



VIVEKANANDHA
COLLEGE OF ENGINEERING FOR WOMEN (AUTONOMOUS)
Approved by AICTE, New Delhi, Affiliated to Anna University, Chennai.
Elayampalayam, Tiruchengode - 637205.

Standing Operating Procedure (SOP) for Adjunct Faculty

This SOP outlines the policies and procedures for the appointment, engagement, and evaluation of adjunct faculty members at Vivekanandha college of Engineering for Women. It aims to ensure a smooth and effective integration of adjunct faculty into the academic community while maintaining high standards of instruction.

This SOP applies to all adjunct faculty members appointed by Vivekanandha college of Engineering for Women to teach undergraduate or graduate courses.

- Adjunct Faculty: Part-time faculty members hired on a contractual basis to teach specific courses.
- Department Chair: Head of the academic department responsible for overseeing the appointment and performance of adjunct faculty.

Eligibility Criteria

- Academic Qualifications:
 - Master's degree or higher in the relevant engineering discipline.
 - Professional certifications or licenses (if applicable).
- Professional Experience:
 - Significant professional experience in industry or academia.
 - Demonstrated expertise in the subject matter to be taught.
- Teaching Experience:
 - Prior teaching experience at the college level preferred, but not always required.
- Communication and Interpersonal Skills:

- Excellent communication and interpersonal skills for effective teaching and interaction with students.

Appointment Process

- Departments identify the need for adjunct faculty based on course enrollments, faculty workload, and program requirements.
- Departments may recruit adjunct faculty through various channels, including:
 - Internal postings
 - Professional networks
 - University job boards
 - External recruitment agencies
- Applications are reviewed by a departmental committee, which may include the Department Chair, senior faculty members, and potentially a student representative.
- Shortlisted candidates may be interviewed to assess their qualifications, teaching experience, and suitability for the position.
- Upon selection, a contract is negotiated and executed between the college and the adjunct faculty member, outlining:
 - Teaching responsibilities
 - Compensation and payment schedule
 - Intellectual property rights
 - Confidentiality obligations
 - Dispute resolution procedures

Teaching Responsibilities

- Adjunct faculty are responsible for delivering high-quality instruction that meets the learning objectives of the course.
- Developing and delivering lectures, assignments, exams, and other instructional materials.
- Utilizing effective teaching methods and technologies.
- Interacting with students effectively, providing timely feedback, and maintaining office hours.

- Complying with all college policies and procedures, including academic integrity policies and student conduct codes.

Evaluation

- Student evaluations of teaching are collected and reviewed.
- Peer reviews from full-time faculty members may be conducted.
- The Department Chair will conduct a performance review of the adjunct faculty member at the end of each term.
- Evaluation Criteria:
 - Teaching effectiveness
 - Student engagement
 - Course content knowledge
 - Professionalism and punctuality
 - Adherence to college policies

Support for Adjunct Faculty

- Provide a comprehensive orientation to the college and the department, including information on policies, procedures, and resources.
- Assign a mentor from the full-time faculty to provide guidance and support.
- Provide access to necessary resources, such as classrooms, laboratories, library facilities, and technology.
- Clearly define ownership of intellectual property rights for any materials developed by adjunct faculty during their employment.
- Establish a clear process for resolving any disputes or grievances related to the employment of adjunct faculty.

Review and Revision

- This SOP will be reviewed and revised periodically to ensure its continued relevance and effectiveness.


Signature

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