

 <p>S P Jain School of Global Management DUBAI • MUMBAI • SINGAPORE • SYDNEY</p>	<b>Recruitment of Academic Staff Policy</b>
Document Type	Policy
Administering Entity	Academic Board & Board of Directors (in the case of a Professor)
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## 1. Purpose

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

## 2. Administering Body

- a. The recruitment of Academic Staff will be administered by the President in association with the Academic Board.
- b. The President shall constitute an *ad hoc* selection committee for each appointment. The committee shall comprise at least 3 persons who shall include the President or his nominee, 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 nominee.
- c. Appointments at the level of Assistant Professor and Associate Professor shall be authorised by the President and reported to the Academic Board.
- d. Appointments at the level of Professor shall be referred to the Board of Directors for endorsement.

## 3. Criteria for appointment

### a. Assistant Professor

- i. A doctorate or masters qualification appropriate to the relevant discipline area or equivalent qualification and standing;
- ii. A record of research work or professional activity 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 professional 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 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.

**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 or leadership in the professional 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, etc.

**4. Process for Recruitment**

On a needs basis, the School will review its existing academic staff profile having regard to enrolment levels, program offerings and leadership needs. When a vacancy arises the first choice for appointment will be given to an existing staff member. When no suitable candidate exists, the School may publicly advertise the vacancy and/or seek applications through referrals.

**5. Related Documents**

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