

FACULTY PERFORMANCE EVALUATION POLICY



REGISTRAR

ICFAI FOUNDATION FOR HIGHER EDUCATION
(Deemed-to-be University establishes under section 3 of UGC Act 1956.)



Faculty Appraisals

2017-18 - Draft Policy document

IFHE evaluates the performance of faculty members using a systematic approach. The evaluation is intended to motivate faculty member's improve their teaching performance, research publications and contribute to institutional development. A comprehensive point system is devised and communicated to faculty members. Keeping the points in view, faculty members submit their self appraisal to respective area coordinators. A summary report from all the areas is submitted to the Dean Academics who vets the points of individual faculty members and submits the final report to the Director for his perusal. Beginning 2017-18 the following policy is suggested for evaluating performance of faculty members at IFHE.

1. Teaching – 10 points
2. Research – 70 points
3. Institutional development – 20 points

Total of 100 points

Given below is a detailed breakup

Teaching

Sl No	Prerequisite	Points awarded
1	Six courses, submits evaluation on time, gets a feedback of 7 and above	5
2	Five courses (course load reduction due to publication policy) submits evaluation on time, gets a feedback of 7 and above	5
3	Six courses, submits evaluation on time, gets a feedback between 6 – 6.99	1
4	Six courses, fails to submit evaluation on time, gets a feedback of 7 and above	0
5	Six courses, does not submit evaluation on time, gets a feedback between 6 – 6.99	0
6	Six courses, submits evaluation on time, gets a feedback below 6	0
7	Six courses, does not submit evaluation on time, gets a feedback below 6	0

S. V. Gayalal
REGISTRAR

ICFAI FOUNDATION FOR HIGHER EDUCATION
(Deemed-to-be-University establishes under section 3 of UGC Act 1956.)



Points for courses taught beyond normal workload (max of two courses in a year)

Sl No	Prerequisite	Points awarded
1	Points per extra course(conditions that apply for feedback and on time submission in the table above remain)	2.5

Faculty members who are not involved in research and institutional development activities of the institute will not be eligible for extra course points as well as payment for additional course taught beyond the regular course load.

Research – A Maximum of 70 points

Sl No	Prerequisite	Points awarded	
1	Publication in A star journal	30	Points for journal publications will be distributed proportionally – 70% to first author and 30% to co author/s
2	Publication in A journal	25	
3	Publication in B journal	10	
4	Publication in C /Scopus listed	5	
5	Case study published – Uploaded in Case Center, UK (maximum 30 points from case study publishing)	3	Points for case study published will be distributed proportionally – 70% to first author and 30% to co-author/s
6	Case study wins an international award outside the country	10 (max)	Points for case study published will be distributed proportionally – 70% to first author and 30% to co-author/s

S. V. Jayaram

REGISTRAR

ICFAI FOUNDATION FOR HIGHER EDUCATION
(Deemed-to-be-University establishes under section 3 of UGC Act 1956.)



Institutional Development

Coordinators

Area coordinators – roles and responsibilities

Area coordinators will be assessed based on the list of activities mentioned below

- Motivating faculty members to deliver weekly seminars, attend conferences,
- Motivating faculty members to pitch for MDPs / FDPs / Consultancy assignments
- Monitoring conduct of teaching group meetings and maintaining records of such meetings
- Conducting periodic review of faculty members, maintain transparency and ensure smooth functioning of the department
- Conducting faculty development programs/ workshops for newly joined faculty members
- Allocation of courses to faculty members in a transparent manner
- Act as members of Results Declaration and Exams Conduct Committee
- Ensure smooth functioning of internal and comprehensive examination
- Introducing best practices in the department
- Work in close coordination with Dean – Academics
- Participate in admission related operations
- Helping accreditation processes such as NAAC, AACSB by submitting required data in stipulated time
- Developing industry connect by organizing panel discussions, industry conclaves

Points for Coordinators

- Area coordinators / coordinators – 10 points based on assessment by the Director on points mentioned above
- AACSB – official designee and Accreditation coordinator – 5 points
- Other AACSB team members – 2 points
- Student activity coordinator – 10 points
- Alumni Relation Cell coordinator – 5 points


REGISTRAR

ICFAI FOUNDATION FOR HIGHER EDUCATION
(Deemed-to-be-University establishes under section 3 of UGC Act 1956.)



Institutional development - Faculty members

1. Conducting conferences / conclaves

Sl No	Prerequisite	Points awarded
1	Conference Sponsorship – Min of INR one lac, min of 50 registered participants (excluding participation from ICFAI institutions) (max of one conference) Point awarded to conference Chair / Co chair	5
2	Conference sponsorship – less than INR one lac and participation less than 50. (max of one conference per organizing team member/ Conference Chair/co-chair)	1
3	No conference sponsor and participation less than 50	0
4	Conference team members - max of 3 conferences, team size of 3 members and conditions specified in sl no 1 or 2 are satisfied. One point per conference	1
5	Book of selected Conference full length papers published as a book (other than ICFAI publishing house) by an identified sponsor such as Springer / by surplus generated from conference sponsorship and must be indexed – points to Book editors – Max team size – 5 (sl no 1 or 2 should be satisfied)	2
6	Conference fully sponsored by IFHE (eg DTC) / workshop(GST) fully sponsored by IFHE (team of 3 faculty max)	2
7	Conducting conclave with industry sponsorship (team of 3 faculty max)	5
8	Conducting conclaves without industry sponsorship (team of 3 faculty max)	2

2. Generating summer internship – no points for first five SIPs generated. Above 5 SIPs one point for each SIP generated subject to max of 10 points. Students must have joined the organization and completed the internship successfully.
3. Introduction of an innovative or differentiating course/ program with minimum student enrollments as per university norms – 5 points
4. Course coordinator – max 5 points (5 points for a 12 section course, 3 points for 5-11 sections, 2 points for 2-4 section courses). For courses taught by a single instructor (one or more sections) no points for course coordination. Faculty teaching course as an extra load will not be eligible for course coordination points if that course is an extra course for which he/ she is paid.


REGISTRAR
ICFAI FOUNDATION FOR HIGHER EDUCATION
(Deemed-to-be-University establishes under section 3 of UGC Act 1956.)



5. Involving in mock GD/PI process – one point per day (max of 2 points)
6. Consultancy / research projects (other than IFHE funded) completed : maximum 10 points (Rs.1 lac – 3 lac = 2 points, 3 lacs – 10 lacs = 4 points, more than 10 lacs = 5 points)
7. MDP generation for faculty members – Max 20 points (one point for 2 lacs revenue generated). No points for resource persons taking sessions in MDP programs.
8. For MDP coordinators – revenue generation points - a) 5 lacs – 1 point, 10 lacs – 2 points, ...50 lacs – 10 points, 1 crore generated – 20 points
9. Faculty Knowledge Program(FKP) resource person – one point per program, maximum of two points
10. A faculty member is eligible for 5 bonus points if he/she achieves the maximum points in all areas of institutional development


REGISTRAR
ICFAI FOUNDATION FOR HIGHER EDUCATION
(Deemed-to-be-University establishes under section 3 of UGC Act 1956.)

