

## **Recruitment and Promotion Policy**

### **Objective**

1. The Institute believes in providing opportunities to high performers by enriching and enlarging their jobs thereby fostering the advancement of its employees and enhancing the upward mobility of its employees.
2. This policy is based on the recognition that in the course of meeting the Institute's objectives, the duties and functions of an employee may change in complexity and responsibility during their career progression.
3. Promotions therefore, are based on status changes that involve increasing responsibility levels.
4. The added benefits of promotion serve as an incentive for better work performance, enhance morale and create a sense of individual achievement and recognition.

### **Recruitment and Promotion Norms - Teaching Staff**

#### **Preamble**

Thapar Institute of Engineering & Technology recognizes that its faculty are fundamental to its success. The Institute therefore needs to be able to attract and retain faculty of the highest caliber with multi-dimensional skills and experience that suits the present and future needs and strategies of TIET.

The purpose of this policy is to provide a sound framework for the recruitment, selection and promotion of faculty based upon the principles outlined below, which also meet the requirements of relevant employment legislation.

The Institute will seek to recruit the best candidate for the job based on merit. The recruitment, selection and promotion process should ensure the identification of the person best suited to the job and the Institute. The Institute will treat all candidates fairly, equitably and efficiently, with respect and courtesy, aimed to ensure that the candidates' experience is positive, irrespective of the outcome.

#### **Shortlisting Criteria**

The following criteria will determine selection:

1. **Experience:** Post PhD experience/Total experience
2. **Publications:** No of publications and IF/TIF
3. **PhD Students guided:** No. of students
4. **Projects:** No. of sponsored R&D projects; Value of projects
5. **Patents:** No. of patents

Detailed norms for recruitment and promotion are reproduced in the tables below for various categories of faculty.

## Category: Professor

Stream	Criteria
Engineering + Mathematics	<p>1. 10 years of teaching experience of which 9 years Post-PhD experience AND at least 5 years as Associate Professor</p> <p style="text-align: center;">OR</p> <p>10 years of teaching experience of which 8 years Post-PhD experience AND at least 5 years as Associate Professor AND 3 additional SCI publications.</p> <p>2. At least 15 (or 10+5*) SCI publications (with at least 5 SCI since last promotion)</p> <p style="text-align: center;">OR</p> <p>12 SCI publications and TIF <math>\geq</math> 20 (with at least 5 SCI since last promotion).</p> <p>3. 2 PhD guided (awarded)</p> <p>4. 1 R&amp;D project <math>\geq</math> 10 Lacs as PI/Co-PI [R&amp;D project(s) cannot be compensated with additional SCI papers]</p>
Sciences	<p>1. 10 years of teaching experience of which 9 years Post-PhD experience and at least 5 years as Associate Professor</p> <p style="text-align: center;">OR</p> <p>10 years of teaching experience of which 8 years Post-PhD experience AND at least 5 years as Associate Professor AND 4 additional SCI publications.</p> <p>2. At least 28 (or 22+6*) SCI publications (with at least 6 SCI since last promotion)</p> <p style="text-align: center;">OR</p> <p>22 SCI publications and TIF <math>\geq</math> 32 (with at least 6 SCI since last promotion).</p> <p>3. 2 PhD guided (awarded)</p> <p>4. 1 R&amp;D project <math>\geq</math> 20 Lacs as PI/Co-PI [R&amp;D projects cannot be compensated with additional SCI papers]</p>

**Note:** 1 SCI paper  $\equiv$  5 Scopus papers in Journals or leading conferences indexed in Scopus.

## Category: Associate Professor

Stream	Criteria
Engineering + Mathematics	<p>1. 6 years of teaching experience of which 5 years Post-PhD experience and at least 5 years as Assistant Professor.</p> <p style="text-align: center;">OR</p> <p>6 years of teaching experience of which 4 years Post-PhD experience and at least 5 years as Assistant Professor AND 3 additional SCI publications.</p> <p>2. 12 (or 8+4*) SCI publications (at least 3 SCI since last promotion at AP-III)</p> <p style="text-align: center;">OR</p> <p>9 SCI publications (at least 3 SCI since last promotion at AP-III) and TIF <math>\geq</math> 15</p> <p>3. 1 PhD registered (beyond IRB) (can be compensated with additional 2 SCI papers)</p> <p>4. 1 R&amp;D project <math>\geq</math> 5 Lacs as PI/Co-PI</p>
Sciences	<p>1. 6 years of teaching experience of which 5 years Post-PhD experience and at least 5 years as Assistant Professor.</p> <p>2. 16 (or 12+4*) SCI Publications (at least 4 SCI since last promotion at AP-III)</p> <p style="text-align: center;">OR</p> <p>12 SCI publications (at least 4 SCI since last promotion at AP-III) and TIF <math>\geq</math> 24</p> <p>3. 1 PhD awarded (can be compensated with one extra R&amp;D project <math>\geq</math> 10 lacs OR 3 SCI papers)</p> <p>4. 1 R&amp;D project <math>\geq</math> 10 Lacs as PI/Co-PI</p>

