

## Faculty Recruitment Procedure at IIMA

### Details of posts:

Sanctioned strength	Existing strength as on 21 <sup>st</sup> November 2016
120	95

### 1. Introduction

The recruitment of new faculty members is an important activity at the Institute. The Faculty Recruitment Committee (FRC) appointed by the Director for each area/group/centre takes the major responsibility of the recruitment process. The FRC for an area/group/centre consists of the Chairperson of the concerned area/group/centre as Convener, Dean-Faculty (ex-officio member), two members from the area/group/centre and one or two outside members. It is ensured that besides Dean-Faculty, one of the members of FRC is from Faculty Development and Evaluation Committee. At the Institute, a faculty member is recruited primarily for an area/group/centre. The faculty, however, is expected to become a secondary member of at least one other area/group/centre.

The process of recruitment includes:

- i. Invitations of applications;
- ii. Preliminary assessment of the suitability of the candidates;
- iii. Invitation to applicants for a campus visit and a seminar;
- iv. Assessment by FRC and recommendation to the Director; and
- v. Decision on recruitment by the Director.

### 2. Search for Prospective Candidates

The search for prospective candidates is made in several ways. Advertisements are placed in leading newspapers inviting applications. Letters specifying requirements are written to leading institutions seeking applications from prospective candidates. The list of candidates for consideration for recruitment may also include those who write to the Institute making enquiries for suitable opportunities. For some positions, particularly for the appointment of Chair Professor, we may invite distinguished individuals to send their bio-data for consideration of the selection committee. The candidates have to satisfy the normal eligibility criteria to facilitate further consideration of their candidature.

### 3. Preliminary Assessment and shortlisting

All the applications in an area/group/centre are circulated among the members of the area, group or centre and also among the corresponding FRC members. The purpose of this is to decide on those applications which should be considered for further processing. Usually, primary concerns at this stage are the educational background, previous experience and research activities done by the candidate. The FRC takes into consideration the views of the area members to decide on a list of candidates who are to be invited to the Institute for a seminar and meeting with FRC and area members..

#### **4. Campus Visit and Seminar**

During the visit, the candidate gives a seminar, generally on a topic of his choice, which is attended by the FRC members, the faculty, research staff and students. The seminar provides the candidates an opportunity to present and defend their thoughts. The candidates may also sometimes be asked to teach a class and this helps in demonstrating skills in teaching.

The candidates, during this visit, also meet the members of the FRC, all the members of the academic unit for which the candidate is being considered for recruitment, and the Director. Sometimes, the candidate is also expected to meet some faculty members who attend the seminar.

During this visit, the FRC members get an opportunity to assess the candidate better and the candidate gets an opportunity to familiarize with the working of the Institute and the expectations that the Institute has from a faculty member.

#### **5. Assessment and Recommendation to Director**

The FRC collects referees' reports. It collects the feedback from the area members and other faculty members who meet the candidates and who attend the candidate's seminar. The feedback is sought in terms of the candidate's suitability for the area, his ability to handle classes and his potential to undertake independent research. The FRC puts together all the assessments and makes a judgement on the suitability of the candidate for recruitment as a faculty member at the Institute. The FRC sends its recommendations to the Director. FRC may recommend the position (Professor, Associate Professor, Assistant Professor) at which the candidate should be recruited. It may also suggest whether the appointment should be a regular appointment or a visiting appointment. The Committee does not fix the salary.

#### **6. Recruitment**

The FRC recommends the recruitment of a candidate and the Director decides whether or not the candidate be finally recruited at the Institute. The Director, if needed, may seek additional information and clarification from the FRC before taking the final decision. The Director decides on the salary of the candidate in consideration to other comparable cases at IITM. These decisions are based on the norms being followed at the Institute.



**Qualifications for various faculty positions are as follows:**

**Assistant Professor**

Ph.D. with first class or equivalent at the preceding degree in the appropriate branch with a very good academic record throughout and at least three years industrial/research/teaching experience.

The Assistant Professors, on completion of 3 years of service in the particular Pay band of Rs.15600-Rs.39100 (PB:3) with an Academic Grade Pay (AGP) of Rs.8000 shall move to Pay band of Rs.37400-67000 (PB-4) with an Academic Grade Pay [AGP] of Rs.9000 and will, however, continue to be designated as Assistant Professor.

**Associate Professor**

Ph.D. with first class or equivalent at the preceding degree in the appropriate branch with a very good academic record throughout and a minimum of 8 years experience of which at least 3 years should be at the level of Assistant Professor.

**Professor**

Ph.D. with first class or equivalent at the preceding degree in the appropriate branch with a very good academic record throughout and a minimum of 10 years experience of which at least 4 years should be at the level of Associate Professor in IIMs, IITs, IISc, NITIE or IISERs.

An outstanding engineer/technologist working in industry and with established reputation and who has made significant contribution to knowledge but does not have a Ph.D. degree could also be considered for appointment to the post of Associate Professor/Professor on contract basis. Such appointment should be made only sparingly and in extreme deserving cases.

## **Adjunct / Visiting Faculty**

### Definition:

Adjunct Faculty status shall be conferred to academicians, professionals or other creative persons whose primary employment activity is outside the institute and who are not interested in seeking full-time appointment with the Institute, but can contribute to teaching in the academic programmes of the institute.

### 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.
- b) Adjunct Faculty appointment can be made to a specific area, center or group or at the institute level. The area, center or group for which the appointment is considered should identify specific teaching needs and responsibilities of the appointee. For appointment at institute level, Dean-Faculty shall identify teaching, tasks and responsibilities of the appointee.
- c) For appointment to an area, center or group, the recommendation from the concerned area, center or a group shall be included as an input for the evaluation process.
- d) For appointment to an area, center or group, FRC shall evaluate and make appropriate recommendation to the Director.
- e) For appointment at Institute level, a subcommittee of the FDEC chaired by Dean-Faculty shall make appropriate recommendation to the Director.
- f) Director shall consider the FRC/FDEC recommendation as an input for deciding the appointment.
- g) Director shall decide the terms and conditions of the service.

### **Terms and Conditions of Service:**

Adjunct Faculty shall be awarded a term appointment not exceeding three years. 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 if so facto terminates on the date the term ends.

- a) Dean-Faculty in consultation with the chairperson of the area/center/group shall review the appointment each year. Director shall decide continuation / termination on the basis of review by the Dean.
  - b) Reappointment or extension of current appointment would follow the same procedure 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 be invited to a specific faculty meeting by the Director, but shall not have voting rights.
  - e) Adjunct Faculty may receive compensation as lump-sum payment or a stipend depending on the services rendered as per the institute norms.
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