

Faculty Promotion Policy

1. Eligibility

1.1 Applicable to all the existing permanent Faculty members.

2. Purpose

2.1 To outline the process for the promotion of academic staff at Mahindra University

3. Process and Procedure

- a) An academic staff member may apply for promotion after completing their probation period and their services being confirmed.
- b) The Faculty will be notified through an email communication from the respective Dean regarding the promotion.
- c) The communication will consist of guidelines and the application form that needs to be filled by the respective faculty member who intends to apply for a promotion. An appropriate cover note should also be sent addressing to the Vice Chancellor stating what position are they applying for.
- d) Applications for promotions for academic staff will be considered annually and the same will submitted to the respective HOD for the review.
- e) Further an internal selection committee constituted by the Vice Chancellor will further ratify the applications.
- f) The shortlisted applicants will be requested to be present for an interview before an Academic Promotion Committee. The Academic Promotion Committee will be constituted as follows:
 - I. Vice Chancellor- Chair Person
 - II. Dean of the School
 - III. Committee Chair
 - IV. 2 External Experts – from the respective discipline

4.Promotion Criteria for Academic Staff

a) The following parameters are to be considered for evaluation of faculty members for promotion. Depending on the level, a different weightage may be set for each of the following factors that will be considered:

I. Teaching (40%):

- Quality: use of published cases, recency of content, rigour of student assessment methods.
- Timeliness: submission of courses materials assignments grading and final assessment marks / grades within the prescribed timelines
- Student feedback: teaching evaluation, content coverage, classroom 'lab' management.
- Collaboration: work with HOD, work with faculty team prior to course to ensure content coverage is consistent and has reduced overlap with other courses.

II. Research (40%):

- Copy of publications, project sanction letter, utilization and completion certificates issued by the University and acknowledgements for patent filing and approval letters, student's Ph.D. award letter, etc..
- Research Papers Published in Peer Reviewed/UGC listed Journals.
- Books authored which are published by International publishers

III. Contribution to the university (20%):

- Curriculum development: active commitment to updating course content, revising teaching styles.
- Helping with student projects, mentoring students etc..
- Committee work: assisting fellow faculty members and staff, leadership on University needs.
- Events: contributions to development, planning, participation in events.
- Promoting the brand of the institution and raising its profile externally.

• 5. Eligibility

1. Assistant Professor:

- Good academic record with at least 70 % marks at the Master's Degree level, in the relevant subject or an equivalent degree from an Indian/Foreign University.
- Qualified in the National Eligibility Test (NET) conducted by UGC, CSIR, or holds a PhD degree.
- No prior experience is mandatory, but teaching experience can be an advantage.

2. Associate Professor:

- Good academic record with doctoral degree, with performing ability of high professional standard.
- Minimum of 8 years of teaching/research experience in a university/college, including 2 years as an Assistant Professor.
- Has made significant contributions to the knowledge in the subject concerned, as evidenced by quality of publications.
- Contribution to educational innovation such as designing of new courses, curricula and/or outstanding performing achievement in the field of specialization.
- Publications in peer-reviewed journals.

3. Professor:

- An eminent scholar with a doctoral degree actively and engaged in research with ten years of experience in teaching in University/College and/or research at the University/National level institutions including experience of guiding research at doctoral level with outstanding performing achievements in the field of specialization.
- A significant number of publications in reputed peer-reviewed journals, with a focus on quality and impact.
- Ability to explain the logical reasoning of the subject concerned and adequate knowledge to teach theory with illustrations in that discipline.

6. Review Period

This policy will be applicable till further review by the Vice Chancellor as feels fit from time to time.