**Note:** 1 SCI paper  $\equiv$  5 Scopus papers in Journals or leading conferences indexed in Scopus.

## Category: Assistant Professor - III

Stream	Criteria
Engineering + Mathematics	<ol style="list-style-type: none"> <li>2 years' experience as AP-II</li> <li>3 (or 2+1*) SCI publications since AP-II.</li> <li>At least 1 R&amp;D proposal submitted for grant since AP-II</li> </ol> <p>No External mode</p>
Sciences	<ol style="list-style-type: none"> <li>2 years' experience as AP-II</li> <li>4 (or 3+1*) SCI publications since AP-II.</li> <li>At least 1 R&amp;D proposal submitted for grant since AP-II</li> </ol> <p>No External mode</p>

**Note:** 1 SCI paper  $\equiv$  5 Scopus papers in Journals or leading conferences indexed in Scopus.

## Category: Assistant Professor - II

Stream	Criteria
Engineering + Mathematics	<ol style="list-style-type: none"> <li>2-year experience as AP-I</li> <li>3 (or 2+1*) SCI publications since AP-I.</li> </ol> <p><b>For External candidate:</b> <math>\geq 6</math> SCI (it is the discretion of Selection Committee to give AP-I or AP-II)</p> <ol style="list-style-type: none"> <li>At least 1 R&amp;D proposal submitted for grant since AP-I</li> </ol>
Sciences	<ol style="list-style-type: none"> <li>2 years' experience as AP-I</li> <li>4 (or 3+1*) SCI publications since AP-I.</li> </ol> <p><b>For External candidate:</b> <math>\geq 8</math> SCI (it is the discretion of Selection Committee to give AP-I or AP-II)</p> <ol style="list-style-type: none"> <li>At least 1 R&amp;D proposal submitted for grant since AP-I</li> </ol>

**Note:** 1 SCI paper  $\equiv$  5 Scopus papers in Journals or leading conferences indexed in Scopus.

## Category: Assistant Professor - I

Stream	Criteria
Engineering + Mathematics	<ol style="list-style-type: none"> <li>PhD with good academic record.</li> <li>3 SCI publications</li> </ol> <p><b>OR</b></p> <p>2 SCI publications + 1 paper in leading conference</p>
Sciences	<ol style="list-style-type: none"> <li>PhD with good academic record.</li> <li>4 SCI publications</li> </ol> <p><b>OR</b></p> <p>3 SCI papers and 1 paper in leading conference</p>

**Note:** 1 SCI paper  $\equiv$  5 Scopus papers in Journals or leading conferences indexed in Scopus.

## Compensation

Following compensation may be considered wherever applicable (reverse is not true). Further, SCI papers refer to research papers published in journals indexed in SCI / SCIE / SSCI.

a)	Extra R&D project	≥	10 Lacs as PI/Co-PI	2 SCI papers
b)	Extra R&D project	≥	5 Lacs as PI/Co-PI	1 SCI papers
c)	1 patent published	≡		1.5 SCI papers
d)	1 patent granted	≡		4 SCI papers

### Note:

1. 1 SCI paper ≡ 5 Scopus papers in Journals or leading conferences indexed in Scopus.
2. If there are 'n' numbers of authors (Faculty) from TIET in a paper,  $1/n$  credit will be given to each of them (for the current faculty members, this rule will be enforced after three recruitment cycles viz. 2020, 2021 and 2022). In case of publication coming out from joint supervision in PhD/ME/MSc Courses and joint R&D projects, division of credit will be exempted.

## General Conditions

1. All candidates hired will be as far as possible from top 50 in NIRF ranking (in that category) of the last two years or top 800 in international ranking.
2. Minimum Qualification
  - a. PhD with First class in the preceding degree and a good academic record throughout.
  - b. When PG is the minimum qualification then first class is a prerequisite at both UG & PG levels
3. One-year Post-PhD experience can be compensated with six years Pre-PhD experience in TIET; can be availed only once in the career up to 2021.
4. Average SRS (student feedback) of minimum 65%
5. Candidates with experience in Industry/Research Institutes will also be considered. Condition for post-PhD experience relaxed for such candidates. The PhD degree and publications will not be relaxed for candidates from industry. The candidates from industry can take the advantage of their patents towards compensation as stated above. Proficiency in Communication + Demonstrated leadership + Domain knowledge + Classroom engagement will be considered for hiring from industry stream.
6. Flagship conferences must be identified by each department/school and should be circulated to entire faculty. It will be one-time affair and should be updated through DPPC from time to time. These conferences must be Scopus indexed.
7. A new appointment will be on probation for 2 years. In the event that an employee is promoted from AP-III to Associate Professor or from Associate Professor to Professor, the probation period will be for one year.

