

## **DUTIES OF ADJUNCT FACULTY MEMBERS / TUTORS**

### **1. Educational Work**

- (1) The Adjunct Faculty Member / Tutor supervises and guides the students who are enrolled and attend the Module stated in the Contract.
- (2) The Adjunct Faculty Member / Tutor uses exclusively the University's e-Portal, e-Learning Platform and the related electronic tools to carry out the totality of the educational work deriving from her/his contract. S/he must therefore familiarise herself/himself with the use of the e-Learning Platform and its related electronic tools prior to the commencement of the lessons.
- (3) The Adjunct Faculty Member / Tutor must study and apply all the Internal Regulations of the University pertaining to the educational process.

### **2. Research Work**

- (1) The Adjunct Faculty Member / Tutor may participate and/or coordinate externally funded research programmes implemented at the OUC.
- (2) In case a research programme in which an Adjunct Faculty Member / Tutor takes part as adjunct researcher is in progress, the OUC shall have no legal or binding obligation to renew the Adjunct Faculty / Tutor Contract of an Adjunct Faculty Member / Tutor if her/his Contract expires prior to the termination of the research programme.
- (3) Due to the research activity in progress and for the entire duration thereof, the Adjunct Faculty Member / Tutor shall be considered "Adjunct Research Faculty". The Adjunct Research Faculty Member shall continue to have the same obligations and rights with regard to the research programme (compliance with timeframes, management, financial control, etc.) that s/he had as an Adjunct Faculty Member / Tutor. As far as the OUC is concerned, the compensation of the Adjunct Research Faculty Member shall derive exclusively from the research programme in which s/he participates.
- (4) During the term of the Contract, the Adjunct Faculty Member / Tutor must declare her/his capacity as Adjunct Faculty Member / Tutor of the OUC in all her/his research activities (publications, speeches, projects, etc.).

### **3. Cohort Tutorial Meetings (CTMs)**

- (1) During the semester / academic year, the Adjunct Faculty Member / Tutor organises and coordinates the CTMs with the students under her/his supervision, whether conducted with physical presence or in a hybrid manner or exclusively online.
- (2) The Adjunct Faculty Member / Tutor conducts web-conferences based on the needs of the Module and the students.
- (3) The venue, the dates and the duration of the CTMs are determined by the University in accordance with the programme of the Module in question. After the end of each CTM, the Adjunct Faculty Member / Tutor informs the Module Coordinator and the Academic Coordinator on its content and generally on the outcomes and/or any problems that may have arisen during the CTM, in accordance with the instructions of the OUC.
- (4) In case the Adjunct Faculty Member / Tutor is unable to attend a scheduled CTM, s/he shall notify by email the Dean, the Module Coordinator, the Academic Coordinator and the relevant administrative service, at least five working days prior to the date fixed for the CTM.

- (5) The Adjunct Faculty Member / Tutor shall consult in a timely manner with the Module Coordinator and the Academic Coordinator in case of change in the time of a CTM owing to an important reason or her/his replacement by another Adjunct Faculty Member / Tutor of the Academic Team, without a change in the date of the CTM.
- (6) In case an CTM is postponed, the Adjunct Faculty Member / Tutor informs the students, the Module Coordinator, the Academic Coordinator and the Academic Affairs and Student Welfare Services both of the postponement and the new date of the CTM.
- (7) In case the CTM is conducted exclusively online and the Adjunct Faculty Member / Tutor fails to record it, s/he must repeat the CTM, notifying the students, the Module Coordinator, the Academic Coordinator and the Academic Affairs and Student Welfare Services accordingly.

#### **4. Assessment of Written Assignments and Supervision of Masters' and Bachelor's Theses**

- (1) The Adjunct Faculty Member / Tutor assesses the assignments of the students under her/his supervision, in accordance with the procedure and the instructions provided by the University, and answers queries on the topics of the assignments. The number of written assignments is specified by the relevant Programme of Study, in accordance with the University's instructions in this regard. The timeframe for their completion is determined in accordance with the programme of the Module and the timeframe for correction and feedback is set out in the University's Internal Regulations for Studies, as applicable from time to time.
- (2) In order to check, correct, provide feedback and mark the assignments submitted by the students via the e-Learning Platform, the Adjunct Faculty Member / Tutor uses exclusively the e-Learning Platform and its related tools.
- (3) The Adjunct Faculty Member / Tutor may be assigned by the Academic Coordinator to supervise bachelor's, diploma or master's theses, depending on the needs of the Programme of Study.

