

 <p>S P Jain School of Global Management DUBAI • MUMBAI • SINGAPORE • SYDNEY</p>	<b>Staff Recruitment, Selection, Induction, Performance Review and Promotion Policy and Procedures</b>
Document Type	Policy and Procedures
Administering Entity	Vice President – Administration, Vice President – Academic, Director - Human Resources, Heads of Campuses (HoCs)
Latest Approval/ Amendment Date	July 10, 2019
Last Approval/ Amendment Date	February 28, 2016
Approval Authority	Board of Directors
Indicative time of Review	July 9, 2021

## 1. Purpose

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

## 2. Scope

- a. 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 a suitable candidate available internally from within the School
- iv. All advertisements must be authorised by the Vice President – Administration, Vice President - Academic or senior management as appropriate
- v. Services of recruitment /search firms may also be engaged in lieu of advertising

## **b. Selection and Appointment**

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 individual and/or panel interview. The members of the panel will vary depending on the position
- iii. The interviewer/panel will decide 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 including terms of employment, any probation period and the obligations of both the School and the employees including Staff Code of Conduct and criteria for dismissal
- 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 criteria and selection process for academic staff recruitment are detailed in the Academic Staff Recruitment 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

## **4. Performance Review**

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

**b. Academic Staff**

The Vice – President Academic or the relevant Dean/s (Course Director/s) or the Area Head will conduct the performance review for academic staff. The review will be based on teaching performance, feedback from student surveys, research output and other academic activities like course administration, leadership, course development and broader contributions to the institution as applicable. The staff member's next annual professional development plan will also be completed at this time.

**c. Professional 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.

- d. 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 criteria and selection process are detailed in the Academic Staff Promotion Policy.
- b. Professional 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, 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 Policy and Procedures

**Related Documents**

- a. Campus Staff Policies Handbook
- b. Academic Staff Promotion Policy
- c. Academic Staff Recruitment Policy
- d. Staff Code of Conduct Policy
- e. Staff Grievance Policy and Procedures