8. **Promotion/Upgradation Date:** The following will be adhered to determine the date of promotion.
- a) All regular promotions (except Professor) the date of promotion will be the date of signing of the 'Minutes of Meeting' by the Chairman.
  - b) Promotion to Professor level: All promotions to Professor level will follow 3-stage process.
    - i. Screening
    - ii. Interview/presentation with external panelists at TIET.
    - iii. Video conference interview with an Eminent Professor from a reputed International University.
  - c) The date of promotion will be determined by the following process.
    - i. The date of joining of a candidate promoted to the position of Professor shall be considered same as the date of joining of the candidate(s) promoted to the position of Associate Professor(s) in the same interview grouping, provided that their case has been recommended by the international expert.
    - ii. In case, the expert from an international university does not recommend the promotion, the candidate will have to wait for the next interaction for six months from the date of last interaction with the international expert. The date of joining in these cases shall be considered as the most recent later date from the following two dates:
      - a) The date exactly six months after the date of joining of the candidates promoted to the position of Associate Professor in the same interview grouping in which the candidate appeared before the selection committee.
      - b) The dates of joining of the candidates promoted to the position of Associate Professor in the last round of the selection process.
      - c) If an existing teaching staff without a PhD degree is promoted, then the date of promotion will be taken as the date of the PhD Viva Voce. However, office order will only be issued after the PhD notification.

These norms may be revised from time to time and amendments will be approved by BOG.

**Promotion Norms: LM Thapar School of Management & School of Humanities & Social Sciences**

**Category: Professor (Basic: Rs. 1,75,000)**

Criteria	Teaching	Research	Industry
Experience	10 Years, of which 8 years are post PhD experience & at least 5 years' experience as an Associate Prof., full-time teaching experience. Every 20 additional scholarly points will compensate with 1-year total experience OR 1-year post PhD experience OR 1-year Assoc. Prof. experience. In all 3 cases, the relaxation will be of a maximum 1 year each.	At least 10 years (minimum 8 year post-Ph.D.) full time research experience	20 years post-Masters experience at appropriate levels
Publications	Minimum 100 scholarly publication points as per Table A. See Table C below for additional information.	Minimum 120 scholarly publication points as per Table A. See Table C below for additional information.	NA
Guided PhD Students	No. of PhD students will also be considered.	NA	NA
Projects	Consulting / sponsored projects and demonstrated capability to organize MDPs/FDPs/EDPs/Short-term programs etc. will also be considered	NA	NA

**Category: Associate Professor (Basic: Rs. 1,50,000)**

Criteria	Teaching	Research	Industry
Experience	5 years of teaching experience of which 4 years post-PhD experience & at least 4 years as Asst. Prof. very 10 additional scholarly points will compensate with 1-year total experience OR 1-year post PhD experience OR 1-year Asst. Prof. experience. In all 3 cases, the relaxation will be of a maximum 1 year each.	At least 5 years of full time (minimum 4 year post-Ph.D.) research and corporate experience or equivalent	
Publications	Minimum 50 scholarly publication points (Table A). A 1 year relaxation in total experience and post-PhD is given if there is one additional 'A*/A/FT-50' category publication beyond counting the required 50 points	Minimum 60 scholarly publication points (Table A)	NA
Guided PhD Students	NA	NA	NA
Projects	Consulting / sponsored projects and demonstrated capability to organize MDPs/FDPs/EDPs/Short-term programs etc. will also be considered	NA	NA

**Category: Assistant Professor – III (Basic: Rs. 1,10,000)**

Criteria	Teaching	Research	Industry
Experience	1 year Post PhD experience	1 year Post PhD experience	7 years Industry Experience
Publications	Minimum 30 scholarly publication points (Table A). However, candidates with more than 6 years of full-time teaching experience are given 05 points relaxation.	NA	NA
Guided PhD Students	NA	NA	NA
Projects	NA	NA	NA

**Category: Assistant Professor – II (Basic: Rs. 92,000)**

Criteria	Teaching	Research	Industry
Experience	PhD	PhD	6 years Industry Experience
Publications	Minimum 25 scholarly publication points (Table A). However, candidates with more than 4 years of full-time teaching experience are given 5 points relaxation.	NA	NA
Guided PhD Students	NA	NA	NA
Projects	NA	NA	NA

**Category: Assistant Professor – I (Rs. 78,000)**

Criteria	Teaching	Research	Industry
Experience	PhD	PhD	5 years Industry Experience
Publications	Minimum 10 scholarly publication points (Table A). However, the candidates with more than 2 years of full-time teaching experience are given 5 points relaxation.	NA	NA
Guided PhD Students	NA	NA	NA
Projects	NA	NA	NA

