

Gampaha Wickramarachchi University of Indigenous Medicine, Sri Lanka

APPOINTMENT OF VISITING LECTURERS

1. The Vice Chancellor of the University will appoint the Visiting Lecturers on the recommendation of the Head of the Department and the Dean of the Faculty.
2. The Head of the Department will assess the required number of the Visiting Lecturers that cannot be adequately served by the teachers of the Department or of other Departments of the University at the commencement of each academic year. (Format is annexed as Annex I)
3. The head of Department will make his/ her recommendations through the Dean of the Faculty to the Vice Chancellor on the Number of visiting Lecturers required by his/ her Department for the Academic year, for the subjects/ fields that they are required and the periods for which they required for the approval. The Head of Department should satisfy himself/ herself the financial provision is available (i.e. vacant post of a lecturer) to meet the fees and other expenses in respect of the appointments recommended by him/ her. (Format is annexed as Annex II)
4. Persons who satisfy the **qualifications** mentioned below should be appointed as Visiting Lecturers
 - a. First or Second class degree or postgraduate or professional qualifications of a recognized university in the relevant subject/ field and
 - b. Not less than five (05) years professional experience in the relevant field
 - c. As far as practicable his residence or place of work is situated within a radius of 32 km from the Gampaha Wickramarachchi University of Indigenous Medicine.

Note: The prior approval of the Council should be obtained to appoint a person who does not satisfy the above requirement. The relevant Head should submit a special justification to place the Council regarding the same.
5. **Procedure of Appointment** as Visiting Lecturers
 - a. The University in the first instance, make efforts to obtain visiting Lecturers from other Higher Educational Institutions and from professionally or academically recognized organizations.
 - b. Where the above “a” is not possible, the vacancies should be advertised in the University Website.
 - c. A selection Committee should be appointed consist of Dean of the Faculty concern, Head of the Department which requires the Visiting Lecturers and a nominee of the Vice Chancellor. The selection Committee should submit the recommendation to the Vice Chancellor after interviewing the qualified candidates.
6. The appointment of a Teacher form another Higher Educational Institution as a Visiting Lecturer should have the concurrence of the Principle Executive Officer of the Institution in which the teacher is employed.

7. The period of appointment of a Visiting Lecturer should not exceed one Academic Year. If the service of the same visiting lecturer is needed in the subsequent academic year, a fresh appointment should be made on the recommendation of the Head of the Department and the Dean of the Faculty.
8. All persons appointed under visiting basis should be designated as “Visiting Lecturers”. A former professor of a University/ Higher Educational Institution appointed as “Visiting Professor” if he is a professor Emeritus.
9. The Vice Chancellor of the University will issue a Letter of Appointment to the persons selected for appointment as visiting lecturers, setting out the terms and conditions of appointment.
10. The Time Table for the work of visiting lecturers should be given by the Head of the Department which requires the visiting Lecturers.
11. A Visiting Lecturer should sign his attendance and furnish such information as is required. An attendance register or similar record should be maintained in the Department including the subjects and lecturer hours and the said registry should be under the custody of the Head of the Department and made available when required.
12. Visiting payments and travelling expenses may claim based on the Circulars issued by the UGC and as indicated in the Letter of Appointment.
13. The Librarian should make suitable arrangements to borrow books from the Library in accordance with the rules of the library.
14. All records and documents should be available for auditing.

Special Note: An eminent person is invited to give a specific lecture; a letter of appointment is not required. A copy of invitation is adequate to pay the lecturer fees, etc. for such lecturers.

Valid with effect from September 01, 2021