# FACULTY

# DEVELOPMENT

# POLICY

# VER 2.0

**Goals:**

The goal of this faculty development policy is to further the college goals in education and dissemination of the knowledge through the following:

1. Fostering the development and continuance of excellence among the faculty through continuous training, faculty development programs, research, seminars, conferences, MOOC courses, Workshops & Webinars.
2. Aiding the administration of the College in understanding the motivations, strengths, accomplishments, goals, and plans of individual faculty members through goal settings of the faculty in the appraisal.
3. Furtherance of communication and understanding between the faculty and the College administrations.

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**General Principles:**

1. Having an administrative hierarchy which fosters understanding of the faculty's motivations, strengths, interests and plans as thoroughly and explicitly as practicable is a desirable goal in that it will help long range planning at the department and at the institution levels reflect those motivations, strengths, interests and plans.
2. Having a faculty which understands the planning context in which they are operating and the choices being made by other faculty will help faculty who are considering changes in their long term plans to make rational, informed decisions. Furthermore, such an understanding will promote constructive discussion of plans being made at the department and at the institution levels through the appraisal.
3. It is the responsibility of all the faculty to continuously strive to achieve excellence in research, teaching, and service to the Institution by attending faculty development programs, research, seminars, conferences, MOOC courses, Workshops & Webinars.
4. The institution will continuously sponsor and encourage to attend and organize faculty development programs, research, seminars, conferences, MOOC courses, Workshops & Webinars in-line with the vision & Mission of the Institution and as per the changing industry requirements.

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**Implementation:**

### a) Faculty Development:

Each department will formulate mentor and develop faculty members which is consistent with the above goals and principles. While details of the process will be determined by each department, responsibilities include holding regular meetings with each faculty member. These informal discussions should emphasize how best the department can support the faculty member's efforts to achieve high level contributions to research, teaching, and service. These discussions should also provide feedback to the faculty member as to his or her progress in achieving these goals. This will be accomplished through objective based appraisal process and personal development plan of the faculty.

### b) Faculty Planning & Review:

The HOD of the department will hold regular planning & review meetings with Associate Professors and Professors in their department. These meetings are to be scheduled on a rotating basis with each faculty meeting roughly once every year. In preparation for the periodic meeting with the HOD, faculty members are requested to write a retrospective and prospective document giving an overview of the faculty member's work and plans including research, teaching, and service. This document should have a more global perspective than the annual reporting of talks, papers, etc. The faculty member may address any issues of particular interest. This document will serve as at least a partial basis for discussion in the meeting. The content of the planning review process is expected to be fully consistent with the commitment to freedom of inquiry and expression. Any summary documents which may be produced by the HOD are to be shared with the faculty member. The same information is logged in the faculty appraisal form.

### c) Sponsorship:
The Institution will financially support faculty for attending and conduction of faculty development programs, research, seminars, conferences, MOOC courses, Workshops & Webinars in the form of travelling allowances, dearness allowance, registration charges, boarding charges and other miscellaneous expenses.

**d) Additional communications:**

Department heads will annually review the Progress of all faculty through the appraisal process in their department and will provide appropriate feedback. On a more Adhoc basis, the Director/Deputy Director will be informed by Dean/Head of departments in each department and the impact of these developments on long range planning.

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