

 S P Jain School of Global Management <small>DUBAI • MUMBAI • SINGAPORE • SYDNEY</small>	Academic Staff Promotion Policy
Document Type	Policy
Administering Entity	Academic Board, Vice President – Academic, Director - Faculty Recruitment and Training
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1. Purpose

- a. To outline the process for the promotion of academic staff (excluding casual and sessional academic staff) at S P Jain School of Global Management (S P Jain / the School).

2. Administering Body

- a. The Promotion of Academic Staff will be the joint responsibility of the Academic Board and the Board of Directors.
- b. Applications for promotion from academic staff will be considered annually by a sub-committee to be known as the Academic Promotion Committee. The Academic Promotion Committee will be constituted as follows:
 - i. Chair, Board of Directors or Nominee
 - ii. Chair, Academic Board or Nominee
 - iii. Vice President – Academic
 - iv. The Course Directors (Deans) of respective course/s
- c. An academic staff member (excluding casual and sessional academic staff) may apply for promotion after completing a minimum of five years at their existing rank at this institution. Academic staff members who believe their cases are exceptional may apply for accelerated promotion after only three years at their existing rank.
- d. The Academic Promotion Committee will make its recommendations to the Academic Board for promotions to Assistant Professors, Associate Professors and Professors. The Academic Board will consider all recommendations against clear criteria and approve promotions for Assistant Professor and Associate Professor. In the case of promotion to the rank of Professor, the Academic Board will endorse recommendations for the joint approval by the Chairs of Board of Directors and Academic Board.

3. Promotion criteria for academic staff

a. Assistant Professor

- i. A doctorate or master's qualification appropriate to the relevant discipline area or equivalent qualification and standing;
- ii. A record of research work or professional practice relevant to the discipline area, which demonstrates a capacity to make an autonomous contribution;
- iii. A record of achievement in scholarship, teaching, or leadership in the relevant discipline; and
- iv. Evidence of contributions towards enhancement of student experience in both in-class and out-of-class activities.

b. Associate Professor

- i. A doctorate relevant to the discipline area; or equivalent qualification and standing;
- ii. A record of academic achievement at the national or international level through superior contributions to research, scholarship, teaching, professional practice or leadership in the relevant discipline;
- iii. clear evidence of activity enhancing student experience in both in-class and out-of-class activities; and
- iv. presentations or conduct of sessions on areas of specialisation at various academic forums.

c. Professor

- i. A doctorate relevant to the discipline area; or equivalent qualification and standing;
- ii. A record of academic achievement at the national or international level through outstanding contributions to research, scholarship, teaching, professional practice or leadership in the relevant discipline; and
- iii. recognition as a subject matter expert / leading authority in the relevant discipline area. The recognition can be validated in the form of invitations for keynote speeches, presentations at industry-relevant sector forums, awards, etc.

4. Decisions and Appeals

- a. All decisions are communicated to applicants in writing and are signed by the Vice President – Academic.
- b. Any decision is subject to appeal as set out in the Staff Grievance and Complaint Policy and Procedures.

Related Documents

- a. Staff Recruitment, Selection, Induction, Performance Review and Promotion Policy and Procedures
- b. Staff Grievance and Complaint Policy and Procedures

Appendix 1

Dimensions of performance for assessment in promotions

Teaching (50%):

- Quality: use of published cases, recency of content, rigour of student assessment methods, global reach.
- Timeliness: submission of courses materials assignments grading and final assessment marks / grades within the prescribed timelines
- Student feedback: teaching evaluation scores, content coverage scores, classroom 'lab' management scores.
- Collaboration: work with area head, work with faculty team prior to course to ensure content coverage is consistent and has reduced overlap with other courses.
- Innovation: contributions to curriculum development, teaching methods and assessment practice, impact of scholarly activities in learning and teaching".

External profile applied contributions (30%):

- Written: articles in top quality ranked journals, research monographs, textbooks.
- Consulting: board memberships, external analyses.
- Conferences: presentation of papers, chairs of sessions, keynote speeches.
- Grants and Awards: private and governmental grants and sponsorships, awards by reputed national and international institutions and bodies

Service to institution (20%):

- Curriculum development: active commitment to updating course content, revising teaching styles.
- Student projects: mentoring IIPs, case competition teams, mentor reflection projects.
- Committee work: assisting fellow faculty members and staff, leadership on School-wide needs.
- Events: contributions to development, planning, participation in events
- Promoting the brand of the institution and raising its profile externally.