



The Light of Truth

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Policy on Appointment, Promotion and Tenure of Faculty Members

As approved by the Academic Council held on February 16, 2018 and Board of Governors held on March 23, 2018 the following *Policy on Appointment, Promotion and Tenure of Faculty Members* is hereby notified

Appointment, Promotion and Tenure of Faculty Members

1. Eligibility for entry level appointments

a. Assistant Professor

- i. At least a Master's degree or equivalent in the relevant subject.
- ii. A pass in the NET/SET in the relevant subject. Applicants with a professional degree accredited by a statutory body (eg ME/MTech, MSc Nursing, MPharm, MSc Medical Microbiology, MSc Clinical Biochemistry, LLM etc) are exempted from the NET /SET.
- iii. If there is no NET for a particular discipline, the applicant will have to pass the MLCU Eligibility Test (MET).
- iv. Appointees with M.Phil. may be exempted from NET/MET/SET.
- v. Appointees with Ph.D. are exempted from NET/MET/SET.

b. Lecturer

- i. Appointee with a Master's degree but without NET/MET/SET
- ii. Appointee with a Master's degree with NET/MET/SET but with a contract of less than one year.

c. Senior Tutor/ Lab Assistant / Field Assistant / Clinical Instructor

A Master's degree in the relevant subject

d. Tutor / Lab Assistant / Field Assistant / Clinical Instructor

At least a Bachelor's degree in the relevant subject.



2. Levels of Assistant Professors by Promotion / Direct Appointment and Efficiency Bar

There are three levels of Assistant Professor as indicated in this section. Faculty who exceed the minimum eligibility qualifications may be promoted to the higher levels of Assistant Professorship and may in addition qualify for the Efficiency Bar. Award of Efficiency Bar will be based on overall accomplishment and granted by the Faculty Appointments and Promotion Committee.

a. Assistant Professor-I

- i. Candidate with the requisite eligibility will be appointed as Assistant Professor-I on an annual contract which may be renewed up to 5 years.
- ii. During this period of annually renewable contracts the faculty member must complete the following milestones in a stepwise manner towards eligibility to attain tenure:
 1. Satisfactory annual performance evaluations
 2. Obtaining the in-service teaching-learning certificate
 3. PhD milestones such as registration, approval of proposal and completion of the PhD
 4. Research and other scholarly publications
 5. Progress towards achievement of other requirements for promotion to associate professor
- iii. Renewal of the first contractual appointment and subsequent renewal shall be processed on the basis on completion of the criteria/milestones as laid down in Table I. These criteria/milestones are representative and may vary according to individual contracts.
- iv. The period of five years for renewal of contracts may be extended when maternity leave is availed.
- v. Faculty members on contract may be granted PhD leave on the recommendation of the Research Office, but not more than three months in any annual contract period.

Table I: Year wise milestones and Efficiency Bar for Assistant Professor

Year	General Criteria/Milestones	For Efficiency Bar
Year 1	<ol style="list-style-type: none"> i. Satisfactory Performance Evaluation ii. Attended Teaching-Learning (T-L) Workshop 	<ol style="list-style-type: none"> i. Appear for PhD entrance test and coursework. ii. Attend a workshop (s) on Life Skills, Career Skills iii. Attend Academic Integrity Workshop



Year 2	<ul style="list-style-type: none"> i. Satisfactory Performance Evaluation ii. PhD provisional registration iii. Progress in Teaching-Learning certification 	<ul style="list-style-type: none"> i. T-L Certificate ii. Registered for PhD iii. Life Skills/Career Skills Certificate iv. Research and/or other publications v. Attend national or international seminar/conference
Year 3	<ul style="list-style-type: none"> i. Satisfactory Performance Evaluation ii. Registered for PhD iii. Teaching-Learning Certification 	<ul style="list-style-type: none"> i. Attain additional certificate eg Life Skills, Career Skills ii. Attend national or international seminar/conference iii. Research and/or other publications iv. Attend national or international seminar/conference
Year 4	<ul style="list-style-type: none"> i. Satisfactory Performance Evaluation ii. Satisfactory progress of PhD milestones, as approved by Research Office. 	<ul style="list-style-type: none"> i. Research and/or other publications ii. Attend national or international seminar/conference
Year 5	<ul style="list-style-type: none"> i. Satisfactory Performance Evaluation ii. Completion of PhD. iii. Paper publication/presentation. 	

b. Assistant Professor-II

Candidates may be appointed to Assistant Professor-II directly or by promotion as indicated in Table II.

c. Assistant Professor-III

Candidates may be appointed to Assistant Professor-III by promotion as indicated in Table II.



