

October 16, 2014

From: President, IoBM


To: All HoDs (faculty) All Faculty,

Subject: Policy for awarding promotion to IoBM faculty acquiring M.Phil/Ph.D Degrees

As part of policy development, the Institute of Business Management is pleased to announce the attached policy to award promotion to faculty acquiring M.Phil/Ph.D Degrees from IoBM or any other Institute recognized by HEC , contents of which are self-explanatory.

The above is implemented effective immediately and faculty promotion at this level will be processed as per the guidelines stated in the attached policy.

Thank you


16/10/2014
Shahjehan S. Karim
President, IoBM

CC: EDA, Rector, Chief Technical Advisor

Institute of Business Management (IoBM)

Policy for promotion of IoBM faculty acquiring M.Phil/Ph.D Degrees

IoBM Management has been following a policy of facilitating and supporting its faculty members in enhancing their qualifications. As part of this policy, faculty members getting admitted to IoBM's M.Phil/Ph.D Programs are exempted from payment of tuition fees. A further incentive is being given in the form of a monthly allowance to all faculty members who acquire an M.Phil/Ph.D Degrees from IoBM or any other HEC recognized institution.

Lately, we have been receiving a number of requests from faculty members for considering accelerated promotion on the basis of acquiring an M.Phil/Ph.D. It has therefore become imperative to evaluate the merit of such requests on a case to case basis, rather than treating M. Phil as a tick mark on a pre-requirements sheet. Logically, for an M. Phil/Ph.D to become the basis of promotion, the thesis work should be in the area of expertise of the faculty and potentially enhance his/her capability to teach / develop advanced courses in the relevant area, besides enhancing the capability to undertake more advanced research, possibly for attaining the Ph.D qualification in future.

In light of the above, the following policy for accelerated promotion of faculty members requesting for promotion, on the basis of acquiring an M.Phil/Ph.D, is being implemented with immediate effect:

1. To constitute Promotion Committee to review cases of M.Phil and Ph.D degree holders. The committee will comprise Deans of CBM, CESD, CCSIS and CES. Director Research and HoD HR, who would act as co-coordinator of the committee. The concerned HoD will also be a co-opted member of the committee.
2. To request for promotion, the M.Phil/Ph.D should have been earned from an HEC recognized institution, evidence of which has to be produced.
3. The applicant will send a request for promotion to the Rector through concerned HoD with copy to ED Administration, who will refer the case to the MPhil Promotion Committee.
4. The applicant will make a presentation of his/her M.Phil/Ph.D thesis to an M.Phil/Ph.D Promotion Committee which will be followed by a question / answer session. Final recommendations of the committee on whether or not, the applicant should be promoted, would be provided to the Rector and President.
5. After the presentation, a copy of the thesis will be submitted to the IoBM library, which will index it and announce its availability for being issued to interested faculty members or students who may be interested in carrying out further research on a related topic or otherwise want to benefit from the thesis.

PROMOTION CRITERIA WILL BE BASED ON THE FOLLOWING:

1. Served for at least three (3) consecutive years in the existing capacity
2. The duration of three years may be relaxed to two and half years at the discretion of President/EDA/Rector
3. Rating of past two years performance should not be below GOOD
4. The contribution in Research both in-house and Impact Factor Journals made was up-to the desired level or not.
5. Any other accomplishment which was significant
6. Students evaluation of faculty should be good, preferably Excellent.

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*MM
Thank you for your
news, which has to
be strictly followed
and implemented.*

Annexure 'D'

Shahjehan Karim <sskarim@iobm.edu.pk>

FACULTY HIRING PROCESS

1 message

Muhammad Misbahuddin <misbahuddin@iobm.edu.pk>

Thu, Jun 20, 2013 at 1:39 PM

To: All HoDs <hod@iobm.edu.pk>

Cc: Shahjehan Karim <sskarim@iobm.edu.pk>, Sabina Mohsin <sabina@iobm.edu.pk>, Talib Karim <t-karim@iobm.edu.pk>, "Dr. Syed Irfan Hyder" <irfan.hyder@iobm.edu.pk>, Ejaz Ahmed <eahmed@iobm.edu.pk>, "Dr. Muhammad Ali Shamim" <ali.shamim@iobm.edu.pk>

Head of Departments (Academics)

RE: FACULTY HIRING PROCESS

It has come to the notice of management that some of the HoDs/senior faculty members are initiating hiring process for different position levels on their own, which is going against the hiring policy of IoBM. For hiring suitable individual, regardless of level of position, the Human Resource Department must be kept in the loop. It is to be noted that **NO** hiring would be regularized at a later stage if proper protocol is not followed at the time of hiring. In this regard, we are attaching Faculty Hiring Process as a guiding principle with the request that steps mentioned in it are to be followed.

