

INDIAN INSTITUTE OF TECHNOLOGY GANDHINAGAR

PROCESS FOR HANDLING OF FACULTY APPLICATIONS

The Institute has been recruiting many outstanding faculty candidates through the Standing Committee. This note outlines the flowchart for processing the applications for consideration through the Standing Committee (a) efficiently and systematically, (b) in a way that does not take too much time, and (c) which effectively engages the faculty members in the decision-making process in terms of faculty recruitment at the Institute. Guidelines for evaluating Faculty Candidates can be found under Faculty Affairs Advisories (advisory #2 and #3) on the Institute Website.

On Receiving an Application:

Upon receipt of the application, Discipline Search Committee Member (DSCM) will share the application with all faculty members (within thirty days of the receipt of application) in the concerned discipline seeking feedback from them within a reasonable amount of time (typically within seven days). Based on the feedback thus obtained, DSCM will categorize the application in the A, B, or C category. If there are no or limited responses from the discipline colleagues, DSCM will categorize the application as per their discretion and will record the same fact. In all cases, the DSCM can obtain feedback from the Chairman of the Faculty Search Committee (CFSC), Search Committee Coordinator (SCC) of the concerned discipline, and Professor-in-Charge (PIC-FA) to rate the application.

Classification of Applications:

- A (High Priority Candidates with excellent credentials to be considered by Standing Committee on priority)
- B (Candidates where more thought and information is needed to make a better judgment on whether to pursue the candidature further), and
- C (Candidates that need not be considered by the Standing Committee. May be considered at the Selection Committee time if required).

Applications placed in category 'B' will be assessed to place them in either category 'A' or 'C.' This can either be done based on the colleagues' feedback or after Video conferencing with the candidate.

The SCC and CFSC may review the classification of applications at any stage of the process. In case of disagreements on the classification, CFSC will decide the suitability of the application for further processing.

The applications in various categories will be processed in the following way:

Category 'A' Applications

- i. The DSCM will ensure that the application is complete in all respects.
- ii. The DSCM will schedule a video-interaction (erstwhile "Skype Session") session with the candidate as soon as possible in consultation with the SCC, and Chairman, FSC.
- iii. The DSCM, PIC-FA and all faculty members of the concerned discipline(s) are expected to be present during the video interaction. The purpose of the video

- interaction is to judge the candidate's general attitude and communication skills as well as to assess his/her teaching interests and clarity on future research plans.
- iv. The DSCM sends requests for reference letters through the Institute Management System (IMS) portal if the feedback based on the video interaction is positive.
 - v. If the reference letters and feedback based on the video interaction are positive, the DSCM and Chairman FSC will finalize the date of the visit of the candidate at the earliest.

Category 'B' Applications

- i. The applications will be assessed with the intention of placing them in either category 'A' or 'C'.
- ii. The DSCM will ensure that the application is complete in all respects.
- iii. The DSCM collates feedback from faculty members of the concerned discipline(s), Chairman FSC, and PIC-FA.
- iv. If the overall feedback is positive for the applicant to be placed in category 'A,' DSCM will finalize the date of the video interaction after discussing with Chairman FSC and PIC-FA on priority.
- v. The DSCM sends requests for reference letters through the Institute Management System (IMS) portal if the feedback based on the video interaction is positive.
- vi. If the reference letters and feedback based on the video-interaction session are positive, the DSCM and Chairperson FSC to finalize the date of the visit of the candidate after checking the availability of the SCC, PIC-FA, and the Director.

Category 'C' Applications

These applications need not be pursued further at this time for consideration by the Standing Committee. These will be processed in the usual manner before the Selection Committee meeting. The SCC will review the closed cases (category 'C' applications). The CFSC and PIC-FA may review the classification of applications at any stage of the process. In case of disagreements on the classification, CFSC will decide the suitability of the application for further processing.

Scheduling Video-conferencing:

Once DSCM identifies the pool of 4-5 candidates for video conferencing, they will send an email to PIC-FA (with a copy to CFSC and SCC) to schedule the video conferencing. In the case of exceptional candidates, scheduling of video conferencing can be expedited after consulting PIC-FA. Video-conferencing of such candidates can be scheduled without identifying the pool.

