

Headship Policy

Headship Policy V1.0

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POLICY ISSUED BY:

| Department | Represented by | Date |
|------------|-----------------------------------|------|
| HR | Mr Siddhartha Goel, Director - HR | |

POLICY RATIFIED BY:

| Office of: | Represented By: | Date |
|--|------------------------|-------------|
| Office of Research and Faculty Affairs | Prof Suneet Tuli | 10 Jun 2021 |
| Dean's office – SoE | Prof Sandeep Sen | 18 Jun 2021 |
| Dean's office – SME | Prof Bibek Banerjee | 18 Jun 2021 |
| Dean's Office – SHSS | Prof Rajat Kathuria | 18 Jun 2021 |
| Dean's Office – SNS | Prof Sanjeev Galande | 18 Jun 2021 |
| Human Resources Department | Mr Siddhartha Goel | 18 Jun 2021 |
| Vice-Chancellor's Office | Prof Rupamanjari Ghosh | 18 Jun 2021 |
| Executive Council | EC members | 29 Jun 2021 |

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1. PURPOSE

The purpose of this policy is to outline the eligibility, role and process for appointment to the position of a Head of the Department (HoD) to ensure the overall benefit from the expertise of a HoD leadership and to continue to provide an integrated learning experience to the students and maintain the highest standards of academics, research and creativity.

2. SCOPE

This policy is applicable and covers the process of appointing an Academic HOD of the Department in a School. However, appointment of the Heads in Centres, UG & PG offices are not under the purview of this policy.

3. ELIGIBILITY

- 3.1. All Professor and followed by Associate Professor Faculty members on regular employment with the University are eligible for Headship role based on the seniority within a department.
- 3.2. It is recommended that the faculty on probation may not be appointed as HoD and the faculty on contractual employment are also not eligible for this role.
- 3.3. The faculty selected for HoD position should take this role willingly and should be able to perform the additional administrative tasks as HoD.

4. ROLE DEFINITION

The HoD is the Faculty in charge and Heads the Department. It is also a service role and a statutory position as per the Statute of the University. Following are the roles & Responsibilities of the HoD:-

- 4.1. The HoD role includes the Faculty Hiring, Research, Budgeting, Seed Grant, Space Management, Mentorship, Procurement, Appraisal of all Faculty and Support Staff of the respective department
- 4.2. The HoD role requires a time commitment of approx. 50% of the incumbent's time towards discharging HoD duties.
- 4.3. It is recommended that a Departmental Faculty Committee (DFC) is constituted, which consists of all Regular Faculty members of the respective departments. The HOD would also head the DFC and will be responsible for discussion on all matters referred to the department by the Deans and or by the VC. DFC will also be required to maintain MoM on important decisions and share with respective School Dean along with detailed report.

5. PROCESS

Human Resources department will own the initiation of process for Appointing a new HoD and will circulate the list of HoDs whose appointments are coming up for an expiration, at least three (3) months in advance. This will initiate the process for new appointments as follows:-

- 5.1. Post circulation of HoD list by HR, respective Dean shall make a list of nomination/s in consultation with the respective departmental Faculty as may be required.
- 5.2. School Dean shall forward the final recommendation to the Vice Chancellor in consultation with DFA.
- 5.3. Vice Chancellor is the final approving authority for HoD appointment based on the recommendation made by School Dean and DFA.
- 5.4. HR will issue and share the HoD appointment letter with respective School Dean, after the approval from the VC. Concurrently HR shall also inform to Registrar to send a notification on HoD appointment at University Level as this is a statutory position.
- 5.5. Appointment to be minute by HR and sent for information to the Executive Council as this is a statutory position.

6. TENURE & HoD ANNOUNCEMENT

- 6.1. The term of HoD appointment is for Three (3) years and further extendable upto additional Three (3) years as per the feedback from the department, which may be sought by the School Dean. No further extension of tenure shall be permitted beyond a cumulative tenure of Six (6) years.
- 6.2. For the smooth transition from incumbent HoD to the New HoD, the suggested appointment of new HoD starts from 01 Sept as by this time monsoon semester would have already begun and related preparedness would already have closed by outgoing HoD. It is expected that the new HoD will have time to work with the outgoing HoD and facilitate a smooth Handing over process.
- 6.3. As per the aforementioned clause, it is advised that announcement of new HoD to be made before beginning of the monsoon semester so that the new HoD can start working with the outgoing HoD.

7. ROLE ALLOWANCE

- 7.1.** Any new appointments arising out of this Headship Policy shall receive the Role Allowance of ₹ 10,000/- per month. This role allowance shall be paid to the HoD along with the monthly salary, subject to tax deduction at source, from the date of appointment as HoD.
- 7.2.** This policy is not applicable retrospectively and all previous HoD appointments shall continue to receive the same role allowance in accordance with their previous Appointment until the end of their present tenure.
- 7.3.** In case the School Dean is an acting HoD for any department, role allowance shall not be applicable to the School Dean.

8. PROCESS FOR RESIGNATION / TERMINATION

- 8.1.** In case of a premature resignation/replacement/termination, the respective School Dean may exercise their discretion in accepting or making a recommendation to the VC for appropriate action. Based on the VC's approval, HR shall notify the incumbent.
- 8.2.** In case of an exigency the Dean may be appointed as the interim HoD.
- 8.3.** In cases where the tenure has been exceeded beyond maximum, The HoD may be requested to step down by the VC so that a new HoD may be appointed.

9. EXCEPTIONS

In case of any exceptional circumstances, decision of the SNU management will be considered as final and binding in all the cases.