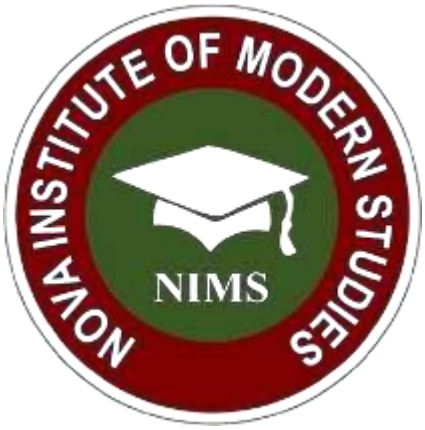


Teaching Faculty Career Progression Policy

February 2023

Purpose:

The purpose of this document is to delineate the career progression pathways at NIMS along with a clear policy statement on the criteria for promotion in order to ensure diverse faculty ranks are treated objectively and equitably.

Scope:

This policy is applicable to all the full-time faculty members of NIMS.

Evaluation criteria:

For appointment and promotion to a higher rank, a candidate is evaluated in terms of value and effectiveness in the following principal areas:

a) Education/ teaching and mentoring

b) Professional service

c) Leadership and management

Distinction in the first two, constitute the chief basis for appointment and promotion.

Each individual case shall be judged on its merits; the relative weightings between the various achievements, and the level of attainment in each, will determine the most appropriate promotion.

Education/ Teaching:

NIMS requires all candidates coming forward for promotion to demonstrate excellence and impact in teaching and educational activities. Candidates should include full details of their educational activities and achievements and contributions to education in the broadest sense. Teaching is aprincipal function of the faculty. The following six criteria will be used to evaluate teaching:

a) Design and planning of learning activities;

b) Teaching and supporting student learning;

c) Assessment and giving feedback to students on their learning;

d) Developing effective learning environments, student support and guidance;

e) Integration of scholarship, research and professional activities with teaching and in support of student learning;

f) Evaluation of practice and continuing professional development.

The criteria and indicators given hereunder, provide a roadmap for evaluating teaching effectiveness and to enable candidates for promotion to make a case based primarily on teaching excellence.

Teaching involves direct educational connection with students inside or outside the classroom,

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laboratory and includes such activities as classroom, laboratory, seminars, independent study project supervision and supervision of research. It also includes advising undergraduates.

NIMS reviews will carefully evaluate a candidate's record of excellence in teaching, using the six criteria for teaching effectiveness.

Service:

a) A demonstrated record of service is required for all faculty members. He/she must demonstrate compassion and willingness to cooperate and work harmoniously with others, while maintaining independence of thought and action.

b) Most notably, faculty members must exhibit intellectual breadth, emotional stability and maturity of thought.

c) NIMS seldom grants tenure and / or promotion to the level of Senior lecturer and above to candidates with an unsatisfactory record of service.

d) NIMS considers service to department, school, university, industry, national and international agencies and professional organizations/societies/institutions in itsassessment of the candidate's service record.

e) NIMS places special emphasis on service that raises the local or global visibility and supports its key mission and strategic direction.

Leadership and Management Activities:

In addition to managing the individual's own work, contributing to the management of the department/school, e.g.

a) Contribute to the process of admissions

b) Examinations and quality assessment

c) Formulate research and teaching strategy

d) Monitor and ensure effective management of assets and budgets

e) Recruiting and selecting staff

f) Managing and motivating staff to achieve their objectives

g) Promoting equality and implementing equal opportunities

h) Undertaking effective performance and development reviews

i) Acting as an Academic Adviser or mentor

j) Membership of internal and external committees

k) Acting as coordinator

l) Involvement in advancement activities

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m) Involvement in public engagement activities

n) Collaborative working

Measures of recognition include:

a) Proven capability to lead and design teaching/ research programs;

b) Effective and innovative formulation of research and teaching strategy;

c) Staff management skills that lead to enhanced team performance;

d) An active interest in personal development and developing others;

e) Regular involvement in staff development activities to develop academic,

f) Management and personal effectiveness skills;

g) Evidence of managing change successfully,

h) Making effective decisions

i) Solving managerial problems.

To be promoted up the ladder, the candidate is required to have a minimum prescribed criteria against each post along with length of stay already decided.

