

Faculty Hiring Policy

Policy #HR420 Faculty Hiring Policy V5.0

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POLICY ADMINISTERED BY:

Department:	Represented By:	Date
HR	Mr. Siddhartha Goel	Launch Date

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Department:	Represented By:	Date

Table of Contents

S.N.	HEADING	PAGE
1	OBJECTIVE	4
2	SCOPE	4
3	GENERAL PRINCIPLES	4
4	POSITIONS & TYPES OF EMPLOYMENT	5
5	HIRING PROCESS FOR REGULAR FACULTY	6
5.1	Eligibility Criteria	6
5.2	Selection Committee	6-7
5.3	Probation period of Regular Faculty	7
5.4	Retirement Age	7
5.5	Additional Incentives for young outstanding Faculty candidates	7
5.6	Process workflow of Hiring Regular Faculty	8
6	APPOINTMENT OF DISTINGUISHED PROFESSORS	9
7	APPOINTMENT OF FIXED TERM NAMED CHAIRS/ PROFESSORSHIPS	9
8	STRATEGIC OPPORTUNITIES	9
9	HIRING PROCESS FOR FACULTY ON CONTRACT (PART-TIME)	10
10	APPROVAL MATRIX	10
11	SIGNATORY AUTHORITY	10
12	OFFER & ON-BOARDING PROCESS	11
13	EXCEPTIONS	11
14	AMENDMENT	11
15	ANNEXURE	12

Policy Details

1. OBJECTIVE

The objective of this policy is to define guidelines to ensure consistency, fairness and transparency in all faculty hiring at Shiv Nadar Institution of Eminence Deemed to be University (hereinafter referred to as “Shiv Nadar IoE” or “the University”) essential to maintaining excellence and meet the national and international hiring standards of leading institutions. The Policy governs the recruiting and hiring process for regular full-time faculty as well as contract/ guest faculty at the University.

2. SCOPE

This policy is applicable to all schools, departments, centres and other academic entities of Shiv Nadar IoE unless otherwise specified.

3. GENERAL PRINCIPLES

- 3.1 This policy document clearly lays down the requirements and steps to be followed for faculty hiring in the University.
- 3.2 The Departments/Schools may impose additional criteria over and above the minimum University requirements.
- 3.3 Hiring should normally be for approved positions only. However, hiring may also occur in response to strategic opportunities as they arise and funded through the discretionary resources of the deans or the VC.
- 3.4 The criteria for shortlisting candidates should be in line with the top institutions of the country and in alignment with the Promotion Policy. (https://snulinks.snu.edu.in/snuPolicies/uploads/SNU%20Policies%20and%20Procedures/4.%20Human%20Resources/HR416%20Faculty%20Promotion%20Policy/Faculty_Promotion_Policy.pdf)

4. POSITIONS AND TYPES OF EMPLOYMENT

Employment Type	Positions
Regular	<p>Positions offered under regular employment:</p> <ul style="list-style-type: none"> a) Assistant Professor b) Associate Professor c) Professor d) Distinguished Professor <p>The retirement age for regular faculty is 65. Re-employment beyond age 65 shall abide by the Retirement Policy.</p>
Contract - Full Time/ Part Time	<p>Positions offered under Contractual employment:</p> <ul style="list-style-type: none"> a) Honorary Professor b) Distinguished Professor c) Visiting Professor/Distinguished Visiting Professor d) Guest Faculty e) Adjunct Faculty f) Honorary Fellow g) Fixed term named Chairs/Professorships (see below – Page No. 9)
Special Appointments	<p>a) Distinguished Professor: Regular or contractual faculty can be conferred the title of Distinguished Professor.</p> <p>Professors may be conferred the title of Distinguished Professor either at the time of recruitment or at the point of promotion to Professor or at point in their tenure as Professor if certain criteria are met (details below –Page No. 9). The process of conferring the title is by invitation only.</p> <p>e) Fixed Term named Chairs/Professorships (see below – Page No.9)</p>

5. HIRING PROCESS FOR REGULAR FACULTY

5.1 Eligibility Criteria

A) Assistant Professor

- a) Candidate must hold a Ph.D. degree from an Indian or foreign institution of high standing
- b) Candidate must have published two research papers from his/her Ph.D. work out of which at least one must be in a refereed journal; and/or candidate has at least 3 years of work experience in industry prior to beginning a PhD program
- c) Candidate must have made at least two presentations in conference/seminars, based on his/her Ph.D. work.

