

SATHYABAMA

**INSTITUTE OF SCIENCE AND
TECHNOLOGY
(DEEMED TO BE UNIVERSITY)**

FACULTY EXCHANGE POLICY



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FACULTY EXCHANGE POLICY

1. Introduction

Sathyabama Institute of Science and Technology provides opportunity to the faculty members to work in partnering Universities across the world and learn from their international counterparts, through staff exchange programmes. Faculty members of partnering Universities are also provided a parallel learning experience at Sathyabama Institute of Science and Technology.

Faculty Exchange Policy of Sathyabama Institute of Science and Technology provides the procedure for exchange of teaching faculty between Sathyabama and Partnering Institutions.

2. Objectives of Faculty Exchange

- To promote Internationalisation.
- To facilitate Professional Development of Faculty Members
- To provide international learning experience to faculty and develop them to international standards in terms of teaching and research
- To provide global exposure to faculty members and enabling them to learn and adapt best practices.

3. Definitions

Two-way exchange: The exchange of faculty or staff members with an outside educational, governmental, or business institution.

Outgoing participant: A faculty or staff member leaving his / her present assignment for a temporary exchange away from Sathyabama Institute of Science and Technology.

Incoming participant: A faculty or staff member from an outside organization who by reason of an exchange will be temporarily assigned to some departments at Sathyabama Institute of Science and Technology.

One-way exchange: The movement of a faculty or staff member onto this campus or off this campus without a reciprocal exchange.

4. Guidelines

1. This exchange program is open to Faculty Members who have successfully completed two years of continuous employment at Sathyabama Institute of Science and Technology.
2. The number of exchanges permitted within any Department/Centre at Sathyabama Institute of Science and Technology shall be determined by Board of Management based upon the availability of resources and the effect of the exchange upon the functions of that Department/Centre.
3. Exchanges may be approved for any position, and will normally occur with positions of comparable classification and pay level, but may involve non-comparable positions.
4. The normal length of any exchange shall be a maximum of 6 Months.
5. Sathyabama Institute of Science and Technology shall provide food and accommodation to an incoming participant if the partnering University agrees to provide to our faculty at their side.
6. Sathyabama Institute of Science and Technology supports one and two-way exchanges and may support one-way exchanges to replace a faculty or staff member on leave.
7. The Centre for Academic partnership and International Relations shall coordinate with the International Universities to facilitate inbound and outbound exchange.

5. Eligibility Requirements

- a) Full time employees who have successfully completed two (2) years of continuous employment at Sathyabama Institute of Science and Technology are eligible to apply for one or two way exchange.
- b) An exchange participant shall obtain the prior approval of his/her Dean before applying for an exchange.
- c) The Dean to whom a potential incoming participant would be assigned shall determine the acceptability of that participant.
- d) A Faculty member may apply for an additional exchange following the successful completion of two (2) years of continuous employment at Sathyabama Institute of Science and Technology after returning from an exchange.

6. Compensation

- I. Sathyabama Institute of Science and Technology shall continue to pay outgoing participants their regular salary and benefits, including vacation entitlement, subject to the normal deductions.
- II. Incoming participants shall be paid by the sending institution.

7. Return upon Completion of Exchange

Upon completion of an exchange, the Faculty involved shall be returned to a position in his/her Department/Centre comparable to that which he/she occupied prior to the exchange.

8. Exchange Contracts

- a) The assignments and other understandings for an outgoing exchange participant for the period of exchange shall be detailed in an exchange contract which must be signed by the participant and the duly authorized signing officer of the receiving college.
- b) The understandings between Sathyabama Institute of Science and Technology and an outgoing participant shall be detailed in a contract which must be signed by the participant and his/her Dean.
- c) The assignments and other understandings for an incoming exchange participant for the period of exchange shall be detailed in an exchange contract which must be signed by the participant and Dean of Sathyabama Institute of Science and Technology's Department/Centre to which he/she will be assigned.

The Contract shall specify;

- i. The facilities and resources available to the participant.
- ii. Conditions and/or circumstances for early termination including penalties, if any.

9. Facilities and Resources

Subject to operational requirements, Sathyabama Institute of Science and Technology will provide to incoming participants the same access to opportunities and resources as it does for its own employees.