

# **PROCEDURES AND CONDITIONS FOR APPOINTING ADJUNCT PROFESSORS AS PhD SUPERVISORS AT FNU**

**Prepared by:** OPVCR

**Approving Authority:** SMG/Senate

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**Next Review:** 3 year's time or on a need basis

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## 1. Scope

This procedure and conditions apply to the appointment of Adjunct Professors as PhD Supervisors at Fiji National University (FNU).

## 2. Eligibility

The adjunct professor appointed to supervise PhD candidates will meet all the criteria of FNU HDR Supervision Policy; that is, to be appointed as a senior supervisor, they must have evidence of successful prior supervision experience.

The adjunct appointment to supervise PhD at FNU will be based on:

- a. An earned PhD by research (Doctoral Degree by course work is not eligible for the appointment).
- b. Appointed as a senior academic at a recognised University and or recently retired from a university as a senior academic.
- c. Must have evidence of research publications in highly ranked journals.
- d. PhD supervision experience with at least five successful completions.
- e. Adjunct professors are expected to have an established international reputation in the discipline they will supervise.

## 3. Conditions of Appointment at FNU

- a. The Adjunct Professor agrees to supervise PhD candidate to **completion**.
- b. That appointment may be made at any time (on a needs basis).
- c. That the adjunct appointee abides by FNU HDR Policy and Procedures and other research policies.
- d. Signs the offer letter approved by the PVCR and Director HR accepting the appointment and agreeing to termination clauses where found to be in breach of applicable FNU Policy (ies). The following are core breaches that may account for the termination of the appointment:
  - i. Non-compliance to FNU Policies.
  - ii. Victimisation of the HDR student.
  - iii. Non- performance in supervising and providing constructive feedback to the PhD candidate.
  - iv. Not meeting with the candidate on a regular basis (weekly/fortnightly) via Zoom, Skype or other technology supporting face-to-face discussions.
  - v. Disclosure of confidential information.
  - vi. Publishing students' work as a lead researcher.
  - vii. Non-compliance to HDR Policy and Procedure.
  - viii. Failure to disclose conflict of interest.
  - ix. Defying roles and responsibilities prescribed in section 4.0.

## 4. Roles And Responsibilities

### Adjunct Academics as PhD Supervisors

An adjunct appointee to supervise a PhD candidate at FNU:

- a. May use adjunct title provided to them by FNU Human Resource.
- b. Must supervise PhD candidate/s to completion.
- c. Will meet with the candidate and the second supervisor at the same time as far as possible.
- d. Commit to FNU contractual or other legally binding agreement.

## 5. Appointment Approval Process

The HDRC will give the final approval for the Adjunct Professor appointment. The following process must be followed:

- a. The ADR notifies the Dean and proposes an Adjunct Professor appointment as a PhD supervisor, justifying the need for the appointment.
- b. The proposal for the appointment is collated with the CV, recommendation, and or referrals (if any), publication records of the appointee, appointee's willingness for appointment (for example, any informal correspondence that took place, such as email correspondence, etc.).
- c. The proposal will be submitted to OPVCR for HDRC approval, and upon deliberation and HDRC decision, the formal appointment letter to be issued by the Director HR.
- d. The HDRC will determine the appointment duration based on what stage the candidate has progressed and how long it will take the candidate to complete the PhD programme.
- e. Extension of appointment will be granted by the HDRC in exceptional cases where required.
- f. OPVCR will induct the Adjunct Professor and introduce the adjunct to the supervisor (s) and the PhD candidate formally. The induction can be done by email or zoom if the adjunct supervisor is overseas.
- g. OPVCR will send all relevant FNU policies and procedures, supervisor and student meeting log form, and other relevant information to the adjunct appointee.

## 6. Appointment of Adjunct Professors

The following are the requirements for Adjunct Professor Appointment for PhD supervision:

- a. Adjunct Professors can be appointed to supervise PhDs at FNU generally as second supervisors.
- b. In exceptional cases, they may have to be appointed as senior supervisors based on HDRC approval.
- c. The appointment is only for PhD supervision by an Adjunct Professor.
- d. Payment for Adjunct Professors as PhD supervisors:

At a salary of \$150,000 per annum (a Professor's salary as used by CMNHS) equates to a monthly payment of \$12,500 (Annual Salary/12 months), a fortnightly pay of \$5,769 (Annual Salary/26 weeks), and an **hourly wage of \$77.96**.

### Calculation:

Annual salary	\$150,000
Work hours fortnightly	74 Hours (as per the FNU payslip)
Workweeks per year	26 Weeks (fortnightly)

### 12 Months:

$$\$77.96 * 4 = \$311.84 / \text{month} * 12 = \mathbf{\$3,742.08 / 12 \text{ months}}$$

### 11 Months (since PhD candidates are entitled to one-month annual leave):

$$\$77.96 * 4 = \$311.84 / \text{month} * 11 = \mathbf{\$3,430.24 / 11 \text{ months}}$$

Full-time PhD Candidature is for three years.

11 Months @ \$3,430.24 \* 3 = **FJD 10,290.72**  
With 10% bonus = **FJD 11,319.80**

12 months @ \$3,742.08 \* 3 = **FJD 11,226.24**  
With 10% bonus = **FJD 12,348.86**

All payments will be subject to taxes applicable at the time.

## 7. Conditions of Payment

Adjunct Professors supervising PhD candidates pay will be staggered on task accomplishment, which are as follows:

- a. Successful confirmation of Candidature according to FNU requirements - 20% (within 10 months of enrollment for full-time students).
- b. Successful completion of Mid-Candidature Review according to FNU requirements - 20% (within 20 months of candidature for full-time students).
- c. Successful completion of the Completion Seminar according to FNU requirements - 20% (within 30 months of candidature for full-time students).
- d. d. Completion to pass, revision, and award – 40% (within 40 to 48 months of candidature for full-time students).
- e. One or more publications in a Q1 or Q2 (Scimago) /A\* or A journal (ABDC) – 10% bonus.
- f. If a student withdraws somewhere in between, then the supervisor gets paid half of the next milestone – e.g. if a student has achieved candidature confirmation (20%) and withdraws before the mid-candidature review, the supervisor receives another 10%.
- g. In the event, if the adjunct professor intends to terminate the appointment, the adjunct must formally write to the Chair HDRC of his intention of appointment termination. PVCR, after that, will deliberate on the award of remaining payments.
- h. If in case the adjunct professor terminates the appointment without notifying the PVCR, all payments being owed must be ceased till formal clearance is given to the adjunct professor by the PVCR.
- i. Upon confirmation of formal appointment, the adjunct professor should provide his bank account details and Electronic Transfer Swift Code for payments to be directly transferred to the appointees' bank account.

## 8. Breach of Procedure Conditions

Any breach of policies will be dealt with FNU HR.

## 9. Approval Agency

FNU SMG

## 10. Revision Log

This table will be used to insert the dates of the different versions made on the policy/procedure.

Version	Date of Approval	Comment
1.0	15 June 2020	Approved by FNU SMG
2.0	2 March 2021	Approved by FNU Senate

## 11. Policy Sponsor

Pro Vice Chancellor Research

## 12. Contact Person

The following person may be contacted in relation to this policy:

### [EO-PVCR](#)

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