Faculty Promotion Policy

HR416 Faculty Promotion Policy V 1.0

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Release Control

Release Date	Version No:	Details	Released by	Approved by
8 July 2021	V1.0	Faculty Promotion Policy	HR	Vice Chancellor

POLICY ISSUED BY:

Department	Represented by	Date
HR	Mr Siddhartha Goel, Director - HR	8 July 2021

POLICY RATIFIED BY:

Office of:	Represented By:	Date
Office of Research	Prof Suneet Tuli	2 Jan 2021
Dean's office – SoE	Prof Sandeep Sen	2 Jan 2021
Dean's office – SME	Prof Bibek Banerjee	2 Jan 2021
Dean's Office – SHSS	Prof Ajay Dandekar	2 Jan 2021
Human Resources Department	Mr Siddhartha Goel	2 Jan 2021
Vice-Chancellor's Office	Prof Rupamanjari Ghosh	2 Jan 2021
Dean's Office – SHSS	Prof Rajat Kathuria	6 May 2021
Dean's Office – SNS	Prof Sanjeev Galande *(Designate Dean-SNS)*	6 May 2021
Executive Council	EC members	12 May 2021

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DELHI NCR

Table of Contents

SHIV NADAR
—UNIVERSITY—
DELHI NCR

POLICY DETAILS

1. OBJECTIVE

The objective of this policy is to define guidelines to ensure consistency, fairness and transparency in all faculty promotions within SNU. This is essential to maintain upward trajectory of faculty excellence and meet the national and international standards of the leading institutions.

2. SCOPE

This policy is applicable to all the schools, departments, centres and other academic entities of SNU unless otherwise specified. The policy covers all faculty who are on a full time employment.

3. PROMOTION CRITERIA

Every promotion in the University is expected to adhere to the minimum requirements/ eligibility defined as below. The Departments/ Schools may impose additional criteria over and above the minimum University requirements.

The promotions are based significantly on the Annual Appraisal System. The system has the following overall ratings

- Below Expectations
- Good
- Very Good
- Excellent

In addition, faculty members can apply for promotion in the appraisal system if they fulfill/ meet the minimum University and the School specific criteria mentioned in the Policy.

Assistant to Associate Professors

1.1 Assistant Professors, possessing Six (06) years of teaching/ research/ industry experience post PhD out of which at least Three (03) years should be as an Assistant Professor.

1.2 Guidance of at least 01 PhD Scholar is desirable.

1.3 A rating of at least Very Good & above in Three (03) out of the previous Four (04) Annual Appraisal cycles of SNU, wherever applicable.

Associate to Professors

1.4 Associate Professors, possessing a total of 10 years of teaching/research/industry experience out of which at least Three (03) years as Associate Professor.

1.5 Should have graduated at least One (01) PhD Scholar.

1.6 A rating of at least Very Good & above in Three (03) out of the previous Four (04) Annual Appraisal cycles of SNU, wherever applicable.

Evidence of Active Research

1.7 Publications and other activities in the last five years as considered appropriate by Departments/ Schools.

1.8 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.

4. PROCESS

4.1 Annual Faculty Appraisals are reviewed by the HoD, School Dean and the Vice-Chancellor.

4.2 Based on the performance, HoD makes recommendation for promotion to the School Dean. The School Dean reviews the overall performance, which may include external inputs and then forwards the recommendation to the Vice-Chancellor.

4.3 The recommendation for promotion is recorded appropriately in the Faculty Appraisal System (FAS) by the HoD and/or Dean.

4.4 Vice-Chancellor reviews the appraisal forms and assessment made by the respective School Deans. VC gives the final recommendation in consultation with all School Deans, if the faculty members can face a Selection Committee for promotion.

4.5 Post conclusion of the Annual Faculty Appraisal Process, HR prepares a list of all faculty members who have been recommended for promotions and shares the list with the respective School Deans to take the process further.

4.6 On receiving the confirmation from the School Deans, HR seeks the Updated CV, three most significant achievements and relevant qualifications (including professional experience outside & in SNU) from all the recommended faculty members via email.

HR, on receiving the documents from the members, shares the documents with the School Deans keeping Vice-Chancellor in the loop (CC).

4.7 The Vice-Chancellor constitutes University Faculty Promotion Selection Committee for each candidate and is the chair of the Committee.

4.8 The other members of the Faculty Promotion Selection committee are the Dean of the School, Head of Department, and external experts of the relevant discipline/area suggested by the School.

4.9 Respective School Deans share faculty members' profile and documents with external panel well in advance.

4.10 Meeting date is scheduled well in advance by the School Dean and the same is announced to the concerned faculty members and the Promotion Selection Committee members.

4.11 The University Faculty Promotion Selection Committee meets the recommended members who appears before the selection committee for an assessment. The members make a detailed presentation of their work to the Selection Committee.

