

# **SOP FOR APPOINTING ADJUNCT STAFF AS PRINCIPAL SUPERVISOR FOR HDR SUPERVISION**

**Prepared by:** Research Office

**Approving Authority:** SLT/FNU Senate

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## 1. Scope

This procedure and conditions apply to the appointment of Adjunct Principal Supervisor for HDR supervision at Fiji National University.

## 2. Eligibility

For the appointment of Adjunct Staff as Principal Supervisor to supervise HDR, the Adjunct Staff will normally meet the criteria of FNU HDR Supervision Policy, i.e., to be appointed as an Principal supervisor, they must have evidence of successful prior supervision experience.

The adjunct appointment to supervise HDR as a Principal supervisor at FNU will be based on

- a. Appointed as an established academic at a recognised University and or recently retired from a university as a senior academic.
- b. Have evidence of research publications in internationally reputable journals.
- c. HDR supervision experience with successful completions.
- d. Adjunct Principal Supervisor(s) are expected to have an established international reputation in the discipline they will supervise.
- e. Adjunct Principal Supervisor appointments will be approved by HDRC on a needs basis.

## 3. Conditions of Appointment at FNU

- a. The Adjunct Principal Supervisor agrees to supervise HDR candidate to **completion**.
- b. That appointment may be made at any time (on a needs basis).
- c. That the adjunct appointee abides by HDR Policy and Procedures and other research policies.
- d. Signs the offer letter approved by the PVCRI 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/monthly-on the schedule agreed) 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 Principal HDR Supervisors**

An adjunct appointee to supervise a HDR candidate at FNU as the Principal supervisor:

- a. May use adjunct title provided to them by FNU Department of Human Resources..
- b. Must supervise PhD candidate/s to completion as a Principal supervisor.
- c. Will meet with the candidate and the second supervisor as often as practicable.
- d. Commit to FNU contractual or other legally binding agreements.

#### **5. Appointment Approval Process**

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

- a. The ADR notifies the Dean and proposes an Adjunct Principal Supervisor appointment 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 the Research Office for HDRC approval, and upon deliberation and HDRC decision, the formal appointment letter to be issued by the Division of Human Resources.
- d. The HDRC will determine the appointment duration based on the stage of progression of the candidate and period required for the candidate to complete the HDR programme.
- e. Extension of appointment will be granted by the HDRC as required.
- f. The FNU host College will induct and formally introduce the Adjunct Principal Supervisor to the HDR candidate. The induction can be done by email or zoom if the Adjunct Principal Supervisor is overseas.
- g. The FNU host College 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 Principal Supervisor**

The following are the requirements for Adjunct Principal Supervisor Appointment for PhD supervision:

- a. Adjunct Principal Supervisor(s) will be appointed to supervise HDR candidates.
- b. Honorarium payment for Adjunct Principal Supervisor(s) be for an amount up to \$5000 per student, which will take account of the time commitment of the Adjunct Principal Supervisor.

The full amount will be allocated when the Adjunct Principal Supervisor contributes 2-5 hours or more per week to supervision. Other contributions will be paid at a pro-rata level.

#### **7. Conditions of Payment**

The honorarium payment will be organised through HR in conjunction with associated TORs.

**8. Extra Duties and Payments**

If the College utilizes the Adjunct Principal Supervisor for other works other than the supervision of PhD, the collage ADR's and the Deans shall make arrangements with the Department of Human Resources for proportionate remuneration.

**9. Breach of Procedure Conditions**

Any breach of policies will be dealt with FNU HR.

**10. Approval Agency**

FNU SLT and FNU Senate

**11. 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 SLT    |
| 2.0     | 2 March 2021     | Approved by FNU Senate |
| 3.0     | 19 July 2022     |                        |

**12. Policy Sponsor**

Research Office

**13. Contact Person**

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

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