

INDIAN INSTITUTE OF TECHNOLOGY GANDHINAGAR

GUIDELINES FOR EVALUATING FACULTY CANDIDATES

1. IIT Gandhinagar has a vision and an aspiration that requires outstanding faculty. The quality of its faculty will have a tremendous impact in the years to come.
2. Faculty recruitment is the most important and difficult task any university undertakes, and it requires very sound judgement. Hence, the highest level of integrity is expected from all those involved in the evaluation of faculty candidates.
3. Recruiting unsuitable candidates has serious long-term negative consequences for the institute. A conservative approach (of not recruiting when in doubt) is thus more suitable for faculty recruitment.
4. We acknowledge that there would be errors of judgement. We should be willing to accept errors and not compound them by offering justifications. In addition, efforts need to be made to prevent recurrence of such errors.
5. Ownership of the candidates by IITGN faculty members at a personal or a research area or a discipline level is highly discouraged. Such ownership (e.g., recruiting more persons in one's area XYZ and hence pushing a candidate) vitiates the mutual trust in the recruitment process.
6. Advising faculty candidates on what to do (or not to do) during the selection process is highly undesirable.
7. Disclosures: All disclosures about relationships/proximity with a candidate to be made to the Chairman, Faculty Search Committee. However, it is expected that the concerned faculty will participate in the application processing for this candidate as for any other candidate without any bias.
8. Mixing of issues is to be avoided, and comments on a candidate must not to be colored with any other issue. For instance, an outstanding candidate academically with an abrasive personality should not be called a poor candidate. Instead, it should be commented that he/she has excellent academic credentials with some personality issues.
9. Comments to be given within the framework of recruitment philosophy and ethos at IITGN. For instance, currently, the Institute is focusing on quality of candidates rather than a specific area. Therefore, comments to be made keeping this in mind.
10. Personality, values, and attitude of the candidate are no less important than his/her academic/research credentials. Therefore, these should be given a lot of attention as well.
11. Share the enthusiasm and the positives about IITGN with the candidates. Any negatives about the Institute should be shared with the Head of the Department or the

Director (and not with the faculty candidate) so that the issues may be suitably addressed.

12. Share all information (good or bad) available to you about the candidate with Chairman, Faculty Search Committee. If the information is from an unreliable source, make that explicit.
13. Internal discussions are confidential and should not be shared with the candidates, irrespective of whether they are offered a position or not, and irrespective of whether they join or not.
14. If candidates ask for information that you are not sure about, please refer them to Chairman, Faculty Search Committee or Professor-in-Charge (FA) or Director. Also, seek the information for future use.
15. Attend teaching sessions, research seminars, and meet candidates to provide feedback on their technical and personal attributes. Meeting candidates outside of one's area of interest is highly encouraged.
16. Do not give your feedback on a faculty candidate in just one or two words (e.g. "promising candidate", or "we should consider him", or "strongly recommended"). Instead please mention his/her strong and weak points and the basis of your judgement before concluding with your recommendation.
17. Some decisions on faculty recruitment are easy to make while many others are not. There are bound to be differences of opinions. If the final decision on a candidate is not in line with one's recommendation, it does not mean that one's opinion was not considered important in arriving at the decision. Needless to state, if one feels strongly that an error of judgment has been made with regard to a candidate, one may feel free to seek discussion with the Professor-in-Charge (FA) and the Director.
18. The Director may or may not have the opportunity to meet a candidate. Please do not create an expectation of a meeting with the Director.