

 <p>S P Jain School of Global Management DUBAI • MUMBAI • SINGAPORE • SYDNEY</p>	Staff Recruitment, Selection, Induction, Performance Review, and Promotion Policy and Procedures
Document Type	Policy and Procedures
Administering Entity	Deans, Heads of Campuses, Department Heads, and Human Resources
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1. Purpose

This policy outlines the procedures used by the S P Jain School of Global Management (S P Jain) for staff recruitment, selection, induction, performance review, and promotion.

2. Scope

This policy applies to all staff, including full time/ongoing and casual/sessional/part time staff.

3. Procedures

a. Staff Recruitment

Staff recruitment at S P Jain is conducted equitably in accordance with the following procedures.

- i. All positions have a duty statement which includes the specific duties for the position.
- ii. All positions have a selection criterion, divided into essential criteria and desirable criteria, identifying the minimum qualifications and experience required for the position.
- iii. All vacant positions will be advertised though may be filled by suitable candidates available internally from within the School.
- iv. All advertisements must be authorised by the Head of Department, Head of Campus, or Senior Management as appropriate.
- v. Services of recruitment /search firms may also be engaged in lieu of advertising.

b. Selection

The responsibility for selecting academic staff, student support, and administration staff lies with the President, the relevant Dean(s), and/or Heads of Campus.

The external selection and short listing of suitable applicants will adhere to the following procedure:

- i. Applications will be assessed against the selection criteria by the relevant supervisor(s) and those who meet the requirements will be shortlisted.
- ii. Selected applicants will be invited for a panel interview or individual interview. The members of the panel will vary depending on the position.
- iii. The interviewer/panel will decide on the most suitable applicant.
- iv. Reference checks will be conducted and submitted academic qualifications and transcripts will be reviewed. This will include processes to verify authenticity of the documents submitted such as, but not limited to: citing the original certificates and transcripts; obtaining notarised copies; and obtaining written confirmation to verify the bona fides of qualifications and awarding institutions. The process of obtaining written confirmation will be done with the verbal consent of the candidate.
- v. A verbal and written offer of employment will be made to the preferred applicant, including a copy of the duty statement, a brief explanation of conditions of employment and the level of appointment for academic staff.
- vi. The employment contract will be signed, ensuring the clarification of roles and responsibilities of both parties which will be issued after the applicant joins.
- vii. More detailed policy and procedures for academic staff recruitment are detailed in the policy document "Recruitment of Academic Staff Policy" and "Promotion of Academic Staff Policy."

c. Staff Induction

Induction will be conducted in the first week of employment and will be conducted by the Human Resources Manager and the relevant supervisor. The induction will broadly adhere to the following procedure:

- i. Discussion of the new staff member's contract and duty statement. The supervisor will ensure the filing of copies of the signed contract, qualifications and academic transcripts.
- ii. Completion of tax file, superannuation, banking, and contact details forms.
- iii. Introduction to the main policies and procedures of the School.
- iv. Discussion of their role at S P Jain and the provision of subject information, where appropriate.
- v. Discussion of the "Code of Conduct Policy" for staff.
- vi. Provide a tour of premises to the new staff member and an introduction to current staff.

Level of Appointment for Academic Staff

- a. Remuneration for academic staff will be based on a combination of qualifications, experience, and remuneration scales at the resident campus location. It is expected that teaching staff will have one AQF Qualification higher than the level they are teaching.
- b. If a case can be made of proven outstanding teaching or industry experience at the same AQF qualification level, then the selection panel may make exceptions sparingly.
- c. More detailed policy and procedures for academic staff promotion are enumerated in the policy document "Recruitment of Academic Staff Policy" and "Promotion of Academic Staff Policy."

4. Performance Review

a. Staff performance reviews will be held annually by the relevant supervisor.

b. Academic Staff

The relevant Dean or Head of Department will conduct the performance review for all academic staff. The review will be based on teaching performance and feedback from student surveys. The staff member's annual professional development plan will also be completed at this time.

c. General Staff

The relevant manager will conduct the performance review for general staff. The review will be based on their performance in relation to their duty statement and the staff member's annual professional development plan will be completed.

Staff members will be invited to comment on their performance review report and to indicate whether or not he/she agrees with their supervisor's comments. If agreement cannot be reached, the issue will be referred to the supervisor's manager. It is expected that most disagreements will be settled informally, but if this is not possible, the School's grievance procedures may be invoked.

5. Promotion for Staff

a. **Academic Staff** promotions will be considered on the basis of:

- i. experience and achievement in teaching and curriculum development;
- ii. research, scholarship, creative achievement, and professional activity;
- iii. service to the School; and
- iv. vacancies resulting from growth and resignations

More detailed policy and procedures for academic staff promotion are enumerated in the policy document "Recruitment of Academic Staff Policy" and "Promotion of Academic Staff Policy."

b. Support Staff promotions will be considered on the basis of:

- i. consistent annual performance;
- ii. increase in responsibilities;
- iii. and vacancies resulting from growth and resignations

6. Other matters

- a. Matters like remuneration, probation, working hours, weekly holidays, leave, and separation will be specific to each campus and governed by local norms and laws and will be detailed in relevant "Campus Staff Policies Handbook".
- b. All staff grievances will be handled fairly and equitably as detailed in the "Staff Grievance & Mediation Policy"

Related Documents

Recruitment of Academic Staff Policy

Promotion of Academic Staff Policy
Staff Code of Conduct
Staff Grievance Policy and Procedures
Campus Staff Policies Handbook