Table II: Direct Appointment / Promotion to Assistant Professor-II/III and Efficiency Bar

Designation	Direct Appointment	By Promotion	Efficiency Bar
Assistant Professor-II	With PhD *Direct Appointee to this level shall be entitled to PhD allowance	<ol style="list-style-type: none"> 1. Certificate in teaching learning 2. PhD registration 3. Satisfactory Performance Evaluation 	<ol style="list-style-type: none"> 1. Attain additional certificate eg Life Skills, Career Skills 2. Attend national or international seminar/ conference 3. Research and/or other publications
Assistant Professor-III		<ol style="list-style-type: none"> 1. PhD / Equivalent 2. Certificate in Teaching and Learning 3. Satisfactory Performance Evaluation 	

d. Process

- i. Faculty who wish to be considered for the Efficiency Bar may apply for promotion to higher levels of Assistant Professorship to the Dean, Academics, who shall scrutinize the application and consider for submission to the Faculty Appointments and Promotion Committee.
- ii. For consideration of renewal of contract the faculty member shall apply to the Dean, Academics through the head of the department towards the end of each year of contract appointment.

3. Appointment and promotion to associate professor

a. Direct appointment:

- i. Good academic record with a Ph.D. degree in the concerned/allied/relevant discipline(s).
- ii. A minimum of 8(eight) years of experience of teaching and/or research in an academic/research position equivalent to that of Assistant Professor in a University, College or Accredited Research Institution/industry
- iii. Research experience, conference presentations and publications

b. By promotion:

i. General requirements:

1. Eight years teaching experience with a minimum of three years teaching experience in MLCU (up to 2 years of work experience may be included)
2. PhD
3. Satisfactory performance evaluation
4. Administrative work that involves creation of documents such as policy



ii. Academic criteria:

1. Peer reviewed articles in academic journal
2. Articles in general media
3. Book or a chapter in a book
4. Creating a new syllabus/resource material
5. Leading or substantial contribution to a major field project
6. Supervisor and Co-supervisor for PhD / Supervisor for UG/PG students for research dissertation
7. Attending all workshop on Life skills, Career skills, Research Methods
8. One certificate in Life Skills/Career Skills/Research Methods
9. Case study
10. External research grant
11. Paper presentation at conferences (state level, national, international)
12. Invited as guest lecturer as a resource person at state/national/ international level
13. Attend relevant training courses
14. Co-curricular activities:field based activities such as extension work through NSS etc.

Note: Item 4 in General and the items under Academics will be considered as a body of achievement by the Faculty Appointments and Promotion Committee or by direct recruitment as per UGC guidelines.

e. Process

- i. Faculty members may apply for promotion to the Dean, Academics on fulfillment of the criteria above, who shall scrutinize the application and consider for submission to the Faculty Appointments and Promotion Committee.
- ii. Direct Appointment / Promotion to Associate Professorship shall be considered for recommendation by the Faculty Appointments and Promotion Committee to the Academic Council.

4. Direct appointment and promotion to professor

a. Direct appointment:

- i. An eminent scholar with Ph.D.
- ii. A minimum of ten years of teaching experience and/or research in a University, College or Accredited Research Institution/Industry and with evidence of having guided doctoral candidates.

or

An outstanding professional, with established reputation in the relevant field, who has made significant contributions to the knowledge in the concerned/allied/relevant discipline to be substantiated by credentials.



b. By promotion from within MLCU or from another academic institution

- i. 10 years of relevant teaching experience in higher educational institutions with a minimum of three years teaching experience in MLCU. Up to two years of professional experience may be counted in the teaching experience
- ii. PhD
- iii. Satisfactory performance evaluation
- iv. Teaching-Learning certificate and one certificate in Life Skills/Career Skills/Research Methods
- v. Excellent record of academic accomplishment such as published work and other contributions to academics
- vi. Scholarly articles in peer reviewed articles including recent publications
- vii. Presentations in Conferences/Seminars /Workshops
- viii. Innovations in Teaching and Learning
- ix. Research projects

c. Process:

- i. Faculty members may apply for promotion to the Dean, Academics on fulfillment of the criteria above, who shall scrutinize the application and consider for submission to the Faculty Appointments and Promotion Committee.
- ii. Direct Appointment / Promotion to Professorship shall be considered for recommendation by the Faculty Appointments and Promotion Committee to the Academic Council.

