

FACULTY DEVELOPMENT AND PROMOTION POLICY

*Every teacher needs to improve
not because they are not good enough, but because they can
be even better*



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Description of the Faculty Development policy

IIHMR-D always believes that best faculty makes best students. Hence IIHMR-D is committed to develop its faculty to reach global standards. IIHMR Delhi supports programs and initiatives in order to empower and assist faculty members to become competent to the best of their abilities in academics and become more effective to the organization. Faculty development is a shared responsibility between the faculty members and the Institute.

All the promotion and other recognitions are strictly based on the quality and performance of the faculty. As per the AICTE policy, promotions and appointments to higher levels are subject to the research, publications and other quality measures.

The **Faculty Development Programme (FDP)** aims at the professional development of faculty members of IIHMR-D. The programme provides rigorous training in general health management principles, pedagogical techniques (including case method), Innovative research methods and advanced topics in specialized areas of health and its sectors. Over the years IIHMR-D became a premier organization of Management development programme (MDP) in South Asia region, the FDP has developed a strong reputation for niche based area excellence in the professional development of health management educators.

The FDP comprises of variety of knowledge settings like workshops, classrooms and seminars, Evidence based studies and a participatory approach to learning with emphasis on the case method of teaching and learning; other educational methods such as lectures, group-exercises, health management games, and presentations are used for active participation with the use of Computers, statistical tools and audio-visual aids methods. The objective of FDP is to encourage faculty members to develop insights into future curriculum forecasting and upgradation of academic administration.

Description of the Programme

The Faculty Development Programme (FDP) at International Institute of Health Management Research, Delhi (IIHMR-D) is designed to enhance the knowledge and skills of faculty members to become self-reliant and competent health professionals.

The overall objective is to hone the teaching-learning and research skills of early career researchers and academicians actively engaged in the areas of health and allied sectors.

The expected outcomes of this initiative are:

- To keep them abreast with the latest development in health sector, with specific reference to generation of new knowledge on programs, policies, and research

- To provide the educators with an opportunity to acquire knowledge about contemporary developments that are taking place in various specialized fields of health
- To sensitize them about networking skills and enable them to establish professional network nationally and globally
- To encourage them to lead and participate in large collaborations and position themselves as competent individuals in health space

The various strategies that are adopted are:

- Have academic meet of faculty members as per a pre-decided schedule, mutually decided by the FDP committee and faculty members. Currently this happens on 1st and 3rd Saturday of every month
 - The faculty members are free to choose any topic of their interest. They have to make a presentation highlighting the novelty in the topic, new directions and possible collaborations
- Opportunities for establishing new collaborations for academics and research, and strengthening existing collaborations would be explored and discussed.
- The faculty members would be informed about the opportunities for national and international exchange programs. It encourages the faculty members to participate in faculty and student exchange programs with other Universities and Institutions
- The faculty members would be encouraged to participate in external meetings where they would represent IIHMR-Delhi
- Opportunities for attending conferences and seminars would be discussed.
- Useful resource persons from Ministry, NGOs, multi-lateral organizations, etc. would be invited to discuss avenues of improving academics and research.
- The Institute facilitates its representation in various national and international committees by nominating faculty members based on their interests and competencies
- It encourages the faculty members to participate in faculty and student exchange programs with other Universities and Institutions
- It encourages faculty members to submit proposals to IIHMR society (intramural funding) to conduct research of their interest
- IIHMR promotes faculty members to engage in consulting with the Industry and provide technical services

Description of Faculty Development Provisions

The faculty are encouraged to publish scholarly articles and research findings in reputed journals. The responsibility of the institute is to organize training/input sessions for the entire IIHMR-D faculty by eminent scholars from reputed national/international institutions. There shall be a minimum of four such programmes in an academic year. Feedback from the faculty should be obtained after each session to assess the impact of each programme. The Chair of the FDPC shall ensure the minimum number of training/input sessions and their impact assessment.

There are provisions for incentivizing faculty for:

1. Presenting research papers in national and international seminars
2. Publishing research papers in national and international journals
3. Authoring academic books
4. Visiting institutions of excellence at the national and international level
5. Attending Faculty Development Programmes Organized by top level institutions in India and abroad

Recognizing Scholarly contributions

In order to encourage scholarly contributions of faculty members, every year on Foundation day of IIHMR-D, the faculty members are felicitated by the Director for their contribution in research and publication. In a public meeting, the scholarly contributions of the following type are recognized.

1. Acquiring additional degrees such as Ph.D., M.Phil., Post graduate degrees etc
2. Papers presented in national/international journals
3. Publishing research papers in national and international journals
4. Authoring academic books
5. Delivering academic lectures as resource persons outside the college
6. Moderating paper presentations in a state /national/ international seminar

Leave

All the leave related rules of the institute will be strictly followed by the management. However all the faculty may try their level best the following opportunity to be availed whenever possible. The faculty going for any FDP/seminar/ conference/ meeting will have to take prior permission from the Director and accordingly apply for On-Duty leave to be signed and approved duly by the Director.

Faculty Development Fund

The institute shall maintain Faculty Development Fund to which the management contributes a fixed amount every year. The Amount should be earmarked every year for Faculty development, seminar and publication.