There will be no relaxation for minimum terminal qualification from a recognized institution and excellent written communication skills as well as excellent presentation skills.

He/ she should be demonstrably competent in his/her field of expertise and should have indicated a serious commitment to teaching while on campus.

Career Ladder for Faculty at NIMS:

Designation	**Promotion place**	**Minimum Qualification**	**Year of experience in NIMS**
Demonstrator	Junior Lecturer	Graduate with One year of teaching experience	1
Junior Lecturer	Senior Lecturer	Graduate with two years of teaching experience	2
Senior Lecturer	Vice Principal	Masters with 1 year post qualification	3 - 4
Vice Principal	Principal	Masters with 2 years post qualification	3 – 5

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Principal	Vice-Dean	Masters with 3 years post qualification experience	4 - 7

Process of promotion:

The standard promotion process is described in detail below:

1. The candidate compiles his/her dossier and submits it to the Chair. The Chair adds the candidate's external reviews to the dossier, confirms the dossier's completed status and compiles the dossier. Dossier must contain:
    a) A personal statement detailing their job description, either as described in the hiring letter or in subsequent evolution of the position's departmental role, and showing how they have achieved
    b) They should provide a current CV and any other materials that support their case.
    c) If a primary job task is teaching, for example, then the full record of teaching evaluations and syllabi from induction should be provided. It is also preferable to create an overall table summarizing courses taught each semester, class size, and average scores.
    d) If the candidate wishes to have letters of evaluation from scholars, students or professionals from inside or outside the Institution, the candidate supplies a list of such evaluators to the department head or chair.
    e) The head or chair solicits evaluations from the individuals suggested by the candidate and may solicit evaluations from other students, scholars and professionals.
2. The HR office forwards the dossier to the Department Promotion Committee (DPC) which evaluates the strength of the candidate's case for promotion.
3. After a thorough discussion, the DPC will vote whether to approve the candidate's promotion.
4. One committee member will be selected to write a report outlining the committee's recommendation, and any committee member who objects to the recommendation may submit a minority report.
5. The report of the DPC is forwarded with the candidate's dossier to the Chair.

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The Chair conducts a thorough review of the case and if either the Chair or the DPC has recommended the candidate for promotion, the Chair will forward the candidate's dossier to BOD. Recommendation for promotion will be based upon the candidate's achieving minimum threshold as notified by the Institute as bare minimum required level of performance which guarantees continuity of service.

In case both the Chair and the Dean have recommended to reject the case, the candidate is informed of the decision by the Chair and further processing of the case is stopped.

Composition of DPC:

a) DPC will have the following composition:

b) Dean - as Chair

c) Principal concerned - as member and Secretary

d) Director Admin & Finance - as member

e) Senior most faculty member of the schools where vacancy has arisen for promotion - as member

Meeting minutes:

All concerned minutes will be recorded and included in the candidate's dossier. All committee minutes should remain confidential and will be retained by the office of HR.

Limitations to promotion:

Following are limiting cases for all promotion cases:

a) Need for promotion should be supported by justification

b) Budgetary provisions must exist

c) Position for promotion is sanctioned by the Board of Directors

Entitlements:

Promotion will entitle the candidate to a market compatible enhanced pay package as notified.

Appeals:

Candidates may appeal a negative committee decision with respect to extension of contract or promotion at any time in process not later than six weeks after the candidate has been notified.

The appeal is with the Dean if the application is rejected at the department level, and with the BoD if it is rejected at school level.

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Appendix - I

Substantive Guidelines for Evaluation of Promotion Cases at DPC

The departmental evaluation of the candidate's dossier should base its recommendation on the following issues, as appropriate.

a) How has the candidate influenced the understanding or practice of his or her discipline (s)? How has the work of the candidate been recognized in the profession? Has the candidate established a national or an international reputation in his or her chosen field?

b) Has the individual been involved in leadership activities and service in professional organizations in his or her field (s)? What has been the candidate's impact within the external professional communities, nationally and internationally?

c) How does the candidate compare with others in the field, both at NIMS and at other institutions, at a similar stage in their careers?

d) How does he / she comply to six criteria of teaching excellence.

e) A list of indicators and supporting evidence for each school should be available to the candidate in making his or her case for teaching effectiveness.

f) Student teaching evaluations, departmental evaluations,

g) Letters from students, prizes and awards for teaching,

h) Record in mentoring undergraduate students,

i) Implementation of new courses,

j) Has the candidate made novel deployment of information technology for teaching,

k) and curriculum development are examples of evidence used to substantiate case for teaching effectiveness.

l) Has the candidate made useful contributions to service in the NIMS and in the external professional community?

m) Does the candidate strengthen the department, the school, and if so,how?

n) What is the reason for believing that if promoted, the candidate will continue to be a proficient teacher?

o) Has the candidate exhibited good citizenship and role modeling?

