INSTITUTE OF BUSINESS MANAGEMENT (IoBM)

FACULTY DEVELOPMENT POLICY (College-Specific Framework)

1. Introduction

The Institute of Business Management (IoBM) recognizes that its greatest strength lies in its faculty. To sustain academic excellence and global competitiveness, IoBM encourages continuous faculty development through structured, equitable, and college-specific mechanisms.

This **Faculty Development Policy** provides a **decentralized framework** where each **Dean** leads and implements faculty development initiatives within their respective college, in line with the Institute's mission, strategic plan, and accreditation objectives.

2. Purpose

The purpose of this policy is to:

- Strengthen the academic, research, and leadership capabilities of IoBM faculty.
- Decentralize faculty development implementation at the **college level**, ensuring relevance to disciplinary and research priorities.
- Ensure alignment with national and international accreditation standards.
- Promote equitable access to professional development, research, and academic exposure.
- Establish transparent governance, accountability, and measurable outcomes.

3. Scope

This policy applies to **all full-time permanent faculty members** across the four colleges of IoBM:

1. **College of Business Management (CBM)**
2. **College of Computer Science and Information Systems (CCSIS)**
3. **College of Economics and Social Development (CESD)**
4. **College of Engineering and Sciences (CES)**

Each college shall implement this policy through a **College Faculty Development Committee (CFDC)/Any Center for Faculty Development or any Focal Person** led by the Dean, depending on the college's size and capacity.

4. Guiding Principles

1. **Decentralization and Dean's Leadership:**
   Faculty development shall be led by the Dean of each college through a structured Center/Committee, ensuring academic autonomy and contextual relevance.

2. **College-Specific Implementation:**
   Each college will design its own annual Faculty Development Plan (FDP), aligned with institutional strategy and accreditation criteria.
3. **Equitable Opportunities:**
   Every faculty member will be encouraged to engage in developmental activities annually, ensuring fairness and inclusivity.
4. **Accreditation Alignment:**
   Activities shall be planned to meet standards set by National and International accreditation bodies (e.g., faculty engagement, research output, and professional development metrics).
5. **Transparency and Accountability:**
   Processes shall be documented, evaluated, and reported annually through the Center or committee or focal person and reviewed institutionally.

5. Governance Structure

5.1 College-Level Faculty Development Committee (CFDC)

Each college shall establish its own **Committee/Center/Focal person**, chaired by the **Dean**, to oversee and approve faculty development activities within the college.

Composition (Minimum):

- **Dean of the College** – Chairperson
- **Associate Dean/HoD (as applicable)** – Members
- **Faculty Development Center Head / Focal Person** – Member Secretary
- **One Senior Faculty Member (nominated by Dean)** – Member
- **ORIC & QEC representative (by invitation)** – Resource Member

Key Functions:

- Evaluate, nominate, and recommend faculty for development opportunities (training, conference, research grants, higher studies).
- Review and prioritize applications based on college needs and available funding.
- Oversee implementation of the college's annual Faculty Development Plan.
- Monitor faculty participation, outcomes, and post-activity reporting.
- Submit annual summary to the Rector's Office for review.

5.2 Institutional Oversight

At the institutional level, the **Rector** provides strategic guidance, and the **President** serves as the final approving authority.
The Rector annually meets with all Deans to ensures coordination, consistency, and compliance with IoBM's strategic goals.

6. Role of College Centers and Focal Persons

Each college shall operationalize the policy through its existing structures:

College	Faculty Development Body	Function
College of Business Management (CBM)	CBM Center for Research and Training (CCRT)	Primary coordinating and application-receiving authority; responsible for training design, workshops, and monitoring outcomes. Organizes internal conference in two to three years

	Capstone and Case Study Center (CCSC)	Organizes Case study relevant workshops in coordination with CCRT
	Center for Islamic Business and Finance	Organizes Conference every year, offer Diploma and invite other university faculty for different talks
College of Computer Science and Information Systems (CCSIS)	Faculty Development Center/Committee/Focal Person	Coordinates training and conference participation; maintains development records. Coordinates professional and research training, and supports postdoctoral programs.
College of Economics and Social Development (CESD)	Faculty Development Center/Committee/Focal Person	Coordinates training and conference participation; maintains development records. Coordinates professional and research training, and supports postdoctoral programs.
College of Engineering and Sciences (CES)	Faculty Development Center/Committee/Focal Person	Coordinates training and conference participation; maintains development records. Coordinates professional and research training, and supports postdoctoral programs.

7. Eligibility and Service Obligations

Development Type	Minimum Service Requirement	Post-Completion Bond
Foreign PhD Sponsorship	3 years prior to sponsorship	5 years of service after completion
Post-Doctoral Training	1 year prior to sponsorship	2 years of service after completion
Foreign MS/M.Phil or equivalent	3 years prior to sponsorship	5 years of service after completion
Local PhD/MPhil at IoBM	3 years	As per institutional rules
Conference / Workshop / Training /Faculty Exchange	After confirmation as, Full Time Faculty*	Report submission and knowledge-sharing sessions
Research Grant / Collaborative Project	After confirmation as, Full Time Faculty*	Active participation and outcome report

Note: * Special permission may be sought from the Rector IoBM

8. Application and Approval Process

1. **Faculty Submission:** Faculty submits application with justification and supporting documents to Center or Committee Head/Focal Person.
2. **Departmental Review:** HoD/Committee or Center Head endorses and forwards to the **Dean for initial approval**.
3. **College-Level Approval:** Dean's Committee/Center/Invited members reviews, prioritizes, and forwards approved cases to the **Rector**.
4. **Institutional Endorsement:** Rector reviews for institutional alignment and forwards to **President** for final approval.

Approval Chain:
Faculty → Head Center/Committee/Focal Person → Dean → Rector → President

9. Roles and Responsibilities

Office/Unit	Role
Committee/Center/Focal Person	Executes faculty development activities and maintains records.
Dean (College Level)	Ensures academic relevance and transparency.
Rector	Provides strategic oversight and institutional endorsement.
President	Grants final approval and allocates budget.
QEC	Monitors quality standards and accreditation compliance.
ORIC	Facilitates research training, postdoctoral linkages, and grant development.
International Linkages Office	Manages faculty exchange and global partnerships.
HR Department	Maintains bonds, service records, and institutional data repository.

10. Funding and Resource Allocation

1. Each college shall receive an annual faculty development budget as part of the institutional allocation.
2. External funding (HEC, DAAD, Fulbright, Erasmus+, etc.) shall be prioritized before institutional sponsorship.
3. Funding for conferences and training includes registration, travel, accommodation and daily allowance (as per IoBM policy).
4. All disbursements require documented evidence, reporting, and Dean's certification.

11. Continuous Development Requirements

Each full-time faculty member is encouraged to:

- Participate in **at least one academic conference or workshop per year**, and
- Engage in **at least one research grant proposal or collaborative project in two years** (For PhD Faculty Members only).

These activities will form part of annual faculty performance and accreditation evaluations.

12. Monitoring, Reporting, and Accountability

- Each college shall maintain a **Faculty Development Data** recording all approved activities, outcomes, and participation.
- Committee/Centers/Focal Person shall submit an **Annual Faculty Development Report** to the Rector duly endorsed by the Dean.
- Post-activity reports and knowledge-sharing sessions are mandatory for all funded activities.
- Non-compliance or failure to fulfil bond obligations will result in financial recovery and future ineligibility.

13. Policy Review and Revision

This policy shall be reviewed at least in three years by the Rector, with inputs from Deans, Centres, and accreditation coordinators, to ensure alignment with emerging academic and professional needs.