

 <p>S P Jain School of Global Management DUBAI • MUMBAI • SINGAPORE • SYDNEY</p>	Promotion of Academic Staff Policy
Document Type	Policy
Administering Entity	Board of Directors in association with the Academic Board
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1. Purpose

To outline the process for the promotion of academic staff at the S P Jain School of Global Management (S P Jain).

2. Administering Body

- a. The Promotion of Academic Staff will be the responsibility of the Board of Directors working in association with the Academic Board
- b. Applications for promotion from members of the Academic Staff will be considered annually by a sub-committee to be known as the Academic Promotions Committee. An academic staff member at the rank of Assistant or Associate Professor may apply for promotion after completing a minimum of five years at their existing rank. Academic staff members who believe their cases are exceptional may apply for accelerated promotion after only three years at their existing rank. The promotion committee will be constituted as follows:
 - i. Chair, Board of Directors or Nominee
 - ii. Chair, Academic Board or Nominee
 - iii. President
 - iv. The Deans of respective program
- c. The Academic Promotions Committee will make its recommendations to the Academic Board in the case of promotions to Associate Professors and to the Board of Directors in the case of Professors. When approved, recommended candidates will be advised of their success by the President.

3. Promotion criteria

a. 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 or leadership in the professional 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.

b. 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 or leadership in the professional discipline;
- 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, etc.

4. Related Documents

Staff Recruitment, Selection, Induction, Performance Review and Promotion Policies and Procedures

Appendix 1

Dimensions of performance for assessment in promotions

Teaching (60%):

- Quality: use of published cases, recency of content, rigour of student assessment methods, global reach.
- Timeliness: courses materials submitted 60 days prior to start of teaching session, assignments graded within 3 working days, grades submitted within 3 working days.
- 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.

External profile applied contributions (20%):

- Written: articles in top quality journals, research monographs, textbooks.
- Consulting: board memberships, external analyses.
- Conferences: presentation of papers, chairs of sessions, keynote speeches.

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.