4.12 The outcome of the Promotion Selection Committee Meeting is recorded and recommendations are duly signed by all members in the minutes.

4.13 The School Deans make salary proposal to the Vice-Chancellor for the faculty members who have been recommended for the promotion by the Selection Committee.

4.14 The Vice-Chancellor forwards the names of the selected members to the Executive Council for ratification. Subsequent to the ratification, the candidate is informed and promotion letter is issued by HR.

4.15 Promotions are effective from the 1 July of the following year of performance appraisal reviewed, like for the members who were recommended for promotion during the Annual Appraisal Review 2018-19, their promotion effective date will be 1 July 2020.

5. EXCEPTION CLAUSE

Any exception to this policy may be made only by the Vice Chancellor in consultation with the School Deans.

Promotion Criteria for School of Engineering (SoE)

#	Promotion Aspiration	Qualification		
		Minimum Qualification	Years of Service	Additional requirements
1	Assistant Professor to **Associate Professor**	Ph.D. degree in the concerned or an allied / relevant discipline and should have confirmed employment in SNU	Should have completed 06 years of teaching/ research/ industry after PhD of which at least 03 years as Assistant Professor or equivalent.	1. Should have published* at least 08 papers of which 02 should have been published in the previous 03 years. All publications should have appeared in Peer reviewed journals indexed by SCOPUS / SCI/ approved by Board of Studies (SoE). 2. a. 01 PhD supervision completed as sole / principal supervisor or 02 PhD supervision completed as co-supervisor wherever applicable. b. Should have 01 ongoing / completed externally funded project as PI OR Should have been granted 01 national / international patent OR Should have an ongoing or completed credible consultancy project 3. Rating of Very Good &

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UNIVERSITY
DELHI NCR

				above in 03 out of the previous 04 Annual Appraisal cycles of SNU, wherever applicable.
2	Associate Professor to **Professor**	Ph.D. degree in the concerned or an allied / relevant discipline and should have confirmed employment in SNU.	Completed a minimum of 03 years of service at Associate Professor level and a minimum of 10 years of experience post Ph.D.	1. Should have published* at least 12 papers of which 03 papers should have been published since last promotion. All publications should have appeared in Peer reviewed journals indexed by SCOPUS / SCI/ approved by Board of Studies (SoE). 2. a. 01 Ph.D. supervision completed as sole / principal supervisor or 02 PhD supervision completed as co-supervisor b. Should have 01 completed externally funded project as PI c. Should have an additional ongoing/ completed sponsored project OR Should have been granted 01 national / international patent OR Completed one credible consultancy project .

SHIV NADAR
UNIVERSITY
DELHI NCR

				3. Rating of Very Good & above in 03 out of the previous 04 Annual Appraisal cycles of SNU, wherever applicable.

* In case of multiple authors, the applicant must be either a corresponding author or one of first three authors in the published list.

Promotion Criteria for School of Natural Sciences

#	Promotion Aspiration	Qualification		
		Minimum Qualification	Years of Service	Other Norms
1	Assistant Professor to **Associate Professor**	Ph.D. degree in the concerned or an allied / relevant discipline and should have confirmed employment in SNU	Completed a minimum of 06 years of service **post Ph.D.** & 03 years as an Assistant Professor or an equivalent grade.	1. Participated in one course/programme of minimum one-week duration from amongst the categories of Refresher Course Methodology Workshops, Training Programmes, Teaching-Learning-Evaluation Technology Programmes, Soft Skills Development Programmes, and Faculty Development Programmes 2. Should have published at least 05 papers/ books/ book chapters/reports in national/international peer reviewed Journals during the last 05 years, as a corresponding/co-corresponding/first/co-first author. 3. Should have guided at least 01 PhD scholar and 01 B.Sc. (Research)/M.Sc./equivalent student as a supervisor, as the case may be. 4. Should have at least 01

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— U N I V E R S I T Y —
DELHI NCR

				ongoing / completed externally funded project as a PI (at least 02 such grants as a co-PI) **OR** Should have been granted 01 national / international patent/credible consultancy. 3. Rating of Very Good & above in 03 out of the previous 04 Annual Appraisal cycles of SNU, wherever applicable.
2	Associate Professor to **Professor**	Ph.D. degree in the concerned or an allied / relevant discipline and should have confirmed employment in SNU	Completed a minimum of 03 years of service at Associate Professor	1. Should have published at least 05 papers/ books/ book chapters/ reports in national/ international peer reviewed Journals since the last promotion or during the last three years, as a corresponding/co-corresponding/first/co-first author. 2. Should have guided at least 02 PhD scholars and two B.Sc. (Research)/M.Sc./ equivalent student as a supervisor, as the case may be. 3. Should have at least 01 ongoing/ completed project (during Associate

				professor tenure) externally funded project as a PI (at least 2 such grants as a co-PI)
				OR
				Should have been granted 01 national / international patent/ credible consultancy since the last promotion
				4. Rating of Very Good & above in 03 out of the previous 04 Annual Appraisal cycles of SNU, wherever applicable

Promotion Criteria for School of Humanities and Social Sciences

It is recognized that some Departments in SHSS do not have a PhD program or have started recently. For these Departments exception clause may apply.