B) Associate Professor

- a) Must have at least six (06) years of teaching/ research/ industry experience post PhD out of which at least three (03) years should be as an Assistant Professor in an Indian/foreign institution of high standing.
- b) Guidance of at least 01 PhD scholar is desirable; graduation of at least one supervised Ph.D student strongly preferred.

C) Professor

- a) Must have a total of 10 years of teaching/research/industry experience out of which at least three (03) years as Associate Professor.
- b) Should have graduated at least one (01) PhD scholar.

Evidence of Active Research

- Publications and other activities in the last five years as considered appropriate by Departments/ Schools.
- Other activities may include consultancy/ case research/ sponsored projects/ exhibitions/ films and serials/ action research as deemed to be appropriate for specific domains of the Departments/ Schools.

5.2 Selection Committee

1. The Selection Committee shall be constituted and approved by the School Dean
2. Constitution of Selection Committee: School Dean; Head of the Department, Department full-time faculty members; and 2 external experts
3. Any changes in the aforementioned selection committee has to be notified in advance and should have due approval of the School Dean.

Selection Committee Chair

- a. At Assistant Professor level : School Dean
- b. At Associate Professor and Professor level : Vice Chancellor

5.3 Probation Period of Regular Faculty

Position	Probation Tenure
Assistant Professor	2 years or lesser based on School Dean's discretion
Associate Professor	1 year
Professor	NIL

5.4 Retirement Age for Regular Faculty

The retirement age for regular faculty is 65. Re-employment beyond age 65 shall abide by the Retirement Policy.

5.5 Additional Incentives for young outstanding candidates at Assistant Professor level

- Young Faculty Award for exceptionally qualified Assistant Professor: Schools may choose to use this or similar tools to recruit or retain exceptional faculty in the early stages of their career.

5.6 PROCESS WORKFLOW OF HIRING REGULAR & REGULAR FIXED TERM (FULL-TIME) FACULTY

New Headcount is budgeted at the beginning of the Financial year. Hires with discretionary funds will follow the general hiring processes outlined in this document, unless they are of a strategic nature, or an exception approved by the VC.

HR places advertisement of open positions over the University website / LinkedIn and other job forums as appropriate. Applications are received via website, LinkedIn, references, international forums etc.

Head of the Department and/ or nominated faculty members screen the applications and send the relevant CVs to HR to proceed & connect with the candidate/s.

Shortlisted candidates are asked to send teaching statement, research statement and 3 recommendation letters, ahead of their job talk / Faculty Recruitment Seminar (FRS).

During the FRS, the faculty candidate gives a teaching & research presentation which is attended by the Selection Committee members consisting of School Dean, HoD, Department Faculty members and 2 external experts. Other department faculty members and Ph.D. students are also invited to attend the seminar.

If the feedback of all selection committee members is positive, the HoD sends his / her recommendation to the School Dean with complete dossier including faculty members' feedback, 2 external experts' feedback, CV, teaching & research statement and 3 recommendation letters.

The School Dean sends his / her recommendation to HR to take the process forward. Based on the salary parity data, HR prepares an Offer / Compensation plan in consultation with the School Dean. The Dean discussed the offer with the VC to ensure that it is constructed optimally for successful recruitment.

The Dean then asks HR to proceed with the offer. HR then discusses the offer with the candidate and once the candidate agrees, HR sends the complete dossier and recommendation to VC for approval.

Upon VC's approval offer is released to the candidate keeping the School Dean in the loop.

6. APPOINTMENT OF DISTINGUISHED PROFESSORS

- a) Regular or contractual faculty can be conferred the title of Distinguished Professor.
- b) The title distinguished professor can be conferred by invitation only. Must be recommended by the respective dean and approved by the VC and/or VC council.
- c) Normally only faculty at professor rank may be conferred the title of distinguished professor. It can be conferred either at the time of recruitment or at the point of promotion to professor or at any point in their tenure as professor if criteria for distinction are met.
- d) The criteria for conferring the title is to be determined according to the area of expertise and will normally be expected to significantly exceed the criteria laid out in the promotion policy.
- e) The title of Distinguished Professor can be associated with area of expertise, for example, Distinguished Professor of Neuroscience, Environmental Studies etc.

7. APPOINTMENT OF FIXED TERM NAMED CHAIRS/PROFESSORSHIPS

From time to time, and with the approval of the trustees, the University may accept resources to establish chairs or professorships named after a donor. These would normally be for a fixed term, coinciding with the duration of the support extended by the donor. Faculty holding the title will be entitled to its use as per the terms of the agreement between the donor and the university, and normally for a fixed term.