PROMOTION POLICY OF IIHMR GROUP OF INSTITUTES

1. BACKGROUND

The purpose of academic staff promotion is to recognize the achievements and professional development of academic staff and their demonstrated capacity to contribute to IIHMR's mission by undertaking duties at a higher level than their current appointment

Promotion process is to attract, recruit and retain professionals of high quality. The attached career ladder is provided to allow employees to see a viable career path at the IIHMR, thereby encouraging them to apply for promotion to the next level.

Promotions, therefore, are based on status changes that involve increasing responsibility levels. The added benefits of promotion serve as an increase in salary, sufficient direction to begin the new position, new job description, incentive for better work performance, enhanced morale, and created a sense of individual achievement and recognition. While good past performance enhances the validity of the promotion, it should not, of itself, be the primary nor sole reason for recommending a candidate for promotion.

2. GUIDING principles

This policy is based on critical guiding principles:

- (a) Recruitment, retention and development of high performing academic staff who contribute to IIHMR's mission and operate in accordance with its Code of Conduct;
- (b) Fairness and flexibility in workplace arrangements;
- (c) Organizational productivity and performance;
- (d) Commitment to transparency of process, based on merit and equal opportunity for all academic staff; and
- (e) Recognition of diversity in the ways in which academic staff contribute to IIHMR's mission and the wide variety of academic work which is appropriate to that mission.

A. Criteria for promotion of SRO/ROs to Assistant Professor grade A4.

- i. The incumbent should have worked at least for 3-5 years SRO/RO in any Institution.

- ii. Should have enrolled or submitted Ph.D./doctoral degree in relevant field.
- iii. Should have published research papers working papers, case reports, monographs etc., and demonstrated potential for research, and verbal and written communication
- iv. High performance in activities assigned at the Institute/University, which includes; research projects, training and teaching
- v. The committee can make exceptions in extraordinary cases.
- vi. However, they will be eligible to apply for the post of Assistant Professor in response to advertisements of IIHMR for the faculty positions.

B. Criteria for Inter-faculty promotion

The criteria for promotion within faculty at various levels will be broad based. Criteria would broadly include:

- a) Length of service at a particular level of faculty in the Institute/University
- b) Academic performance demonstrated in terms research, teaching and training based on established criteria,
- c) Published work – research papers in reputed Journals in the relevant field, reports, books of high standards, monographs, teaching/training material while working at the Institute/ University.
- d) Membership/fellowships of academic bodies, professional organizations and research committees, honors and citation and participation in conferences and seminars.

Assistant Professor grade A-4 to Assistant Professor Grade A-3

- i. MD/ Ph.D./doctoral degree is an essential requirement for a faculty position.
- ii. The incumbent should have experience of at least 3 years as a Lecturer to become Assistant Professors.
- iii. Participation in teaching/training in MBA/PGDM, MPH, Ph.D and MDPs.
- iv. Participation and contribution in research and training.
- v. The committee can make exceptions in extraordinary cases.

Assistant Professor to Associate Professor

- i. MD/ Ph.D or equivalent doctoral degree is essential requirement for the position of Associate Professor.
- ii. Incumbent should have experience of at least 5 years as Assistant Professor.
- iii. Teaching in Postgraduate Programs with excellent student feedback.

- iv. Conducting training programs (MDPs) regularly, at least one every year
- v. Should have led at least one research project as the Principal Investigator in the past 5 years.
- vi. Published work – 5 research papers in the past 5 years, (as first or corresponding author; work not related to MD/ PhD work) in reputed Journals in the relevant field, reports, books of high standards, monographs, teaching/training material while working at the Institute/University.
- vii. Membership/fellowships of academic bodies, professional organizations and research committees, honors and citation and participation in conferences and seminars.
- viii. Participation in organizational and student activities.
- ix. Consultancy experience will be desirable.
- x. The committee can make exceptions in extraordinary cases.
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Associate Professor to Professor

- i. MD/ Ph.D or equivalent doctoral degree is an essential requirement for the position of Professor.
- ii. Incumbent should have experience of at least 5 years at the level of Associate Professor.
- iii. Teaching in Postgraduate Programs with excellent student feedback.
- iv. Conducting training programs (MDPs) regularly, at least one every year.
- v. Should have led at least two research projects as the Principal Investigator in the past 5 years.
- vi. Published work – 5 research papers in the past 5 years (as first or corresponding author; work not related to MD/ PhD work) in reputed Journals in the relevant field, reports, books of high standards, monographs, teaching/training material while working at the Institute/University.
- vii. Membership/fellowships of academic bodies, professional organizations and research committees, honors and citation and participation in conferences and seminars.
- viii. Participation in organizational and student activities.
- ix. Consultancy experience will be desirable.
- x. The committee can make exceptions in extraordinary cases.

3. PROMOTION PROCESS

The promotion committee will meet once in a year or as and when required and will have a minimum of three members, including Trustee-Secretary/Chairman, President/Director IIHMRU and IIHMR, and distinguished academicians from outside institute/University.

For promotion, a two-way process may be adopted, i.e., inviting applications from the candidates and/or nomination by the Director/President for promotion of eligible candidates.