5. Orientation and additional responsibilities

- a. Mentorship: Every new faculty member will be assigned by the Head of Department to a senior faculty member during the first month of employment
- b. Faculty members shall be assigned academic / administrative responsibilities within the department / university.

6. Tenure for Assistant Professor III, Associate Professor and Professor

a. Eligibility: Faculty will be granted tenure based on the following criteria:

- i. Completion of PhD
- ii. Satisfactory annual performance evaluations
- iii. Research and other scholarly publications
- iv. Achievement of other requirements for promotion to associate professor and /or professor
- v. Contribution to institutional administration and growth
- vi. Community engagement
- vii. Clear growth potential for the remainder of the individual's academic career aligned with the shared mission of the University
- viii. Vacancy within the sanctioned strength of the department faculty



b. Process

- i. Application for tenure by the faculty member with supporting documents to the University through the head of department towards the end of each academic year
- ii. Review by the Dean, Academics in consultation with the head of department
- iii. Recommendation by the Dean, Academics (subject to availability of sanctioned post) to the Faculty Appointments and Promotion Committee for final decision

7. Regularization of Senior Tutor / Tutor/Lab Assistant / Field Assistant / Clinical Instructor

- a. Regularization based on Satisfactory performance evaluation, professional development after one year of contractual service
- b. Appointments and promotions shall be within the sanctioned posts.

8. Career development and progress towards to promotion

- a. In general it is expected that all faculty members will progress in their academic career and obtain promotions in due course of time to Associate Professor and Professor.
- b. All promotions shall be within the prescribed sanctioned posts of the university and its departments.
- c. Faculty members that fail to progress towards promotion within the expected time shall be liable for caution, and/or termination.

9. Academic Seniority on administrative assignment

- a. If a faculty member is appointed to a full-time administrative position, she/he will be entitled to continuation of academic experience and seniority if one or more of the following conditions is fulfilled:
 - i. Teaching up to three credits per year
 - ii. Assists in academic activities such as field work, study tours, student evaluation, etc.
 - iii. Participates as a resource in university academic workshops or other university approved academic activities
 - iv. Participates in or conducts research work
 - v. Publishes or presents two academic papers per year
 - vi. Attends academic conferences or any capacity building workshop
 - vii. Completes an online or distance education course relevant to the faculty member's discipline



- b. The total duration of academic activity should be a minimum of 90 hours to be eligible for one year of academic experience. These hours should be tabulated, self-certified and submitted through the Dean, Academics, to the Registrar at the end of the academic year.
- c. A faculty member maybe appointed to a half time administrative position. He/she will carry half academic responsibility. Additionally he/she will be granted academic seniority.

10. **Sabbatical Leave for tenured faculty**

a. **Purpose and Outcomes**

The purpose of Sabbatical Leave is for senior faculty members to engage in and produce scholarly work of visible and high quality. The period of leave may be utilized for purposes such as writing a book, pursuing and publishing from a research project, or writing and compiling new syllabi/resource material for a course, especially for new courses. At the end of the sabbatical leave, the work should published.

b. **Eligibility**

- i. Professor and Associate professor with proven capability (teaching faculty or those on academic administrative assignment)
- ii. Seven years of academic service at MLCU for the first sabbatical leave

c. **Duration:** 6-12 months. A faculty member may take one year of leave combining sabbatical and professional, each of six months duration, or may take one year of either form of leave. In exceptional circumstances, a faculty member may be given an extension without financial implications for the University and execution of a bond.

d. **Process**

- i. An application for Sabbatical Leave should contain the following elements:
 - 1. Purpose of leave with description of academic activity (ies) to be pursued. For a research project, the approved funded research proposal should be enclosed. For a book, the objectives, overview and chapterisation of the book should be provided.
 - 2. Manner and timeline of publication of research article (s), book or other material to be prepared with a financial plan.
- ii. Applications should normally be made at least one semester ahead of the proposed period of leave.
- iii. The application should be forwarded to the Dean, Academics by and with the recommendation of the Head of Department.



