semester based, the compensation will vary based on actual duration of commitment to teaching, tutorials, laboratory.

The compensation (including all relevant evaluation components as per handout) suggested is as below.

Lecture			
Contact hours (50-60 min duration)	1 /week	2 / week	3/week
Compensation per semester (Rs.)	20,000	40,000	60,000

Tutorial			
Contact hours (50-60 min duration)	1 /week	2 / week	3/week
Compensation per semester (Rs.)	10,000	20,000	30,000

Laboratory / Practicum			
Contact hours (120 min duration)	1 /week	2 / week	3/week
Compensation per semester (Rs.)	10,000	20,000	30,000

Laboratory / Practicum			
Contact hours (180 min duration)	1 /week	2 / week	3/week
Compensation per semester (Rs.)	15,000	30,000	45,000

The guest faculty will report to Instructor -in -charge (full-time tenured faculty) of the course who will oversee that the course, contents and all assessments are delivered as per norms and will also sign the final grade sheet, as applicable. HOD, may act as Instructor-in-Charge of such courses which are completely handled by Guest Faculty. Hand-out for the course should be prepared and approved by the HOD, as found appropriate.