**Sufficient Conditions (Table A,B,C)**

**Table A**

SN	Publication Category	Points
1	UTD-24	50
2	FT-50	40
3	A* (ABDC)	30
4	A (ABDC)	20
5	B (ABDC)	10
6	B or C (ABDC) /SSCI/SCI/AHCI (Impact Factor = > 2)	15
7	B or C (ABDC) /SSCI/SCI/AHCI (Impact Factor = > 1)	12
8	C (ABDC) /SSCI/SCI/AHCI (Impact Factor = > 0.5)	8
9	C (ABDC)	5 <sup>#</sup>
10	SSCI/SCI	5
11	Top Conference List (within the last three years)	8 <sup>##</sup>
12	Cases published with Top Publishers (Harvard Business School, Richard Ivey School of Business, Darden School, INSEAD, Stanford Graduate School of Business, Kellogg School of Management, IESE Barcelona, The Case Centre)	8

<sup>#</sup>Max 50% of the points will come from Serial 9

<sup>##</sup>As per defined list



**Table B**

Competencies [Very High (Prof.) / High (Associate) / Fairly High (Assistant) competence in all the five areas]	Contributions
<b>Teaching</b>	
Demonstrated understanding of content knowledge in one or several areas	SRS
Demonstrated ability to engage students	Number of mentees
Evidence of new course development	Number of new courses developed
Evidence of development of popular online courses	Number of courses taught
Demonstrated ability of developing innovative pedagogies	Number of MOOCS developed
Evidence of effective oral and written communication	Text Books
	Teaching videos
<b>Research</b>	
Demonstrated capacity to formulate innovative research ideas	Research publications
Demonstrated relevance of one's research	Research monographs
Evidence of effectively communicating research ideas, both oral and written communication	Books edited
Demonstrated contribution to theory and practice	Ph.D. students guided (2 in case of Professor, 1 in the case of Assoc. Prof)
Demonstrated contribution to scholarly community, doctoral guidance, journal editorship, reviewership	Conference presentations
	FT-50/A* publications
<b>Community / Corporate Engagement / Career Management / Institution Building</b>	
<b>Community / Corporate Engagement</b>	
	Mentoring students
Efforts directly leading to community or corporate impact	Making corporate connections
Working towards sustainable goals	Real life community impact
Contribution towards solving national and local societal changes	Championing accreditation efforts
Applied research	Coordinator / chair functions of the school
<b>Career Management</b>	
Evidence of helping students achieve career and higher education goals.	Extra ordinary student feed back
Professionalism, citizenship behaviour and institutional contribution	
<b>Institution Building</b>	
Contributing to new program development	
Everything to make above four happen	Leading Accreditations and rankings activities
Committee memberships	
Institute volunteer activities	

**Table C**

Category	Criteria (Refer Main Table)
<b>Professor</b>	<p>Other good publications (SCI/AL/PubMed etc.) or cases not covered in the above publication category will also be considered (the equivalence will be determined based on the impact factor / paper citation and or content etc.). In exceptional cases books, patents and research monographs can substitute part of publication requirements (the equivalence will be determined based on content / citation etc.). Moreover, number of PhDs guided, consulting / sponsored projects and demonstrated capability to organize MDPs/FDPs/EDPs/Short-term programs etc. will also be considered when making selection / promotion decisions.</p> <p>AND</p> <p>One UTD 24 publication in the last five years OR one FT50 in the last four years OR one A* (ABDC) publication in the last three years OR two A (ABDC) publication in the last four years. One year relaxation (in publication years) is given to candidates who make extraordinary contribution to the other four pillars (teaching, community/corporate engagement, career management of students and institution building) of Institute Excellence.</p>
<b>Associate Professor</b>	<p>Other good publications (SCI/AL/PubMed etc.) or cases not covered in the above category of publication will also be considered (the equivalence will be determined based on impact / citation etc.). The selection / promotion committee may consider books, cases, number of PhDs guided, consulting / sponsored projects and demonstrated capability to organize MDPs/FDPs/EDPs/Short-term programs etc. will also be considered when making selection / promotion decisions.</p>
<b>Asst Prof-III</b>	All conditions are captured in the table above.
<b>Asst Prof-II</b>	All conditions are captured in the table above.
<b>Asst Prof-I</b>	All conditions are captured in the table above.

**Designations**

- Senior Professor
- Professor
- Professor (Term)
- Associate Professor
- Associate Professor (Term)
- Assistant Professor (I,II,III) / Assistant Professor (LAS)
- Assistant Professor (Term)
- Assistant Professor (Contractual-III)
- Assistant Professor (Contractual-II)
- Assistant Professor (Contractual-I)
- Lecturer / Lecturer (NT)