#### **5. Communication with Students**

- (1) During the semester / academic year, the Adjunct Faculty Member / Tutor communicates with the students on a regular basis, mainly via the e-Learning Platform, the email service of the Open University of Cyprus, using the email address assigned to her/him by the University and in any other complementary way.
- (2) In all communications related to the entirety of her/his work as Adjunct Faculty Member / Tutor at the Open University of Cyprus, the Adjunct Faculty Member / Tutor uses exclusively the email address assigned to her/him by the University.
- (3) The first communication takes place during the 1<sup>st</sup> week of the semester.
- (4) Communications with students take place both in-between the scheduled CTMs and between the last CTM and the final examinations.
- (5) The Adjunct Faculty Member / Tutor contacts students who, for any reason, did not log onto the e-Learning Platform or were absent from a CTM, to enhance their interest, remind them that the written assignments have been posted on the e-Learning Platform and provide them with relevant directions on how to complete them and the timeframe.
- (6) The Adjunct Faculty Member / Tutor responds to student messages / requests, submitted in any manner, within 48 hours of their submission.
- (7) The Adjunct Faculty Member / Tutor may, at her/his discretion, forward student recommendations and/or any requests to the Module Coordinator or the Academic Coordinator of the Programme of Study.
- (8) The Adjunct Faculty Member / Tutor determines and makes known to the students and the Academic Coordinator a three-hour "office time" per week, during which students may contact her/him for guidance, queries, etc.

- (9) The Adjunct Faculty Member / Tutor attends the CTMs and scheduled meetings of the Academic Team at her/his own expense.

## **6. Educational Material**

- (1) To ensure the adequate performance of her/his work, the Adjunct Faculty Member / Tutor must dedicate time to familiarise herself/himself with the educational material of the Module s/he is to teach.
- (2) The Adjunct Faculty Member / Tutor approaches the educational material of the relevant Module from a critical perspective and draws up a list of corrigenda, obscure points and other flaws that may be present in the educational material.
- (3) The Adjunct Faculty Member / Tutor enhances her/his educational / teaching work by creating and/or using existing personal notes / presentations / lectures relevant to the Module that s/he teaches and has the right to make such material available for use via the University's electronic platforms and tools.
- (4) During the term of this Contract, the Adjunct Faculty Member / Tutor has the obligation, if so requested by the Academic Coordinator of the relevant Programme of Study, to create educational material in electronic and/or print form (e-books, webcasts, presentations, recorded lectures, etc.). The educational material produced must be handed over to the Academic Coordinator of the relevant Programme of Study also in its source form, where required. Further clarifications on the production of educational material and intellectual property issues are described in clause 6 below.
- (5) If the Adjunct Faculty Member / Tutor uses in the production of educational material also material from third-party sources, s/he must indicate the relevant sources of origin of the material (references / citations). It is the responsibility of the Adjunct Faculty Member / Tutor to ensure that the material used does not infringe intellectual property legislation.
- (6) All educational material, regardless of its form, posted and made available for use through the University's electronic platforms and tools, is the property of the University and the University shall have all intellectual property rights deriving therefrom (use, reproduction, distribution of material, etc.) both during the term of this Contract and after its expiry and the termination of the employment relationship between the Adjunct Faculty Member / Tutor and the University.

## **7. Examinations**

- (1) The Adjunct Faculty Member / Tutor participates in the final and resit examinations conducted after the completion of the distance teaching of the relevant Module, corrects the papers given to her/him and submits the grades within the prescribed deadline set by the University, without being entitled to additional remuneration. Once the grades have been recorded, the papers are sent by post to the Academic Affairs and Student Welfare Services for safe keeping, in accordance with the instructions of the Cyprus Agency of Quality Assurance and Accreditation in Higher Education (CYQAA).
- (2) The Adjunct Faculty Member / Tutor is required to invigilate a minimum of two (2) and up to three (3) examinations, according to the final invigilation list prepared by the Academic Affairs and Student Welfare Services.
- (3) In case of exceptional impediment in conducting an invigilation arising after the invigilation list is finalised, the Adjunct Faculty Member / Tutor is required to immediately notify, by email, the University's Academic Affairs and Student Welfare Services. The message must necessarily be accompanied by the approval of the Academic Coordinator and the contact details of the replacement (full name, capacity, email address and phone number). If the Adjunct Faculty Member / Tutor fails to designate a replacement for the invigilation assigned to her/him, depending on the circumstances, s/he may, by decision of the University's competent bodies, be required to pay the remuneration of the replacement invigilator appointed by the University.

- (4) After the end of the examinations, the Adjunct Faculty Member / Tutor submits to the Academic Coordinator a Written Examinations Report in accordance with the instructions of the OUC.
- (5) The Adjunct Faculty Member / Tutor is required, even after the expiry of her/his Contract and without any additional remuneration, to provide any form of ancillary work necessary for the completion of the work assigned to her/him in the framework of the Contract including, but not limited to the following: Attend, or participate as a member of a Three-member Examination Committee, in the presentation of Master's and/or Bachelor's Theses, participate in the resit examinations, hand over grades in the required form and submit a recommendations report aimed at improving the Module and the educational material.