Post-video-conferencing:

Comments on Video-conferencing forms should be detailed with a clear articulation of the reasoning behind the final decision. For example, due attention should be paid to the applications belonging to reserved categories and appropriate relaxations in age should be considered for the reserved category candidates. Similarly, the reason for closure should be commensurate with the comments made in various sections of the video-conferencing form.

Recommendation letters

Request for Recommendation letters will be sent by DSCM through IMS if (a) the members present in video conferencing are positive to process the application further and/or (b) more information is required on the candidate before arriving at the decision to process the application further.

Visit of the Candidate

- i. The DSCM schedules the visit and arranges meetings with all concerned subject to their availability.
- ii. Meetings to include Professor-in-Charge (FA), Chairperson FSC, Search Committee Coordinator of the concerned discipline, and practically all the faculty from the concerned discipline(s); and some faculty from other disciplines. The candidate would meet the Director only if he/she is promising; need not include the Director's name in the meeting schedule.
- iii. The DSCM will also organize a visit to the labs and various facilities.
- iv. The DSCM will assist the Faculty Recruitment Office in completing pre-arrival procedures.
- v. The Hour-to-hour schedule of the visit will be e-mailed to the candidate before his/her arrival.
- vi. The DSCM announces the faculty candidate's visit (including details of the teaching session and the research seminar) by e-mail to concerned students and faculty members.
- vii. The DSCM may use the help of a teaching assistant (TA) to coordinate the one-to-one meetings, the teaching session, and the research seminar.
- viii. The DSCM will coordinate with the Faculty Recruitment Office to complete travel reimbursement procedures.
- ix. The DSCM will coordinate with faculty and students who attended the teaching session and research seminar and/or had a one-to-one meeting with the candidate to obtain the feedback for each session.
- x. Chairman FSC to brief the Director about the suitability of the candidate at whatever stage of the day they consider appropriate and if the candidate is found suitable arrange a meeting with the Director.

Assessment of Candidates Who Cannot Visit IITGN

- i. As far as possible, the candidates must be encouraged to visit the Institute. In some outstanding cases and in exceptional circumstances, Video-conference based interviews and seminars may be organized (Virtual Visit). However, even in such a case, the possibility should be explored if the candidate can be interviewed in person by a representative of the Institute.
- ii. For candidates presenting via video conference, in addition to the Research, Research Proposal, and Teaching Seminars, one-on-one interactions of the Faculty candidate with discipline faculty members, SCC, PIC-FA, and Chairperson, FSC will be organized.
- iii. The DSCM will coordinate with faculty and students who attended the teaching session and research seminar and/or had a one-to-one meeting with the candidate to obtain the feedback for each session.
- iv. As with the in-person visit, a meeting to discuss the feedback on the candidate's visit should be held with the participation of Chairperson FSC, Professor-in-Charge (FA), SCC, and discipline members.

- v. If the feedback from the video-conference-based presentation and one-on-one meetings is found positive, the Chairperson FSC will brief the Director about the suitability of the candidate and arrange a meeting of the Director with the candidate via video conference.

RFP (Recommended for Further Processing) applications on the recommendation of the Screening Committee:

DSCMs will ask RFP candidates to make a research presentation not exceeding 20 minutes during the first video-conferencing session. If the feedback of attendees present during the research presentation is positive, they can be considered for a visit.

Notes:

- i. The application must be shared with another discipline in case of overlapping research interests, academic expertise as per the discretion of the concerned DSCM or Chairman FSC. Chairman FSC and the Professor-in-charge (FA) should be kept informed if such a case arises.
- ii. Members of the secondary discipline opted by the Faculty Candidate in their application should necessarily be invited by the DSCM to the video-conferencing and seminars during the visit.
- iii. Professor-in-Charge (FA) with assistance from Chairman FSC and DSCM to review and complete documentation of faculty applications in each discipline periodically (say, every two months). This will include verifying the entered information about the candidates and also documenting specific reasons for not pursuing applications further through the Standing Committee.