



Timeline for Assessment of Associate Professors

Timeline	Event	Office Responsible
Early Promotion Process: Before 5 Years 6 Months of service as associate professor	<p>Early promotion process to be initiated by the Department. This has to be recommended by the Deans of Divisions and approved by the Director. If the outcome of the early promotion process is positive, the faculty member will be promoted as Full Professor from the date of the Council Meeting that approves the promotion. If the outcome of the early promotion process is negative, the faculty member will be placed in the normal promotion-track described below.</p> <p><i>Note:</i> See below for details on work report submission and the promotion process.</p>	Department; HR Section
5 years, 6 months of service as associate professor	<p>Work report sought* for initiating promotion process at the completion of 5 years, 6 months. If the work report is not received, reminders are sent once every three months.</p>	HR Section
5 years 6 months of service as associate professor and beyond	<p>Faculty member to submit* work report to the Department with a copy to the HR Section. Department to provide appropriate inputs (within two weeks) to the faculty member so that a work report that is <i>admissible</i> can be forwarded to the HR Section. The date of receipt of such an <i>admissible</i> work report in the Department is taken as the <i>Submission Date</i>. Department to forward to the HR Section, within one month of this <i>Submission Date</i>, the following documents:</p> <ul style="list-style-type: none"> • Work report of the faculty member • A list of 8 referees chosen by the faculty member (with a brief 3 to 4 line profile of each referee) • A non-overlapping, separate list of 8 referees chosen by the Department (with a brief 3 to 4 line profile of each referee) • Softcopies of 3 to 5 best papers chosen by the faculty member • COP recommendation <p>Peer review is immediately initiated by the Dean of the Division. Following peer review, discussion, and recommendation by the PAC (Promotions and Assessments Committee), the Council takes one of the following decisions: (1) faculty member gets promoted (2) faculty member does not get promoted.</p> <p>(1) Faculty member gets promoted</p> <p>The date of promotion is recommended by the PAC and approved by the Council. The date of promotion will be the date on which the</p>	Department; HR Section

	<p>faculty member completes 6 years of service if the <i>Submission Date</i> is earlier than or equal to 6 years, 6 months; otherwise, the date of promotion is taken as the date of the Council meeting that approves the promotion.</p> <p>If a woman faculty member undergoes one maternity during but before 6.5 years of service as associate professor and has not availed the benefits of two maternities during her entire career, she will have time up to 7.5 years to submit her work report for promotion evaluation.</p> <ul style="list-style-type: none"> • If she submits her work report* on or before 7.5 years and is promoted, the date of promotion will be the date on which she completes six years of service as associate professor. • If she submits her work report years after 7.5 years and gets promoted, the date of promotion will be the date of the Council Meeting approving her promotion. <p>If a woman faculty member undergoes two maternities during but before 7.5 years of service as associate professor and has not already availed the benefits of two maternities during her entire career, she will have time up to 8.5 years to submit her work report for promotion evaluation.</p> <ul style="list-style-type: none"> • If she submits her work report* on or before 8.5 years and is promoted, the date of promotion will be the date on which she completes six years of service as associate professor. • If she submits her work report after 8.5 years and gets promoted, the date of promotion will be the date of the Council Meeting approving her promotion. <p>(2) Faculty member does not get promoted</p> <p>The faculty member will continue in service as Associate Professor and will have to resubmit work report as per the Council decision.</p>	
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*It is the responsibility of the faculty member to adhere to these deadlines. Delays will not be condoned even if the faculty member claims to have not received a request for the work report from the HR Section or the Department