#### **8. Induction Seminar / Meetings with the Teaching Staff**

- (1) The Adjunct Faculty Member / Tutor is required, without additional remuneration, to participate in training seminars on the use of the University's e-Learning Platform and related tools as well as in induction seminars whose content is relevant to her/his work at the Open University of Cyprus, conducted online or in a hybrid manner.
- (2) The Adjunct Faculty Member / Tutor is required to attend Module EEYM101 "Introduction to Distance Teaching, Learning and Assessment" offered by the University's Laboratory of Educational Material and Methodology, during the first year of her/his employment. The successful completion of the Module is a prerequisite for her/his further employment. Failure to complete the Module shall result in the removal of the Adjunct Faculty Member / Tutor from the ranking list. Adjunct Faculty Members / Tutors who have previously attended the specific Module at the OUC are exempted from this requirement.
- (3) The Adjunct Faculty Member / Tutor meets with the other colleagues of the same Academic Team in order to coordinate their programme as well as evaluate their action, at least twice during the academic year/semester. It is understood that these meetings may also be held via web-conference.
- (4) The dates of the meetings are determined by the Academic Coordinator of the Programme of Study.

#### **9. Curriculum Vitae and Contact Details**

- (1) The Adjunct Faculty Member / Tutor posts and updates her/his curriculum vitae and contact details as necessary, using exclusively the University's e-Learning Platform and website.

## **ANNEX II: ADDITIONAL DUTIES OF MODULE COORDINATORS**

In addition to the duties of Adjunct Faculty Members / Tutors, Module Coordinators shall also be tasked with the following:

### **1. Academic Team**

#### **(1) The Coordinator:**

- (i) Designs and coordinates at least two meetings with the Academic Team per academic year / semester, held either with physical presence or online.
- (ii) Contacts all Adjunct Faculty Members / Tutors of the Module s/he coordinates on a regular basis.
- (iii) Cooperates with the relevant administrative services, to ensure that Adjunct Faculty Members / Tutors are adequately trained and gain experience in the use of the OUC's e-learning tools in a timely manner.
- (iv) Makes sure that the Adjunct Faculty Members / Tutors use the e-learning tools regularly and efficiently for purposes of communication, teaching, etc.

### **2. Students**

#### **(1) The Coordinator:**

- (i) Welcomes the students enrolled in the Module at the beginning of the semester / academic year.
- (ii) Sends out, on a regular basis, messages on topics of common interest to all the cohorts of the Module s/he coordinates.
- (iii) Clarifies to students issues relating to policy and the internal regulations of the Module s/he coordinates.
- (iv) Indicates to students the administrative services that have competence in issues concerning them.

### **3. e-Learning Tools**

#### **(1) The Coordinator:**

- (i) Undertakes the management of the asynchronous e-Learning Platform, by posting on a regular basis – either himself/herself or by assigning this task to an Adjunct Faculty Member / Tutor – educational and other relevant material and ensuring, in general, its smooth operation as an educational medium.
- (ii) Utilises the synchronous e-Learning platform as a teaching tool: Coordinates the conduct of educational activities through the synchronous e-Learning platform, at the level of both the Module and its cohorts.

### **4. Written Assignments**

#### **(1) The Coordinator:**

- (i) Is responsible for the selection and final wording of an appropriate topic for the written assignments, making sure it is clear and understandable, as well as for posting the assignment topic on the e-Learning Platform.

## **5. Final and Resit Examinations:**

### **(1) The Coordinator:**

- (i) Coordinates the wording of the topics of the final and resit examinations on behalf of the Academic Team. It is noted that, where and if necessary, additional papers for final and resit examinations are also prepared.
- (ii) Draws up an Answer Guide, in cooperation with the Adjunct Faculty Members / Tutors, and forwards it to the Academic Team.
- (iii) Ensures the safe keeping of the topics until the examinations.
- (iv) Sends the examination topics to the Adjunct Faculty Members / Tutors prior to the examination.
- (v) Cooperates with the Academic Affairs and Student Welfare Services to ensure the smooth conduct of the examinations.
- (vi) Coordinates the timely and valid establishment and communication of the results to the Academic Affairs and Student Welfare Services.

## **6. Production of Educational Material**

### **(1) The Coordinator:**

- (i) Makes sure the Adjunct Faculty Members / Tutors fulfil their contractual obligations in relation to the production of educational material.
- (ii) Coordinates the educational material being produced, providing specific guidelines.
- (iii) Updates the ECTS Forms and the Study Guide as necessary.

## **7. Cohort Tutorial Meetings (CTMs)**

### **(1) The Coordinator:**

- (i) Draws up the Study and Written Assignments Schedule and forwards it to the Academic Coordinator of the Programme of Study.
- (ii) Contacts the Adjunct Faculty Members / Tutors to fix the dates of the CTMs.
- (iii) Makes sure the Adjunct Faculty Members / Tutors comply with the CTM schedule notified to the students.
- (iv) Coordinates the Academic Team prior to each CTM, ensuring a relevant homogeneity in the content of the education provided.
- (v) Requests and receives reports from the Adjunct Faculty Members / Tutors on the outcome of the CTMs.

## **8. Evaluation of Adjunct Faculty Members / Tutors**

- (i) Evaluates the Adjunct Faculty Members / Tutors with whom s/he has collaborated in an objective and confidential manner, in accordance the University's internal quality assurance regulations.