

# ANNEXURE – XVI



## **Faculty Recruitment Procedure - Mahindra University (MU)**

### **Purpose**

The purpose is to describe the process flow to be followed for establishing near-future faculty recruitment process at Mahindra University.

### **Statement**

Mahindra University has to recruit and employ a diverse faculty workforce at various times by providing equal employment opportunity without regard to race, caste, color, religion, national origin, gender identity/expression, disability, veteran status, genetic information, or any other basis protected by institutional policy or by federal, state, or local laws, unless an exception (s) is (are) required by law.

### **Scope**

It would apply to faculty recruitments across all the Schools at Mahindra University. Compliance is the responsibility of all faculties, Human Resource and Finance Departments.

### **Procedure**

#### **Introduction**

The recruitment of new faculty members is an important activity of the University. The Deans of concerned schools in consultation with the VC shall be authorized for preparing the faculty recruitment plan each year for different schools based on the requirements projected by a HOD/Head of a unit well before the commencement of the ensuing academic year. The Dean of the respective School would then request the Human Resources Department to initiate the recruitment process.

The Selection Committee for department shall have the following composition:

- Vice Chancellor (Chairperson)
- Dean of School
- HOD
- Two / Three subject experts to be nominated by the VC.

#### **The process of recruitment includes:**

- i. Announcement on the MU website or LinkedIn projecting faculty requirements.
- ii. HR to prepare a list of all received applications & submit to HOD of the concerned dept, who will prepare the shortlisted candidates with the help of departmental colleagues and clearly specifying the criteria used to carry out shortlisting.
- iii. HOD will then shortlist further based on dept. faculty inputs and also general perception about the suitability of a candidate for induction in to the department/school and pass on to the VC/Dean and HR.
- iv. The shortlisted candidates would be invited for a research seminar presentation either in offline (preferred) or on-line mode for another round of shortlisting.

- v. The shortlisted candidates' names post-seminar will be communicated to HR, Dean and VC by the HoD for holding interviews of these candidates.
- vi. Once the list is approved, concerned HoD should request reference letters from the referees suggested by the candidate or additional reference letters about the candidate could also be obtained by the HoD and shared with the VC and the Selection Committee.
- vii. Subsequently the candidate(s) will be further assessed through an interview by the appointed (by the VC) Selection Committee Panel having two/three external subject experts and internal members and final recommendation to be submitted to the VC after consultations amongst the Members.
- viii. VC finally signs the minutes of the selection committee in terms names of the selected candidates and the corresponding positions.

### **Search for Prospective Candidates**

The search for prospective candidates is made in several ways. Advertisements are placed on career page of the University Website, Job Portals, online database searches & also by directly inviting applications. Mails specifying requirements are written to prospective candidates. The list of candidates for consideration for recruitment may also include those who write to the Institute making enquiries for suitable opportunities. The candidates have to satisfy the defined normal eligibility criteria to facilitate further consideration of their candidature.

### **Preliminary Assessment and shortlisting**

All the applications received for a department shall be placed before the HOD of the respective department.

*Explanation: The purpose of this is to shortlist those applications which shall be considered for further processing. Usually, primary concerns at this stage are the educational background, previous experience, research activities done by the candidate and whether these conform/match actual requirements of the department.*

### **Research Seminar**

As outlined above, candidates shortlisted by the HOD of the concerned dept will be invited to deliver a 45-50 min research seminar (online/ offline) on his/her research experience and communication skill as a potential teaching faculty in front of all faculty members of the concerned dept. HOD in consultation with department's faculty colleagues will decide as to who all should be invited to face the final selection committee. Depending on prevalent condition, the candidate may also be invited to visit the MU campus for person to person interactions besides delivery of the planned seminar.

### **Interview before the selection committee**

The final shortlisted candidates will individually appear before a duly constituted (by the VC) faculty selection committee with composition as approved by the VC. External expert names to be kept confidential except for the VC, Dean and HR, who is required to communicate to the concerned external experts.

### Assessment and Recommendation

The recommendation of the selection committee along with the feedback sought from other faculty members during the interaction shall be placed before the VC. It may also suggest whether the appointment should be a regular, adjunct or visiting with appropriate designation.

MU-HR will discuss the proposed salary of the candidate based on qualifications, experience and pay scale with the VC for his advice and approval.

### Qualifications required for various faculty positions are as follows:

Cadre	Qualification(s)	Experience	Minimum Publications in International Journals*	Comments
Professor	Ph.D.	10 Years	12	A PhD with first class at Master's degree in appropriate discipline and experience of ten years in teaching, research or industry out of which four or more years at the level of associate professor or reader or equivalent grade. Essential: Should have guided (at least till thesis submission) two or more Ph.D. students (exception can be made by the VC for exceptionally qualified cases e.g. for a very senior candidate from Industries).
Associate Professor	Ph.D.	5	6	A PhD with first class at Master degree in relevant discipline. Total experience of eight years in teaching, research or industry out of which four or more years should be at the level of assistant professor or equivalent grade (excluding period spent in obtaining the research degree).
Assistant Professor	Ph.D.	2 e.g. as a post-doctoral fellow after completion of PhD degree and nominally not more than 35 years of age (exceptions can be made	3	Prior teaching experience is desirable.

		by the VC in exceptionally qualified candidates).		
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**Adjunct / Visiting Faculty Definition:**

Adjunct Faculty can be appointed with justification, who are highly qualified academicians, industry professionals or other creative persons and who are not interested in seeking full-time employment with the University, but can contribute to teaching to benefit the academic programs of the University.

