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|  <b>S P Jain</b><br>School of Global<br>Management<br><small>DUBAI • MUMBAI • SINGAPORE • SYDNEY</small> | <b>Academic Staff Promotion Policy</b>   |
| Document Type   | Policy   |
| Administering Entity  | Academic Board, Vice President – Academic, Director - Faculty Recruitment and Training |
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| Indicative time of<br>Review  | June 24, 2027  |

## 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](#).
- 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. There is a two-tier selection process of which the first stage will be a collegial peer evaluation process where the applicant will get constructive and supportive feedback on their application:
  - i. There will be three (3) peer evaluation committees, one at each of Assistant Professor, Associate Professor and Full Professor level, each comprising of 3-4 academic staff: who are of the same academic rank that the applicant is applying for; have been in the relevant level for at least one year, and who do not have senior management responsibilities [and who agree, prior to appointment, that they will not be applying for promotion during their term].
  - ii. The committee will formed on an annual rotational membership basis through selection by the Vice President – Academic after due consideration of discipline expertise, campus representation and diversity.

- iii. The applicant will be interviewed by the relevant committee and each Committee Chair will provide the Academic Promotion Committee with a non-binding report on the applicant's suitability for promotion.
  - iv. A standardised template for the non-binding report will be approved by the Academic Board
- e. In second stage the applicants for promotion will be considered by the Academic Promotion Committee. The Academic Promotion Committee will be constituted annually as follows:
  - i. Chair, Board of Directors or Nominee
  - ii. Chair, Academic Board or Nominee
  - iii. Vice President – Academic
  - iv. specific to each applicant under consideration:
    - Area (discipline) Head or a nominated senior discipline faculty, and
    - Course Director (Dean) nominated by the Vice President- Academic
- f. 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. [Academic Staff Recruitment Policy](#)
- b. Staff Recruitment, Selection, Induction, Performance Review and Promotion Policy and Procedures
- c. 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
- Community service and contributions to Environment, Social and Governance (ESG) initiatives.

#### **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.