- iv. If the faculty member is the head of the department or on other administrative appointment, a direct application should be made to the Dean, Academics.
- v. After scrutiny of eligibility, procedure and purpose of the Sabbatical Leave, the Dean will forward the application with comments to the Vice Chancellor for final approval.

e. Remuneration

Ordinarily the faculty member would be entitled to full salary during the period of professional leave. However if the faculty member is receiving partial or full salary from a research grant or from the host organization, the faculty member will receive from the University only the shortfall amount if any.

11. Professional Leave for tenured faculty for field experience

a. Purpose and outcomes

The purpose of Professional Leave is for mid-level or senior faculty members to engage in and obtain high level professional field experience, especially administrative, academic or community experience. At the end of the period of Professional Leave, the work should be published as a case study or in other suitable format for student learning and/or publication.

b. Eligibility

- i. Professor, Associate Professor and Assistant Professor III
- ii. Six years of academic service at MLCU

c. Duration: 6-12 months. A faculty member may take one year of leave combining sabbatical and professional, each of six months duration, or may take one year of either form of leave. In exceptional circumstances, a faculty member may be given an extension without financial implications for the University and execution of a bond.

d. Process

- i. Applications should normally be made at least one semester ahead of the proposed period of leave.
- ii. The application containing the purpose of leave with description of activity (ies) to be pursued and the financial plan, should be forwarded to the Dean, Academics by and with the recommendation of the Head of Department
- iii. If the faculty member is the head of the department or on other administrative appointment, a direct application should be made to the Dean, Academics.



- iv. After scrutiny of eligibility, procedure and purpose of the professional leave, the Dean will forward the application with comments to the Vice Chancellor for final approval.

e. Remuneration

Ordinarily the faculty member would be entitled to full salary during the period of professional leave. However if the faculty member is receiving partial or full salary from a research grant or from the host organization, the faculty member will receive from the University only the shortfall amount if any.

12. PhD leave

a. Purpose: Leave pertaining to faculty/ staff for pursuing PhD research work

b. Eligibility: Faculty/staff who are registered PhD candidates and who have been in service with MLCU for a minimum period of two years

c. Duration: Six months and can be taken in two portions of three months

d. Process:

- i. Faculty/staff to obtain approval of the Dean, Academics on recommendation of the Head of Department
- ii. Approval of research proposal and ethics approval.
- iii. Approval by the Supervisor.
- iv. Clearance certificate of payment of registration and first year tuition fees.
- v. Calculation of intermittent holidays/weekends: All holidays and weekends falling during the period of academic leave(s) will be counted as part of Academic Leave.

e. Remuneration: Faculty/staff on PhD leave will be entitled to Basic Pay only.

13. Academic Leave

a. Purpose: Leave pertaining to faculty attending workshops, conferences, seminars, course work, etc.

b. Eligibility and duration: 10 working days per academic year for Professor, Associate Professor and Assistant Professor and 5 working days per academic year for Lecturer

c. Process:

- i. Faculty to obtain approval of the Dean, Academics on recommendation of the Head of Department.
- ii. Calculation of intermittent holidays/weekends: All holidays and weekends falling during the period of academic leave(s) will be counted as part of Academic Leave.



14. Retirement of faculty members

- a. The retirement age of faculty members who have attained the rank of professor, shall be 65 years and the last date of regular service shall be the last day of the semester in which the faculty member attains the age of 65 years. For faculty members who have not attained the rank of professor, the retirement age shall be 58 years.
- b. Retired faculty members may be re-appointed on the recommendation of the Academic Council on a yearly contract basis, provided that their good status of health is certified by a registered medical practitioner.

15. Removal of difficulties

If any difficulty arises in giving effect to the above rules and provisions, or their interpretation, the Vice Chancellor may adjudicate and pass such orders as deemed fit, not inconsistent with the above rules and provisions, as appear to be necessary or expedient for the removing the difficulty.



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Dean, Academics