**Selection Procedure:**

The procedure for appointment of Adjunct Faculty shall be as under:

- a) An individual can apply for the position of the Adjunct Faculty or may be invited to apply.
- b) Adjunct Faculty appointment can be made in a specific area or department at the University level. The area or department seeking appointment of Adjunct Faculty should identify specific teaching needs and responsibilities of the appointee. For appointment at University level, Deans of the concerned school shall identify teaching, and any other tasks and responsibilities of the appointee.
- c) An Adjunct Faculty cannot formally guide any PhD student.

**Terms and Conditions of Service:**

Adjunct Faculty shall be awarded a term appointment for two years or less. The terms of appointment would state the specific term with ending date. In absence of a reappointment prior to the expiry of the specified term, the appointment shall automatically get terminated on the date the term ends.

- a) Deans in consultation with the HOD shall review the appointment each year. VC shall decide continuation / termination on the basis of review report and recommendation made by the concerned HoD and the Dean Academics.
- b) Reappointment or extension of current appointment would follow the same process of selection.
- c) Adjunct Faculty shall have faculty privileges with regard to access to library services, office space when on campus, and IT access.
- d) Adjunct Faculty may receive compensation as Professional charges or a Honorarium depending on the services rendered as per the University norms.

**\*The requisition request and the approval are currently received via email. Selection committee recommendation is attached as Annexure.**

# **Faculty Interviews**

**School Name**

Date:

Mahindra University

*(Sample: Selection committee recommendation)*

Date:

**Selection Panel Members:**

Name of the Department:

Name of the Post:

Mode of Interview:

Date of Interview:

Place and Time:

S:No	Name	Designation	Signature
1	Prof. Yajulu Medury	Vice Chancellor	
2		Dean	
3		Respective HOD	
4		External Expert	
5		External Expert	

**Candidates Appearing for the interview:**

<b><i>S:No</i></b>	<b><i>Name</i></b>	<b><i>Mode of Interview</i></b>

**Attendance of the Candidates appearing for the interview:**

Name of the Post:

Date of Interview:

Place and Time:

<b><i>S:No</i></b>	<b><i>Name</i></b>	<b><i>Signature</i></b>



**Selection Committee's Recommendations – For the appeared candidate:**

# Advertisements in Linked in for Faculty Recruitment

The screenshot shows a LinkedIn job listing for "Faculty Associates in School of Management" at Mahindra University in Hyderabad, India. The job is full-time and has 156 applicants. The hiring manager is Brainard Chandrabas, CPHR | SHRM CP | Head of Human Resources at Mahindra University. The job is no longer accepting applications. A sidebar on the right promotes LinkedIn Premium with a "Try Premium for free" button and a "Post a job" button. The browser address bar shows the URL: linkedin.com/jobs/view/3347087901/.

**Faculty Associates in School of Management**  
Mahindra University · Hyderabad, Telangana, India (On-site)

Full-time  
501-1,000 employees  
See how you compare to 156 applicants. [Try Premium for free](#)  
No longer accepting applications

**Meet the hiring team**  
Brainard Chandrabas · 3rd  
CPHR | SHRM CP | Head of Human Resources at Mahindra University  
Job poster · LinkedIn member since 2011

**About the job**  
Mahindra University School of Management is looking to hire Faculty Associates to provide support to professors in

Get ahead with Premium Career  
Contact recruiters directly, see who's viewed your profile, stand out as a top applicant, and more.  
Millions of members use Premium  
[Try Premium for free](#)

Looking for talent? [Post a job](#)

The screenshot shows a LinkedIn job listing for "Faculty Associates in Computer Science and Engineering" at Mahindra University in Hyderabad, India. The job is full-time and has 67 applicants. The hiring manager is Brainard Chandrabas, CPHR | SHRM CP | Head of Human Resources at Mahindra University. The job is no longer accepting applications. A sidebar on the right promotes LinkedIn Premium with a "Try Premium for free" button and a "Post a job" button. The browser address bar shows the URL: linkedin.com/jobs/view/3245711230/.

**Faculty Associates in Computer Science and Engineering**  
Mahindra University · Hyderabad, Telangana, India (On-site)

Full-time  
501-1,000 employees  
See how you compare to 67 applicants. [Try Premium for free](#)  
No longer accepting applications

**Meet the hiring team**  
Brainard Chandrabas · 3rd  
CPHR | SHRM CP | Head of Human Resources at Mahindra University  
Job poster · LinkedIn member since 2011

**About the job**

Get ahead with Premium Career  
Contact recruiters directly, see who's viewed your profile, stand out as a top applicant, and more.  
Millions of members use Premium  
[Try Premium for free](#)

Looking for talent? [Post a job](#)

*Brainard Chandrabas*  
Mahindra University  
Hyderabad

Browser tabs: iLovePDF | Online PDF tools for... | UGC documentation - OneDrive | Email - Satya Svaroop Pallepog... | (5) Faculty in Computational Bio... | +

Address bar: linkedin.com/jobs/view/3513730814/

Navigation: Home, My Network, **Jobs**, Messaging, Notifications, Me, For Business, Try Premium for free

### Mahindra University

## Faculty in Computational Biology

Mahindra University · Hyderabad, Telangana, India (On-site)

Full-time

501-1,000 employees

See how you compare to 124 applicants. [Try Premium for free](#)

No longer accepting applications

### Meet the hiring team

**Brainard Chandras** · Sr. CPHR | SHRM CP | Head of Human Resources at Mahindra University  
Job poster · LinkedIn member since 2011

[Message](#)

### About the job

Mahindra University (MU) invites applications for research-driven faculty positions in Computational Biology - Center

108°F Mostly cloudy

Windows taskbar: Search, ENG IN, 4:15 PM 5/13/2023

*Handwritten signature*

