

**Terms of Reference for
Teachers of Higher Degrees Programmes of the Postgraduate Unit of Management
Faculty of Management**

1. Introduction

A teacher of Postgraduate Degree Programmes of the Postgraduate Unit of Management (PGUM), Faculty of Management shall be employed by the PGUM on visiting basis to undertake duties and responsibilities assigned to him/her by the Vice Chancellor under the directions and guidelines stated in this Terms of Reference (ToR). A teacher of a programme has the primary responsibility of facilitating to achieve PGUM's objectives regarding the conduct of Postgraduate Degree Programmes. A teacher shall report to the Chairperson of the Unit on administrative matters regarding duties and responsibilities assigned to the post.

2. Appointment

- 2.1 Upon approval of the Faculty Higher Degrees Committee (FHDC), the Chairperson requests the Vice Chancellor through the Dean of the Faculty to appoint qualified persons to teach/co-teach a course of a Postgraduate Degree Programmes on semester basis.
- 2.2 In appointing a person to teach/co-teach a course/ a part of a course of Postgraduate Degree Programmes, previous student feedback if any and the recommendations of the chairperson of FHDC and programme coordinators shall be considered.
- 2.3 A person who is appointed to teach/co-teach a course/ a part of a course of Postgraduate Degree Programmes shall enter into an agreement with the PGUM on the conditions stated in the letter of appointment.
- 2.4 If a course is co-taught, one person from the teaching panel of the course shall be appointed as the Lecturer-in-charge. The lecturer-in-charge shall be responsible in coordinating the course with the other lecturers with the support of relevant Programme Coordinator in the PGUM. Further, he/she is responsible for conducting and coordinating the continuous assessments, final examination paper submission, final marks submission and any other matter related to the course. Also, the lecturer-in-charge is responsible for managing the moodle of the relevant course and accordingly the lecture materials should be uploaded and maintained throughout the semester.

2.5 A particular lecturer is appointed to teach only one course for a particular group of students in a semester. This is to expose the students to various resource persons to get different learning experiences.

2.6 A particular lecturer can take a maximum of 30 hours for a particular course and also he or she can be appointed for a maximum of 45 hours per semester.

3. Qualifications

3.1 A person with the following qualification shall be appointed as a Teacher of Postgraduate Degree Programme:

- (a) A PhD in the relevant discipline obtained from a recognized university
- (b) A Postgraduate (MPhil/MSc/MBA) degree in the relevant discipline obtained from a recognized university, and
- (c) Resource person's postgraduate degree's Sri Lanka Qualifications Framework (SLQF) level should be equal or higher than the SLQF level of the Postgraduate Degree Programmes to be taught and
- (d) Minimum five years' experience in teaching at Undergraduate and/or Postgraduate Degree Programme.

3.2 However, a person who does not possess qualification and teaching experience as stated in Section 3.1 (b) and 3.1 (c) respectively, but is an expert, a well experienced practitioner and a professional performer in a given area of study shall be appointed to teach a part of a course with the approval of the FHDC.

4. Responsibility

4.1 A teacher of a Postgraduate Degree Programmes shall be responsible for upholding of the following ethical and academic principles adhering to the relevant university level policies:

- a. Establish a relationship of mutual trust by respecting students and adhering to the proper role as intellectual guide and counselor;
- b. Foster honest academic conduct and assure that the evaluation of students' performance reflects their true achievement in the subject;
- c. Refrain from unauthorized delegation of duties and responsibility assigned;
- d. Uphold the principle of academic freedom and ensure that each student is free to express their opinions openly and free from undue interference and retaliation;
- e. Treat each and every student with respect and dignity and refrain from any action that could lead to actual or perceived favoritism or discrimination;
- f. Refrain from making any comments/statements that could adversely affect a fellow teacher/resource person of the PGUM in classes or before students;

- g. Refrain from making comments/ actions that could lead to affect opinions of the students at the evaluation process of teacher by students;
- h. Refrain from activities and actions that violate the policy and guidelines for the prevention of discrimination, harassment and violence accepted by the University and the University Grants Commission (UGC).

4.2 A teacher of a Postgraduate Degree Programmes shall be responsible for the following duties and functions:

- a. Submit lecture schedule for the semester (L1 form) to the Postgraduate Unit prior to the deadline set out by the PGUM. The comments and observations provided by the FHDC should be incorporated and submitted to the Postgraduate Unit before starting the lectures of the relevant semester.
- b. The L1 form should clearly indicate the aim of the course, intended learning outcomes of the course, lecture topics, name of the lecturer for each topic, continuous assessment schedule, and proposed marks breakdown for continuous assessments and recommended reading for the course.
- c. Design methods of teaching and instruction to facilitate learning and encourage independent learning and thinking. Further, teachers are encouraged to use outcome based education and learner centered teaching (OBE-LCT).
- d. Encourage the pursuit of learning by students holding the best scholarly practices and standards of the course before students;
- e. Record attendance of the teacher to classes in the Attendance Book maintained by the PGUM. In case of lectures conducting through online, teacher should take the attendance through the Zoom reports/Zoom chat box and send it as an attendance sheet to the Postgraduate Degree Programme Coordinator.
- f. Conduct continuous assessment as stated in the L1 form by following the schedule.
- g. Introduce an appropriate blended teaching method combining e-learning with on-campus teaching.
- h. Provide opportunities for students to discuss their answers to assignments, performance in presentations and marks obtained for continuous assessments;
- i. Submit the continuous assessment marks to the Programme Coordinator and display the marks for students before the end of the semester;
- j. Submit question papers prior to the deadline set out by the PGUM;
- k. Assist the PGUM to conduct end semester examination by holding responsibility as examination supervisors/ invigilators and examiners; and
- l. Submit final marks of the course to the PGUM within one month from the date of receipt of answer scripts for marking.

4.3 A teacher of Postgraduate Degree Programmes shall be responsible for any other duties/ activities related to the course/s as determined by the FHDC.

5. Working Conditions

5.1 A teacher shall conduct and compete lectures as per the Academic Calendar of the PGUM.

6. Remuneration and Facilities

6.1 A teacher of a Postgraduate Degree Programmes shall be paid hourly for teaching at a rate determined by the University.

6.2 Examination works will be remunerated separately at approved rates.

6.3 Facilities and materials required for teaching and examination will be provided by the PGUM.

6.4 A teacher shall submit claims for teaching and examination works using the prescribed forms.

7. Resignation from the Post

If a teacher wishes to resign from the post before the completion of the semester, he/she shall inform the PGUM of the same at least one month before the expected date of resignation. The FHDC shall appoint another person to teach the rest of the course.

8. Termination of the Appointment

8.1 Upon approval of the FHDC, the Chairperson of the PGUM shall terminate the appointment of a teacher at any time if he/she has failed to fulfil the conditions stated in this ToR and the letter of appointment.

8.2 By considering the reports of inquiring Committee/s on the violation of code of ethics for academics and policy and guidelines for the prevention of discrimination, harassment and violence and the conditions stated in this ToR and the letter of appointment, the FHDC shall recommend to the Chairperson to warn, impose penalties, suspend and remove a teacher from the teaching panel. The FHDC shall also reserve the right to refer such cases to the University for further Investigation and action.

9. Effective Date of the ToR

This ToR shall be effective from the date of approval of the Faculty Board of the Faculty of Management.

10. Amendments to the ToR

Any amendments/additions to this ToR shall require the recommendation of FHDC and approval of the Faculty Board of the Faculty of Management.