



## **Faculty Recruitment Procedure at IIMA**

Sanctioned Strength – 120

### **1. Introduction:**

The recruitment of new faculty members is an important activity at the Institute. The Faculty Recruitment Committee (FRC) is appointed by the Director for each area/group/centre/school (AGCS). FRC takes the major responsibility of the recruitment process. The FRC for AGCS consists of the chairperson of the concerned AGCS as Convener, Dean (Faculty) as an ex-officio member, two members from the AGCS other than the chairperson, and one of the members of Faculty Development and Evaluation Committee (FDEC) other than the Dean (Faculty).

The process of recruitment includes:

- i. Receipt of applications;
- ii. Preliminary assessment of the suitability of the candidates by FRC taking into account feedback from concerned AGCS;
- iii. Invitation to applicants for a campus visit and a seminar;
- iv. Post-Seminar assessment by FRC taking into account feedback from concerned AGCS and recommendation to the Director;
- v. Decision on recruitment by the Director.

### **2. Seeking applications from Prospective Candidates:**

IIMA follows rolling recruitment process for faculty appointments, where prospective candidates make inquires for suitable opportunities. Among other avenues, IIMA may also seek applications by writing to leading Institutions and/or advertise in Listservs of functional areas of management and in newspapers.

### **3. Preliminary Assessment and shortlisting:**

Received applications are circulated in the concerned AGCS. 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 concerned AGCS 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/her choice, which is attended by the FRC members, the faculty, research staff and students. The seminar provides an opportunity to present and defend research interests of the candidate. Occasionally, a candidate may be asked to teach a class and this helps in demonstrating skills in teaching. The candidate, during this visit, meets the members of the FRC, all the members of the concerned AGCS, 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 the feedback from the concerned AGCS 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 AGCS, ability to handle classes and the potential to undertake independent research in the concerned AGCS. The FRC puts together all the assessments and makes a judgement on the suitability of the candidate for recruitment. Thereafter, the Dean (Faculty) makes recommendation to the Director to recruit the candidate at an appropriate level.

#### **6. Recruitment:**

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 IIMA. These decisions are based on the norms being followed at the Institute.

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

#### **Assistant Professor:**

Candidates should have a Ph.D. or equivalent with a brilliant academic background. Experience, while desirable, is not essential. Those about to complete their doctoral degree may also apply.

On completion of 3 years of service in the Pay level – 12 (INR 1,01,500 – INR 1,67,400) an Assistant Professor shall move to Pay level – 13A1 (INR 1,31,400 – INR 2,04,700), however, the designation will continue to remain as Assistant Professor.

**Associate Professor:**

Candidates should have a Ph.D. or equivalent with a successful track record of research and publications and a minimum of 6 years of teaching/research experience, of which at least 6 years should be at the level of Assistant Professor at an institution of repute.

**Professor:**

Candidates should have a Ph.D. or equivalent with a successful track record of research and publication and a minimum of 12 years of teaching/research experience, of which at least 6 years should be at the level of Associate Professor at an institution of repute.

**Pay Levels:**

- Professor: Pay level – 15 (Pay scale: INR 1,82,200 – INR 2,24,100)
- Professor: Pay level – 14A (Pay scale: INR 1,59,100 – INR 2,20,200)
- Associate Professor: Pay level – 13A2 (INR 1,39,600 – INR 2,11,300)
- Assistant Professor: Pay level – 13A1 (INR 1,31,400 – INR 2,04,700)
- Assistant Professor: Pay level – 12 (INR 1,01,500 – INR 1,67,400)



## **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, centre or group or at the institute level. The area, centre 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, centre or group, the recommendation from the concerned area, centre or a group shall be included as an input for the evaluation process.
- d) For appointment to an area, centre 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 ipso facto terminates on the date the term ends.



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- a) Dean-Faculty in consultation with the chairperson of the area/centre/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.