I agree

In order to avoid any embarrassing situation the HR Department must be consulted at the very initial stage of hiring to get appropriate guidance and facilitation.


Also please note that salary for the prospective employee is determined by the HR Department. In this regard, a comparative study is carried out by HR, necessary to maintain internal pay-equity. It is therefore advised not to convey any salary amount to the person identified at any stage unless it is finalized by HR, which is done in consultation with the concerned HoD or Dean and Rector.

I agree

It is expected that we exercise the suggested practices, necessary to streamline the hiring process.

Senior Manager

HR Department

 **HIRING PROCESS DOCUMENT final.docx**
17K





POLICY FOR HIRING FACULTY





To ensure the Hiring of most suitable faculty and to keep the hiring process fair and transparent, the following points are strictly followed.


- 1** The application received (Solicited/Un-solicited) and thru ad/website is screened and only those meeting the minimum requirements for the position are short listed.
- 2** At this stage the initial screening is done by the concerned HoD by conducting the interview himself/herself and if found suitable then the next stage comes. Candidate is asked to conduct a demo in a live class in the presence of faculty and concerned HoD.
- 3** If the demo is found to be satisfactory/ successful then the panel interview is arranged
- 4** Panel comprises Rector, Concerned Dean, HoD and Head of HR. President joins the panel if the candidate holds a PhD degree.
- 5** On the positive outcome of Panel interview a formal meeting is arranged with EDA for her to make an offer, simultaneously the letter of intent is issued outlining terms and conditions and ~~by~~ specifying the Date of joining in it.

IoBM

FACULTY HIRING PROCESS

FULL TIME FACULTY	
STEP 1	Advertisement to be put up in DAWN Newspaper, if required and also on IoBM Website.
	
STEP 2	Initial Screening of application will be done by HoD of concerned Department and/or a couple of faculty members
	
STEP 3	Short listing of Candidates done by HoD and/or Faculty members to be sent to HR Dept supported by duly completed Interview Evaluation Forms, for further action.
	
STEP 4	HR will arrange a panel interview of the candidate with the President, Rector, Advisor to President, Dean (CBM/CCSIS/CESD), Concerned HoD and /HoD HR. Schedule of interview will be communicated to the candidate. CV of the candidate will be sent to panel members well before the interview for review.
	

VISITING FACULTY	
STEP 1	Candidate to be interviewed by the HoD of concerned Department including couple of faculty members
	
STEP 2	Short listing of Candidates done by HoD and Faculty members to be sent to HR Dept supported by duly completed Interview Evaluation Forms, for further action.
	
STEP 3	HR will arrange an interview of the candidate with Rector and HoD HR, schedule of which will be communicated to the candidate.
	
STEP 4	If Recommended, the HR Dept will prepare a comparative analysis with on-board faculty to determine an adequate hourly rate in consultation with EDA and concerned HoD or Dean and Rector.
	

STEP 5	If Recommended, the HR Dept will prepare a comparative analysis with on-board faculty to determine an adequate monthly salary in consultation with EDA, concerned HoD or Dean and Rector.
	
STEP 6	Candidate will be informed of the monthly salary by EDA or HoD HR and upon acceptance will be served with a contract, intimation of which will be sent to payroll for processing payment.

STEP 5	Candidate will be informed of the Hourly Rate by HoD HR or HR Officer and upon acceptance will be served with a contract, intimation of which will be sent to payroll for processing payment.
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SUGGESTION: Demo to be arranged for Hiring Full-time Faculty up to the level of Assistant Professor, prior to conducting interview. Demo may be arranged for Visiting Faculty, if required.