



Promotion Policy (approved on September 27, 2019 in Steering Committee)

A three stage process will be followed for promotion from Assistant Professor to Associate Professor and Associate Professor to Professor. These three stages are as follows.

a) Eligibility for Promotion

i) Minimum five years experience at IMI in that position

(1) If joined IMI less than five years ago then the number of years in an earlier institution or university department, which is exclusively post graduate management education, would be added to the IMI experience. A maximum of two years of earlier experience will be counted with at least three years of IMI experience making up the minimum five years experience requirement.

ii) Weighted average teaching feedback of at least 3.5 on a scale of 5 in the last three years at IMI. The weighted average teaching feedback will be calculated by taking all courses taught in the last three years weighted by the number of students who gave feedback in each course. This is to ensure that courses with more students have more weight than courses with less students.

iii) At least five peer reviewed journal publications under IMI affiliation in Web of Science or Scopus indexed journals during the period since the last promotion or date of joining at IMI.

(1) In the case of Associate Professor to Professor promotion, a maximum of one peer reviewed journal publication may be substituted by a full book (not edited book), under IMI affiliation, published by a reputed international publisher. The book should be the first edition and not an Indian adaptation of an existing foreign author book.

(2) Publications would be counted after DOI is obtained and not merely on acceptance of publication. Research incentives will be paid after actual publication and not just based on DOI.

(3) If five publications under IMI affiliation take longer than five years required for time based eligibility then the eligibility would take place as soon as five publications under IMI affiliation are completed.

(4) In special cases where a faculty member makes extraordinary contributions to institutional development in the last five years then the publication requirement may be relaxed to four publications under IMI affiliation as per the discretion of the Directors' Council, keeping all other eligibility conditions unchanged. Such cases would not serve as a precedent for the future and would be treated as exceptions.

(5) In special cases of outstanding research output, the minimum requirement of five years experience in the current position could be relaxed as per the discretion of the Directors' Council, keeping all other eligibility conditions unchanged. Such cases would not serve as a precedent for the future and would be treated as exceptions.

b) Application for Promotion

The faculty member would formally apply for promotion to the corresponding faculty evaluation committee in their campus (FSDEC in New Delhi, FERC in Kolkata, FERC in Bhubaneswar) by submitting the following.

- i) Updated CV
- ii) 3-5 publications, from the list that made them eligible for promotion, to demonstrate their research capability
- iii) Comprehensive self appraisal report giving all achievements, across multiple dimensions, during the period prior to the last promotion or from the time of joining IMI.

The faculty evaluation committee will scrutinize the application to ensure all eligibility conditions are met and then will forward the full application to the Director General/Director in their campus. The Director General/Director will then share this application with the Directors' Council who will identify three external experts, preferably two national and one international. The publications submitted by the faculty member would be sent to these three external experts by the Director General/Director for their assessment of the quality of research and recommendation regarding promotion. The experts will submit their assessment and recommendation to the Director General/Director through individual reports.

c) Recommendation for Promotion

A Promotion Review Committee will be constituted of three nominees of the Directors' Council who are senior faculty of IMI in the same broad area as the faculty applying for promotion. These three senior faculty members can be from any of the three campuses with at least one from the campus the faculty member belongs to and at least one from another campus. The Promotion Review Committee will make their recommendation based on their assessment of the following documents.

- i) Updated CV
- ii) Review comments on research publications from external experts
- iii) Comprehensive self appraisal
- iv) Director General's/Director's report on faculty performance
- v) The file of the faculty member

Based on the recommendation of the Promotion Review Committee, the Directors' Council will take a decision that will be final and binding.

Revised Promotion eligibility criteria (approved on January 22, 2022 in Steering Committee)

The earlier promotion eligibility criteria was linked to research output in a manner that was independent of teaching feedback. Given that high quality teaching is the primary job responsibility of faculty, distinction will be made between different ranges of quality of teaching so that the research publication quality requirements will vary with the teaching quality. Faculty with lower teaching feedback will have a requirement of publishing in higher quality journals as compared to faculty with higher teaching feedback. Extremely high quality journal publications will be recognized through a reduction in the number of years required for promotion and outstanding contribution to institution building in an administrative role will also be recognized through a reduction in research publication requirement. To be fair to all faculty, it is also necessary that the same paper should not be counted as a full paper for the promotion of more than one faculty member. Another aspect of fairness is to give sufficient lead time to faculty for the new promotion eligibility criteria to be effective. Considering all of this, the promotion eligibility criteria that will be effective from April 1, 2023 is given in the table below.

Promotion level	Number of years in current position ¹	3 years weighted average teaching feedback at IMI	Number of publications in Web of Science or Scopus listed journals with IMI affiliation in current position ²	Journal category for publications		
				teaching feedback ≥ 4.25	Teaching feedback 3.75-4.24	Teaching feedback 3.5-3.74
Assistant Professor to Associate Professor	5 ³	≥ 3.5	5 ⁴	Any	1 paper must be A or higher	2 papers must be A or higher
Associate Professor to Professor	5 ³	≥ 3.5	5 ⁴	Any	1 paper must be A or higher	2 papers must be A or higher

Promotion eligibility criteria

¹Minimum of three years must be at IMI and the balance may be counted from previous organizations if it were at the same position and involved teaching in the MBA program

²Paper count based on dividing by number of authors with IMI faculty affiliation from any campus (to ensure same paper is not used as a full count by more than one person)

³For every A-STAR category publication one year reduction in requirement, subject to maximum reduction of two years

⁴Number of publications may be reduced by one for outstanding contribution to institution building in administrative role as per approval of Directors' Council

Once eligible for promotion, the process to arrive at a promotion decision will continue to be as per the existing policy. To take care of the transition between the two promotion eligibility criteria, faculty members who have either completed five years of eligibility with four research publications or five research publications but short of five years of eligibility by March 31, 2023 may be given some flexibility to get acceptance of the fifth publication or completion of the five years according to the old policy, as per the decision of the Directors' Council, on a case by case basis. A period of one year may be given for this flexibility after the new eligibility criteria becomes effective.