

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

- a. To outline the criteria and process for the recruitment of academic staff at the S P Jain School of Global Management (S P Jain / the School).
- b. This policy applies to all academic and teaching staff including, full-time/ongoing and casual/sessional/ part-time academic and teaching staff.

2. Criteria for Appointment of 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;
- 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 and/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 expert 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.

3. Academic Staff Selection Process

- a. The recruitment of Academic Staff will be administered by the Director - Faculty Recruitment and Training in consultation with Vice President – Academic, Vice President – Administration and Director – People and Culture.
- b. Shortlisted academic staff will go through an individual technical interview with the Area Head or a nominated area faculty.
- c. The interviewer may call for an additional interview with another faculty if needed.
- d. Successful candidates will go through a panel interview comprising of 4-6 faculty members. The candidates will also be expected to present a demo lecture to the panel or student workshop in lieu of the demo lecture.
- e. The approved candidates will be empanelled for reference, future teaching assignment or considered further for full-time appointments.
- f. The recruitment of any approved candidates for full-time appointment will be administered by the Vice President – Academic in association with the Academic Board as detailed below:
 - i. The Vice President – Academic shall constitute an *ad hoc* selection committee for full-time academic staff appointment. The committee shall comprise at least 3 persons who shall include the Vice President – Academic or his/her nominee, and the Course Director (Dean) of the course to which the appointee will be assigned. For appointments at the level of Professor, the committee shall be expanded to include the Chairman of the Academic Board or his/her nominee and if the Chairman of the Academic Board determines the need, an experienced senior external member from higher education or industry will also be included in the panel.
 - ii. Appointments at the level of Assistant Professor and Associate Professor shall be authorised by the Vice President – Academic and reported to the Academic Board.

- iii. Appointments at the level of Professor shall be referred to the Chairs of Board of Directors and Academic Board for their joint approval.

4. Criteria for Appointment of Teaching Staff

- a. These criteria guidelines are to be used in the recruitment and selection of academic staff for teaching scheduled subjects/units in a study period or for a number of subjects/units across a course in a calendar year.
- b. The criteria have been developed to comprehensively meet the regulatory requirements stipulated for academic staff qualifications and equivalence across all campuses.
- c. It will be expected that all teaching staff will have a qualification which is one AQF level higher than the level they are teaching and in the field to which the course and/or subject relates to.
- d. In addition, teaching staff with a qualification at the same AQF level as the course they are teaching and with professional experience relevant to the field to which the course and/or subject they are teaching may be considered.
- e. The appropriateness of the qualifications and experience of staff for specific teaching appointments for scheduled subjects/units in a study period or calendar year for all the courses will be assessed with reference to the criteria set out in Appendix 1.
- f. Evidence to support decisions about equivalence of experience might relate to (but is not limited to):
 - i. experience in industry and professional roles
 - ii. professional qualifications, experience and standing
 - iii. registration to practice in the relevant professional field
 - iv. professional development and training
 - v. design, creative and technical achievements
 - vi. publications and presentations
 - vii. teaching experience and success

Assignment of Teaching Staff for each Unit in a Course

- a. Teaching staff assignment and appointment for each unit in a course of study will be made well in advance (usually 4-6 months in advance) with exception of any exigencies, from the empanelled casual/session academic staff or full-time academic staff by a Course Selection Panel comprising the relevant Course Director (Dean) or his / her nominee, Director - Faculty Recruitment and Training, and the Vice President – Administration or his/her delegated staff.
- b. The list of teaching appointments will be tabled at the Academic Board by the Vice President – Administration for the Board's approval as required by regulatory requirements of the Private Education Act (2009, revised in 2011), Singapore.

Related Documents

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

Appendix 1: CRITERIA FOR ASSESSING PROFESSIONAL EQUIVALENCE

AQF Level being taught	Required AQF level (AQF+1) and additional requirements, if any	Professional Experience Equivalent
<u>AQF Level 5-7</u> Diploma, Advanced Diploma, Associate Degree and Bachelor's Degree	Level 8 - Honours, Graduate Certificates, Graduate Diplomas in the field to which the course and/or subject relates to	Level 7 qualification and where applicable, current registration to practice within the relevant profession (for example Accounting or Law). <u>PLUS, EITHER</u> 5 years of relevant professional /industry experience in the field to which the course and/or subject relates, attained in the last 5 years in a role requiring highly developed skills, expertise and management of people, processes or projects <u>OR</u> 5 years recent teaching experience in the field to which the course and/or subject relates and at Level 7 informed by scholarship in the discipline area.
<u>AQF Level 9</u> Master's Degree (By Course Work)	Level 10 - Doctorate by research or coursework in the field to which the course and/or subject relates to,	Level 9 qualification and where applicable current registration to practice within the relevant profession (for example Accounting or Law) <u>PLUS, EITHER</u> 10 years relevant professional experience in the field to which the course and/or subject relates, of which at least 5 years is attained at a senior level in a role requiring highly developed skills, expertise and management of people, processes or projects. <u>OR</u> 5 years recent teaching experience in the field to which the course and/or subject relates and at Level 9 informed by scholarship in the discipline area.
<u>Level 10 Doctoral Degree (Professional)</u>	Doctoral Degree (Research) or (Professional) in a relevant area (AQF Level 10) and an active record in research or professional practice in a relevant area.	Not Applicable