

ADIUNCT PROFESSOR OFFER
LETTER

24th October, 2022

Dear Professor,

We are pleased to offer you the position of Adjunct Professor for the Academic Years 2022-24 in the School of Business, Woxsen University.

Responsibilities

1. You may undertake joint research, consultancy, and projects with Faculty members of Woxsen University, as deemed fit.
2. You may engage in academic delivery, with jointly decided timelines and modules to be taught. The finalisation of the same will be agreed upon by both the parties.

Remuneration

Research work:

The honorarium details and guidelines for the research work shall be according to the Adjunct Faculty Honorarium Policy (Annexure).

Teaching:

You will be paid a total remuneration of USD \$75/hour for online teaching and USD \$150/hour for teaching in our campus. The final remuneration will be dependant on the mix of online and offline teaching. The payment for each course will be released after completion of the said course in terms of classroom delivery and evaluation.

For any other extra responsibility, the honorarium will be mutually agreed upon.

Travel, lodging and expenses during your stay in India will be borne by the institution in its entirety.

Other Terms

- This commitment is for the above-stated period only.
- The above-mentioned figures represent the gross compensation payable. Woxsen shall make statutory deductions, if any, at the time of payment of the honorarium.

Corporate Office
Plot No 1267,
2nd Floor, Gateway Jubilee,
Road No. 36, Jubilee Hills,
Hyderabad - 500 033
India
T: +91 40 4444 8888

Campus
Kamkole Village - 502 345
Sadasivpet,
Medak District,
Hyderabad.
India

- This position does not carry any fringe benefits such as health/medical insurance.
- This appointment is without tenure.
- As a member of our teaching faculty, you will be expected to participate in the course/instructor evaluations relating to this course.
- Faculty may not communicate any decision to cancel or reschedule classes to students. All communication to students concerning class schedules will be made by the program office.
- As a member of our research/teaching faculty, you will be expected to follow WU Regulations (Conduct, Discipline and Appeal), 2022.
- This contract contains the final and entire agreement and understanding between the Parties and is the complete and exclusive statement of its terms. This contract supersedes all prior agreement and understandings, whether oral or written, in connection therewith.
- This Agreement shall automatically terminate upon a new agreement formed between the parties.

Notice Period:

Both the parties will be required to give notice of three (03) months in writing in the event that any of them decides to relinquish the agreement.

If you have any questions regarding this offer, do contact me. Please indicate your acceptance of this appointment by signing in the space below and returning it to me. A copy should be retained for your records.

Sincerely,

Raul V. Rodriguez

Dr. Raul V. Rodriguez
Vice President, Woxsen University

Please sign and state the date below:

I accept this offer of appointment and I attest that the credentials reflected in the curriculum vitae submitted with my application are correct.

DR. MOHD ASIF SHAH

Name of the faculty

24-10-2022 - 

Signature & Date

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Adjunct Faculty Honorarium Policy

Adjunct faculty play a key role at Woxsen University, not just in imparting knowledge through academic assignment but also by collaborating in research work. In order to encourage such important collaborations and contributions, Woxsen acknowledges the research contributions through honorariums. The honorarium details and guidelines for eligibility are given below.

Guidelines:

- The scholar should be on the rolls of Woxsen University as an adjunct faculty.
- The affiliation of the Woxsen University along with the concerned school has be included in the publication.
- The affiliation should also include the designation of the faculty as **“Adjunct Faculty, Woxsen School of _____, Woxsen University”**
- The publication should always be in a indexed journal. (See the list below)
- The honorarium would be finalized only after producing the relevant documents as indicated in the application form.
- The decision of the R&D committee would be final related to honorarium.
- The honorarium will be processed according to the accounting timelines at Woxsen University.
- The honorarium is taxable according to Indian taxing standards.

Category	Amount (before taxes)
Journal Articles	
ABDC A, SCI, SCOPUS Q1	Rs. 80,000
FT 50, ADBC A* , TRANSACTIONS, NATURE	Rs. 1,00,000
CASE Writings	
CASE (HBR/ CASE CENTER/ IVEY)	Rs. 70,000
INTELLECTUAL PROPERTY RIGHTS	
Patent Published	Rs. 40,000