

Dean (FA&D)

## APPROVED MINUTES

### MINUTES OF THE 93<sup>rd</sup> BOARD OF GOVERNORS MEETING OF INDIAN INSTITUTE OF MANAGEMENT KOZHIKODE HELD ON 6 FEBRUARY 2021 AT 11:00 HRS VIA ZOOM

#### **BGM 93.19 Proposal for Promotion Policy for Regular Faculty**

Institute's present promotion policy require elaboration on several aspects like the time at which a faculty can apply for promotion, the criteria considered for evaluation and the mode of assessment. Therefore, the following policy is proposed for regulating the promotion of tenure track faculty:

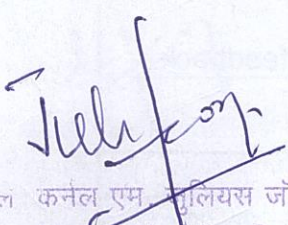
#### Promotion policy for tenure track faculty (Regular stream)

- I. Faculty members meeting the minimum eligibility criteria for each position can apply for promotion.

Name of the post	Minimum eligibility criteria
Professor	(a) Ph.D. or equivalent degree in appropriate subjects with first class or equivalent at the preceding degree and excellent academic record throughout. (b) Minimum 10 years teaching /research/industrial experience of which at least 4 years should be at the level of Associate Professor level in the Institute.
Associate Professor	(a) Ph.D. or equivalent degree in appropriate subjects with first class or equivalent at the preceding degree and excellent academic record throughout (b) Minimum 6 years teaching/ research/ industrial experience of which at least 3 years should be at the level of Assistant Professor Grade 1 level in the Institute.

- II. Applications will be invited every year during January-March 2020. Applications must be made to the Director through Dean AA&D with an up-to-date resume, a covering letter outlining the major contributions to the institute and an activity report listing the achievements and outcomes in the domains of teaching, research and other institutional contributions.

- III. All applications will be processed by the Dean AA&D's office and submitted to the Director.

  
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IV. Decision to consider the candidate for promotion will be based on an appraisal by the Director and if required, Director may constitute a committee to evaluate the applications. Evaluation will be based on the application submitted by the candidate as well as the annual activity report, details in the quarterly self-appraisal and other records available with the institute including teaching feedback.

V. The applicants will be assessed on the following five-point scale on three performance criteria namely Teaching, Research and Institutional Contributions.

Rating Scale	Description
5 - Excellent	Exceeds Expectations, Superior performance, and achievements
4 - Good	Meets Expectations, Good performance and achievements
3 - Moderate	Moderate, Adequate, only partially meet expectations need to show improvement
2 - Less than Adequate	Unsatisfactory, do not meet expectations, falling below the expected standards of performance
1 - Poor	Unacceptable, Inadequate, falls much below the minimum standards. Need to undertake immediate corrective action

VI. The candidate for promotion has to earn a minimum rating of three on all criteria to be considered for promotions. In addition, the following criteria will also apply for the respective positions.

- Professor: A rating of five in at least two criteria.
- Associate Professor A rating of five in at least one criterion.

VII. The following are the performance areas and specific institutional expectations from the faculty members to be considered for promotion.

(A) Teaching
<ul style="list-style-type: none"> <li>Teach in multiple programmes and platforms including               <ol style="list-style-type: none"> <li>PGP, PGP-Finance, PGP-LSM, FPM/PhD, PGP-BL</li> <li>Long duration executive programmes viz. EPGP (Online), EPGP (Kochi), Post Graduate Certificate programmes etc.</li> </ol> </li> <li>Introduction of new elective courses which are well subscribed.</li> <li>Adopt innovative methods of teaching and better instructional designs</li> <li>Development of own course materials like notes, textbooks, cases, teaching notes, simulations, games, and role play</li> <li>Receives consistently good rating by the students in course feedback.</li> </ul>
(B) Research
<ol style="list-style-type: none"> <li>Evidence of being active in research with demonstrable outcomes - giving research seminars, publishing working papers, presenting papers in reputed national and international conferences.</li> </ol>

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2. Publish scientific papers in the leading journals belonging to the area of specialization.
3. Produce scholarly work with high impact as evidenced by citations and other applicable indices of quality of scholarly work.
4. Publication of scholarly monographs and books for academic audience.
5. Guided doctoral students and produced PhD.
6. Written articles for general audience in well reputed magazines and newspapers.

**(C) Other Institutional Contributions**

1. Served the institution with distinction in important administrative and academic roles like Dean, Chairperson, member of Programme committee etc.
2. As task heads, made significant contributions by introducing new Programmes and/or enhancing the quality and acceptance of existing Programmes.
3. Designed, organized, and taught MDPs, EMDPs and FDPs with good subscription and obtained good rating by the participants.
4. Undertook consulting assignments for major private and public organizations and generated revenue and reputation to the institute.
5. Available to the institute for academic and administrative assignments and tasks like interviews, committee meetings, staff, and community activities etc.

VIII. Institute will not consider any faculty for fast-track promotion and there shall be no relaxations in the minimum eligibility requirements as mandated by the Government from time to time.

IX. Once shortlisted based on the assessment as above, the promotion to the post of Professor and Associate Professor will be based on an interview by a selection committee chaired by the Director, an external expert and including Dean AA&D or a professor at the institute.

X. All the faculty members who are promoted will be on probation for a period of two years. Confirmation in the promoted position will be based on an appraisal of the contributions during the probation period as well as meeting the specific conditions if any placed at the time of promotion and stated in the appointment order. The appraisal will be done by the Director on the same criteria mentioned above as in VII above. If required, Director may appoint a committee to do the appraisal with one or more senior faculty as members.

XI. For confirmation after probation, the faculty has to earn a minimum rating of 3 (indicating moderate or average attainments) on all the three parameters. In addition, the following minimum ratings will apply.

a. Professor: A rating of five in at least two criteria.

b. Associate Professor: A rating of five in at least one criterion

XII. The promoted faculty who does not fulfil the requirements for confirmation in the appraisal after the probation period will be given an

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extension of probation for a maximum period of another two years in blocks of one year each.

XIII. If the promoted faculty do not meet the minimum requirements even after the extended period, they will be reverted to the preceding position.

XIV. Faculty who are once promoted to a particular post and reverted back in the probation period can reapply for promotion to the same post only after a cooling period of one year.

*Submitted for consideration and approval. The Board may kindly approve the Promotion Policy for Regular Faculty as proposed above.*

**The Board approved the Promotion Policy for Regular Faculty as proposed above.**

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