



OFFICE OF THE VICE PRINCIPAL (RESEARCH)
CHRISTIAN MEDICAL COLLEGE, VELLORE 632 002

Appendix I to AC. Min. 74-a/7/16 dated 14-July-2016

Proposal to appoint Adjunct Faculty in CMC

The senatus has approved a proposal to allow Visiting Faculty to be appointed at CMC. The reason for initiating this process was to strengthen our links with faculty at collaborating institutions within and outside India, in order to enhance our research and teaching.

The steps to be followed for appointment of Adjunct Faculty area:

1. A department or an individual faculty member through the Head of Department (sponsor) nominates a person whom they wish to have as Adjunct Faculty, by completing the nomination form given below to the Principal. The form is accompanied by the nominee's curriculum vitae.
2. A nominations committee selected by the Principal and Additional Vice – Principal (research) meets as and when required to review all nominations and recommend their approval or rejection. The CVs and nomination forms of approved candidates are forwarded to the institution's screening committee for appointment as Adjunct Faculty.
3. The appointed Adjunct Faculty is sent a letter by the Principal informing them of their appointment for a specified period of up to four years and details of the terms of their appointment as specified by the sponsor and institutional rules. After 4 years, depending on the continuing of the association, extensions can be made for further periods.

The terms of appointment of Adjunct Faculty are

1. This is an honorary appointment, intended to recognize the contributions of persons outside the institution, who choose to participate in and develop research and training in CMC. As such, the names of Adjunct Faculty can be listed in the department's research report, though they will not be listed among core faculty in the prospectus.
2. Adjunct Faculty are appointed for periods up to 4 years that can be extended on re-application by the sponsoring individual/department.

3. The involvement of Adjunct faculty with the department may be through collaborative activities, securing funding etc., are not only through personal visits to Vellore.
4. If the Adjunct Faculty visits Vellore, they will be considered Visiting Adjunct Faculty. The department inviting the Adjunct Faculty member to visit is responsible for arranging travel, accommodation and the schedule.
5. Accommodation for Visiting Adjunct Faculty, if within the institution will be arranged in institutional guest houses, if available, and will not compromise housing for institutional staff.
6. He/she may be paid an honorarium of up to Rs.3500 per day, from departmental funds for a maximum period of three months per year of appointment or for longer periods as permitted by research funds.
7. If an Adjunct Visiting Faculty member requires medical care during their visit to Vellore, and this care is not covered by their insurance, then CMC can cover the cost of management of emergency care up to Rs.1,00,000/-
8. The Visiting Adjunct Faculty member will have all the privileges of an academic visitor to the institution when he/she is in Vellore.
9. If the Visiting Adjunct Faculty member is registered with the Medical Council of India, then he/she may participate in the clinical activities of the department with the prior permission of the Medical Superintendent.