#	Promotion Aspiration	Qualification		
		Minimum Qualification	**Years of Service**	**Other Norms**
1	Assistant Professor to Associate Professor	PhD degree (only for non-practice based faculty) in the concerned or an allied / relevant discipline and should have confirmed employment in SNU	Completed a minimum of 06 years of service at the Assistant Professor/equivalent grade post PhD/ highest applicable qualification	1. Participated in 01 course/programme from the categories of Refresher Course, Methodology Workshops, Training Programmes, Teaching-Learning-Evaluation Technology Programmes, Soft Skills Development Programmes or Faculty Development Programmes in the University. 2. **Mandatory for Non Practise Based Candidates:** Should have published at least 05 papers/book chapters/reports in national/international refereed Journals/or a book. **Mandatory for Practise Based Candidates:** At Least: 04 curated Exhibitions/ One Solo Show/ Two Curations/

				03 Projects/ Performances and or relevant consultancies/ 02 Films and Television Productions. 3. Guidance of at least 01 PhD scholar wherever applicable is desirable. 4. Rating of Very Good & above in 03 out of the previous 04 Annual Appraisal cycles of SNU, wherever applicable
2	Associate Professor to Professor	Ph.D. degree (only for non-practice based faculty) in the concerned or an allied / relevant discipline and should have confirmed employment in SNU	Completed a minimum of 03 years of service at Associate Professor/ equivalent grade, out of which at least 01 (one) year should have been served at the SNU as a regular faculty.	1. **Mandatory for Non Practise Based Candidates:** Should have published at least 01 single author book with a reputed publishing house OR 03 major full length articles in acclaimed journals/ Book Chapters/ Translations/ Edited books. 2. **Mandatory for Practise Based Candidates:** 01 Solo Show/ 02 Curated Exhibitions/ 01 Curation/ 02 Projects/ 02 Performances/ 01 Production in Film and Television. 3. Rating of Very Good &

SHIV NADAR
UNIVERSITY
DELHI NCR

				above in 03 out of the previous 04 Annual Appraisal cycles of SNU, wherever applicable

Promotion Criteria for School of Management and Entrepreneurship

#	Promotion Aspiration	Qualification		
		Minimum Qualification	Years of Service	Other Norms
1	Assistant Professor to **Associate Professor**	Ph.D. degree in the concerned or an allied / relevant discipline and should have confirmed employment in SNU	Completed a minimum of six (6) years post PhD service (of which 3 years of academic experience is mandatory) at the Assistant Professor level.	1. Participated in 01 course/ programme of minimum one-week duration from amongst the categories of Refresher Courses, Methodology Workshops, Training Programmes, Teaching-Learning-Evaluation Technology Programmes, Soft Skills Development Programmes, and Faculty Development Programmes 2. Should have published at least 5 papers/book chapters/reports in national/international refereed Journals/peer reviewed books after completing PhD degree; preferably 01 A* or 02 A or 01 in an FT50 journal. 3. Should have written and published case-studies from primary or secondary data/ outreach in credible journals of case research. 4. Active institutional service. 5. Rating of Very Good & above in 03 out of the previous 04 Annual Appraisal

				cycles of SNU, wherever applicable
2	Associate Professor to **Professor**	Ph.D. degree in the concerned or an allied / relevant discipline and should have confirmed employment in SNU	Completed a minimum of 03 (three) years of service at Associate Professor level.	1. Should have published at least 3 papers/book chapters/reports in national/international refereed Journals/peer reviewed books during last three (3) years 2. Critically important admin work for the school 3. Journal publications: One A* or Two A or one publication in an FT50 journal 4. Rating of Very Good & above in 03 out of the previous 04 Annual Appraisal cycles of SNU, wherever applicable **Criteria for Exceptions** 1. Number of publications: Double the expected number quoted for normal cases (in quality journals) 2. Outstanding mentoring of students or industry professionals 3. Exceptional academic service having strong business impact 4. Prestigious external

				grants (extramural funds for research)
				5. Convener of national/international conference at SNU
				6. Outstanding teaching/ student engagement
				7. Significant contribution in ACE activities in terms of teaching in Executive Programs, developing and delivering financially sustainable MDPs, government/ industry facing consultancy
				8. Participating in and operating international teaching/research collaborations and study abroad.Significant engagement in entrepreneurial and stewardship roles, in terms of spearheading and operating interdisciplinary programs and/or international and/or industry-focused teaching/research collaborations.

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