

**Timeline for Faculty Assessment (Tenure System for Assistant Professors  
Appointed after the September-2015 Council Meeting)**

<b>Timeline</b>	<b>Event</b>	<b>Office Responsible</b>
0	Faculty member joins the Institute with an initial 5 year contract	Council Section
9 months	Work report sought from the faculty member for the purpose of closure of probation	Council Section
11 months	Closure of probation following Department Recommendation -> DC Recommendation -> Director Decision	Council Section
3 years	3 year work report sought from the faculty member	DC Office
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 DCs followed by feedback and advice letter from DC to the faculty member	DC Office
3 years, 6 months	Strict deadline for receiving 3 year work report. If not received, DC to talk to Department Chair and faculty member.	DC Office
4 years 6 months	Deadline for receiving work report from the faculty member to be considered for early promotion (early promotion process to be initiated by the Department; to be recommended by the DCs; and to be approved by the Director). <i>Note:</i> See below for details on work report submission and the promotion process.	Department; DCs, Director; Council Section
4 years 8 months	Work report sought from the faculty member in case the faculty member is not already promoted (for contract extension purposes)	Council 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.	Council Section
5 years, 6 months to 6 years, 6 months	If not already promoted, work report 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.	Council Section
5 years 6 months to 6 years 6 months	Faculty member to submit work report to the Department with a copy to the Council 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 Council 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 Council Section, within one month of this <i>Submission Date</i> , the following documents: <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 (preferably with a brief 3 to 4 line profile of each referee)</li> </ul>	Department; Council Section

	<ul style="list-style-type: none"> <li>• A non-overlapping, separate list of 8 referees chosen by the Department (preferably 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 will be immediately initiated by the DC. 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> 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: In the case of tenure/promotion evaluation of women faculty members, a benefit of additional one year is provided for each maternity. The benefit is limited to two maternities in a woman’s career.</p> <p>Note 2: The date of promotion is recommended by the PAC and approved by the Council. In the normal course, the date of promotion is taken as 6 years 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><b>(2) Faculty member does not get promoted:</b> The faculty member is informed that the extended contract will lapse at 8 years with no possibility of another extension</p>	
6 years, 6 months	If work report is not received by 6 years 6 months, the faculty member is informed that the extended contract will lapse at 8 years with no possibility of another extension	Council Section