8. STRATEGIC HIRING

From time to time, the University may wish to pursue opportunities for hiring faculty or other academic staff such as junior/senior scientists; research fellows etc. Such recruitments would normally require a rationale and recommendation from the dean (or deans, if it involves more than one School) to the VC and would abide by other institutional policies of the University.

Though Such positions do not fall under faculty category, these are kept here for completeness.

9. HIRING PROCESS FOR FACULTY ON CONTRACT (PART-TIME)

Once a candidate is identified and shortlisted at the department level, HoD/ Faculty in-charge will share his/ her recommendation along with the candidate's CV to the School Dean for approval

The School Dean will share their recommendation to HR for processing; if a Distinguished Professor is being appointed on a contractual basis, the dean will discuss with VC before HR is given the green light to proceed

HR shall connect with the candidate and after the due process checks, HR shall release the contract letter keeping the School Dean in loop.

HR would require minimum 7 working days to process the request.

10. APPROVAL MATRIX

Employment Type	HoD's approval	Approval of School Dean	Vice Chancellor's approval
Regular/Regular Fixed term / full time Contractual Faculty	✓	✓	✓
Contract Part-time	✓	✓	NA

11. SIGNATORY AUTHORITY

All faculty offers irrespective of the employment type shall be signed by the respective School Dean.

12. OFFER AND ON-BOARDING PROCESS

Once a candidate is extended the offer letter, the candidate is expected to send the offer acceptance along with the required documents as per the timeline mentioned in the offer letter.

Minimum 15 days prior to the date of joining, HR on-boarding team gets in touch with the candidate and guide them with the pre on-boarding formalities and understand their requirements (if any). Candidates are required to fill Statutory form for Provident Fund (PF) and Gratuity, ID & Library Card form, Non-Disclosure and Confidentiality Agreements, Campus housing requisition form etc before the date of their joining for smooth onboarding process.

They are also requested to fill the Profile template which gets uploaded on the University website on the day of joining.

The HR on-boarding team ensures that Email ID & Net ID for all new joiners is created ahead of their date of joining.

If campus housing is offered as a part of their compensation, HR ensures that it is ready before the joining date of the faculty and the details are shared with them.

Background verification (BGV) check is initiated for all the members right after they accept the offer. All offers are subject to positive background verification and in case of a negative report being received from the service provider, such cases are discussed with School Deans and appropriate actions are taken.

13. EXCEPTIONS

In case of any exceptional circumstances, decision of the Vice Chancellor will be considered as final and binding on all members.

14. AMENDMENT

HR may modify, change, amend, exclude or include any clause from time to time, after discussion and recommendation of the VC Council.

15. ANNEXURE

Documents Checklist - required before Onboarding				
#	Documents	Faculty		Contractual - Faculty & Non Faculty (on retainership model - part-time) - International
		Regular & Fixed term contract	Contractual - Part-time (on retainership model) - Indian resident	
1	Signed Offer / Contract letter from SNU	Yes	Yes	Yes
2	Faculty Application &/ OR BGV Consent Form	Yes	NA	NA
3	10th Certificate & Mark sheet	NA	NA	NA
4	12th Certificate & Mark sheet	NA	NA	NA
5	Graduation Degree & Mark sheet	Yes	NA	NA
6	Post-Graduation Degree & Mark sheet (if applicable)	Yes	NA	NA
7	Doctorate Degree & /or Highest Qualification Degree (as applicable)	Yes	Yes	Yes
8	Experience Letter from all previous employers (as applicable)	Yes	NA	NA
9	Last three Pay-slip / Salary Certificate from the last employer	Yes	NA	NA
10	Birth Certificate	Yes	NA	NA
11	Aadhaar Card	Yes	Yes	NA
12	PAN Card	Yes	Yes	Yes
13	Passport	Yes	Yes	Yes
14	Permanent and Current Residential Address proof	Yes	NA	NA
15	Digital Passport-size colour photograph	Yes	Yes	Yes
16	Blood Group	Yes	NA	NA
17	UAN Number (if you are existing PF Account holder)	Yes	NA	NA
18	Complete Bank details for payment transfer (Cancelled Cheque)	Yes, if existing HDFC bank account holder, else bank account to be opened in HDFC Bank	Yes	Yes
19	GST Registration number	NA	Yes	NA
20	Tax Residency Certificate (TRC) of current financial year	NA	NA	Yes
21	No PE (Permanent Establishment) certificate	NA	NA	Yes
22	Form 10F for the current financial year	NA	NA	Yes