



**Timeline for faculty assessment applicable for assistant professor appointments approved by the IISc Council starting from the council meeting dated 19 September 2015**

<b>Timeline</b>	<b>Event</b>	<b>Office Responsible</b>
0	Faculty member joins the Institute with an initial 5 year contract	HR Section
9 months	Work report sought* from the faculty member for the purpose of closure of probation	HR Section
11 months	Closure of probation following Department Recommendation - > Recommendation by Dean of Division - > Director Decision	HR Section
3 years	3 year work report sought* from the faculty member	Office of Deans of Divisions
3 years, 2 months	Deadline for 3 year work report. If not received, reminder to be sent to the faculty member; If received, discussion by Deans of Divisions followed by feedback and advice letter from the concerned Dean of Division to the faculty member	Office of Deans of Divisions
3 years, 6 months	Strict deadline for receiving 3 year work report. If not received, Dean of Division to talk to Department Chair and faculty member.	Office of Deans of Divisions
4 years 6 months	Deadline for receiving work report from the faculty member to be considered for early promotion (to be initiated by the Department; to be recommended by the Deans of Divisions; and to be approved by the Director). If the outcome of the early promotion process is positive, the faculty member will get tenure from the date of promotion to Associate Professor, as approved by the Council. If the outcome of the early promotion process is negative, the Assistant Professor will be placed in the normal promotion-track described below.  <i>Note: See below for details on work report submission and the promotion process.</i>	Department; Deans of Divisions, Director; HR Section
4 years 8 months	Work report sought* from the faculty member in case the faculty member is not already promoted (for contract renewal purpose)	HR Section
At least one month before completion of 5 Years	A <i>one time</i> extension of contract by 3 years to be offered (except in extra-ordinary cases) to the faculty member in case the faculty member is not already promoted.  <i>Note: If a woman assistant professor has undergone maternity in the first 5-year contract period, her contract will be extended for a period of 5 years. If she undergoes her first maternity between 5 years and 6.5 years, her 3-year second contract will be extended to a duration of 5 years.</i>	HR Section

<p>5 years, 6 months to 6 years, 6 months</p>	<p>If not already promoted, work report is sought* for initiating promotion process at the completion of 5 years, 6 months. If the work report is not received, reminders at 5 years 9 months; 6 years; 6 years 3 months.</p>	<p>HR Section</p>
<p>5 years 6 months to 6 years 6 months</p>	<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"> <li>• Work report of the faculty member</li> <li>• A list of 8 referees chosen by the faculty member (with a brief 3 to 4 line profile of each referee)</li> <li>• A non-overlapping, separate list of 8 referees chosen by the Department ( with a brief 3 to 4 line profile of each referee)</li> <li>• Softcopies of 3 to 5 best papers chosen by the faculty member</li> <li>• COP recommendation</li> </ul> <p>Peer review is immediately initiated by the concerned Dean of 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><b>(1) Faculty member gets promoted</b></p> <p>The faculty member is offered tenure and requested to choose between continuation until superannuation or opt for another 5 year contract:</p> <ol style="list-style-type: none"> <li>a. If the faculty member opts to continue until superannuation, the faculty member becomes a permanent faculty member.</li> <li>b. If the faculty member opts for another contract for 5 years, a new 5 year contract is issued; the option to choose between another 5 year contract or continuation until superannuation is offered again after 5 years.</li> </ol> <p>Note 1: The date of promotion is the date on which the faculty member completes 6 years of service.</p> <p>Note 2: If a woman faculty member undergoes one maternity before 6.5 years of service, she will have time up to 7.5 years to submit her work report. If she undergoes two maternities before 7.5 years of service, she will have time up to 8.5 years to submit her work report. If she submits her work report before the deadline, the date of promotion will be the date on which she completes 6 years of service.</p>	<p>Department; HR Section</p>

	<p><b>(2) Faculty member does not get promoted</b></p> <ul style="list-style-type: none"> <li>• In the case of faculty members with a 3-year second contract, the extended contract will lapse on the completion of 8 years. An extension of the second contract by up to another two years (i.e., up to the maximum of 5 years available under the second contract) and a provision for another promotion evaluation are available only for rare cases as determined by the PAC.</li> <li>• In the case of women assistant professors who have undergone a maternity, the extended contract will lapse on the completion of 10 years. A provision for another promotion evaluation is available only for rare cases as determined by the PAC.</li> </ul>	
6 years, 6 months	<p>Normal deadline for receiving work report from a faculty member for promotion evaluation. If the work report is not received by 6 years 6 months<sup>*</sup>, the faculty member is informed that the extended contract will lapse at 8 years with no possibility of another extension.</p> <p>Note: For women faculty members with one maternity before 6.5 years, this deadline will be 7.5 years. For women faculty members with two maternities before 7.5 years, this deadline will be 8.5 years. If the work report is not received by these deadlines, the extended contract will lapse at the end of 10 years with no possibility of another extension.</p>	HR Section

---

\*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