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p) Is he / she a good team player willing to take on additional responsibilities when the need arises? Does he / shepossess a positive attitude?

q) How would you describe his / her behavior towards his / her colleagues?

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Annual Performance Evaluation Report

(*For faculty members***)**

Officer reported upon: ……

Designation: …….

School / Department: …….

For the period from …….. to ……

***Note*:**

Please allocate marks by affixing your signature in the relevant column. Score of 5 is the highest while1; is the lowest.

Attributes	**Assessment** Grading by principal					**Total**
	5	4	3	2	1	
Personal qualities like; outlook, attitude, sociability etc.						
Leadership traits.						
Punctuality and regularity in service.						
Presentation skills.						
Command over the subjects of responsibility.						
Quality to plan work in orderly and effective manner.						

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Attributes	Assessment Grading by principal - Continued					Total
	5	4	3	2	1	
Meeting the milestones agreed in academic planning.						
Willingness to take responsibility.						
Innovative ideas to improve quality of education.						
Out of box suggestions to improve image of the Institute.						
Level of interest in personality grooming of students.						
Participation in extracurricular activities.						
Efficiency in conducting academic activities.						
Effective maintenance of academic record.						
Efficiency in use of LMS.						
Promptness in compilation of results						

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Attributes	Assessment Grading by principal - Continued					Total
	5	4	3	2	1	
Responsiveness to instructions.						
Student's satisfaction in teaching methodology.						
Knowledge of Institute's policies & procedures.						
Practical application of Institute's policies & procedures.						
Sub - total						
Counter grading by Dean						
Attributes	**Assessment** Grading by Dean					**Total**
	5	4	3	2	1	
Personal qualities like; outlook, attitude, sociability etc.						
Leadership traits.						
Punctuality and regularity in service.						
Presentation skills.						
Command over the subjects of responsibility.						

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Attributes	Assessment Grading by Dean - Continued					Total
	5	4	3	2	1	
Quality to plan work in orderly and effective manner.						
Meeting the milestones agreed in academic planning.						
Willingness to take responsibility.						
Out of box suggestions to improve image of the Institute.						
Innovative ideas to improve quality of education.						
Level of interest in personality grooming of students.						
Participation in extracurricular activities.						
Efficiency in conducting academic activities.						
Effective maintenance of academic record.						
Promptness in compilation of results						

Attributes	Assessment Grading by Dean - Continued					Total
	5	4	3	2	1	
Responsiveness to instructions.						
Student's satisfaction in teaching methodology.						
Knowledge of Institute's policies & procedures.						
Efficiency in use of LMS.						
Practical application of Institute's policies & procedures.						
Sub - total						
Grand total						

Total score compiled by Admin. Coordinator:

Date:

Counterchecked by Director Admn. & Finance:

Date:

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Note:

Entitlements shall be determined by achieving minimum level of efficiency as detailed below:

a) Less than 80 % score will invite counselling for better performance till special mid-year performance evaluation.
b) Minimum of 80 % score is required for continuity in service till next annual assessment
c) Score between 91 - 100 % will attract entitlement for an annual increment of 5 % in monthly pay.
d) Score between 81 - 90 % will attract entitlement for an annual increment of 3 % in monthly pay.
e) BoD may in its discretion, allow additional onetime bonus to an employee; equivalent to his one month's salary, in case of exceptional service to the Institute with strategic implications.
f) Performance evaluations shall be completed in the month of December each year.
g) Performance of Principals, Directors / HoDs shall be done by the Dean and countersigned by an authorized member of the BoD.
h) Those with score below 80 %, would be provided with counselling facility and re-assessed after six months from the preceding annual professional assessment. They may not be given extension in service if performance remains unsatisfactory.
i) While keeping the market trends and other related factors in view, the Institute may put a cap on aforementioned incremental pay permissible in a certain position.

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