Faculty Related

Policies

**Approved in the meeting of Board of Governors
held on June 26, 2021**

PERMANANENT FACULTY HIRING AND PLACEMENT (Supersedes: All previous Policies & Procedures) **Ref: AACSB standard 3**

SCOPE
Applicable on faculty hiring, placement, development, and retention in Institute of Business Management.

PURPOSE
Streamline and standardize the process with best practices and accrediting bodies' guidelines. Provide standard policy framework for hiring, placement, development, and retention of the faculty to all academic departments and Human Resources function.

FACULTY CLASSIFICATION CRITERIA
The following faculty classification table shall be applicable and used to prepare the manning budget, hiring, placement, and development of faculty in the Institute of Business Management.

	Academic (Research/Scholarly)	Applied/Practice
Terminal degree (in field of teaching) →	**Scholarly Academics (SA)** *Sustain currency & relevancy **thru scholarship** related to field of teaching.* 40%	**Practice Academic (PA)** *Sustain currency & relevancy **thru professional engagement, interactions & activities** related to field of teaching.* 20%

Master's degree *(In field of teaching)* + *Professional experience, sustained in duration and level of responsibility*	Scholarly Practitioners (SP)	Instructional Practitioners (IP)
	*Sustain currency & relevancy **thru scholarship** related to their professional background & experience in their field of teaching.*	*Sustain currency & relevancy **thru continued professional experience & engagement** related to their professional background & experience in their field of teaching*
	20%	10%

The faculty members exclusively involved in teaching and have no other academic or administrative responsibilities in the institute may not exceed 10% of the total strength in the business school.

POLICY

New Faculty hiring

The recruitment of existing vacant positions and creating new positions shall be based on faculty classification criteria in all departments as per the following job specifications.

Scholarly Academics (SA)	Practice Academics (PA)
- PhD in the field of teaching - Relevant Research Publications - Currency of knowledge.	- PhD in the field of teaching - Relevant Industry Experience - Currency of Professional Industry Engagement
Scholarly Practitioner (PA)	**Instructional Practitioner**
- Master in field of teaching - Relevant Research Publication - Currency of Knowledge	- Masters in the field of teaching - Relevant Industry Experience - Currency of Professional Industry Engagement

Existing Faculty

The existing faculty members shall also be mapped as per faculty classification criteria. The faculty members not meeting the faculty classification criteria shall be placed in "others" and gradually developed and adjusted in the faculty classification matrix.

RESPONSIBILITY

Execution of the policy framework shall be mutual responsibility of the following to ensure meeting faculty classification criteria and the implementation of the principle of "Relevance and Currency".

- o Head of department
- o Dean
- o Human Resources department

HIRING PROCEDURE

1ˢᵗ step
All Head of departments shall prepare a manning budget as per faculty hiring criteria classification and future requirements. Dean will review and approve the plan and submit in the Human Resources department for senior management review.

2ⁿᵈ step
Head of the departments will initiate the hiring request for the vacant position as per approved budget. However, for the new position prior approval of senior management (President / Executive Director) shall be required.

3ʳᵈ Step
Human Resources will have the following option to arrange potential candidates
- o Human Resources database
- o Candidates profiles received through reference
- o Engage Executive search recruitment firms

Human Resources will arrange candidate's profile using the above-mentioned sources, and all relevant and appropriate profiles shall be forwarded to the respective Head of Department.

4th step
- o Head of Department will initiate recruitment process and arrange a technical evaluation of the potential shortlisted candidates.

- o The technical committee shall be comprised of subject expert(s) from the faculty members and head of the department.

- o The technical evaluation process includes classroom presentations and panel interviews by a technical committee. All interviewers shall use an interview form for recording their assessment.

- o The shortlisted candidates' list shall be shared with the Dean, and hiring recommendations shall be forwarded to Human Resources Department.

5ᵗʰ Step
- o The human resources department will arrange the interview of the shortlisted candidates with the Executive Hiring Panel comprised of President, Executive Director Administration, Finance and Admissions, Rector, Dean, concerned Head of Department and Head of Human Resources.