

Human Resource Policy



AJEENKYA
D Y PATIL UNIVERSITY

THE INNOVATION
UNIVERSITY



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Section 1: Introduction

1 Introduction to Human Resources Policy

Ajeenkya DY Patil University (ADYPU) is committed to creating an environment and a management culture that fosters excellence, innovation and teamwork in all areas of University activity, as well as an organizational culture of working safely to protect its people, property and community. The University is also committed to attracting potential staff members, and to providing targeted development opportunities to produce a pool of high-caliber professionals capable of leading the University into the future. The University expects a high level of professional conduct from staff members, and recognizes its responsibility to pursue its mission, goals and objectives, and the need to conduct its business, in accordance with prevailing community and legislated standards of best practices.

Human Resources (HR) will maintain the Human Resources Policy as a reference to use in carrying out day-to-day administrative functions and in directing the University staff.

1.1 Guidelines

Human Resources comprise personnel policies having general application throughout the University.

- i. It applies to all University employees—both academic and professional staff.
- ii. The Policy is regularly reviewed and updated
- iii. The Policy remains the property of ADYPU and must be shown to any staff upon request.



Section 2: A Statement of Principle

2.1 Academic Freedom and Responsibility

Academic freedom is the freedom to discuss all relevant matters in teaching, to explore all avenues of scholarship, research, and creative expression, and to speak or write without restraint.

2.2 Academic Freedom

- i. Academic faculty are entitled to full freedom in research and in the publication of the results, subject to the adequate performance of their other academic duties; but research for pecuniary return should be based upon an understanding with the authorities of the institution.
- ii. Academic faculty are entitled to freedom in the classroom in discussing their subject, but they should be careful not to introduce into their teaching controversial matter which has no relation to their subject.
- iii. University faculty are citizens, members of a learned profession, and officers of Ajeenkya DY Patil University. When they speak or write as citizens, they should be free from institutional censorship or discipline, but their special position in the community imposes special obligations.
- iv. As scholars and educational officers, they should remember that the public may judge their profession and their institution by their utterances. Hence they should at all times be accurate, should exercise appropriate restraint, should show respect for the opinions of others, and should make every effort to indicate that they are not speaking for the institution.



2.2 Equal Employment Opportunity Policy

- i. ADYPU provides equal employment opportunities to all employees, applicants, and job seekers, and is committed to making decisions using reasonable standards based on each individual's overall profile as they relate to a particular employment action (e.g., hiring, training, promotions).
- ii. No person shall be discriminated against in employment or harassed because of race, color, religion, gender, caste, or any other reason.



Section 3: Diversity Matters @ ADYPU

- i. Diversity is at the core of the University's Excellence. ADYPU has determined that emphasizing diversity, as a matter of institutional policy is an integral component of educational excellence. Students learn better in a diverse educational environment, and they are better prepared to become active participants in our pluralistic, democratic society once they leave such a setting
- ii. Consistent with this academic judgment, the University shall recruit, admit, retain, and graduate students who meet the University's requirements for academic success and who bring to the University a variety of talents, backgrounds, experiences, and personal characteristics.
- iii. The University believes that classes of students from diverse backgrounds, taught by faculty of varied backgrounds, results in a richer and better educational experience. Ultimately, students will have a significant impact on business, education, the arts, law, and sciences for generations to come.



Section 4: Faculty Appointment, Rank & Tenure

4.1 Initial Appointment

- i. It is the policy of ADYPU that all faculty and staff of the University shall be clearly informed as to the human resource policies of the university.
- ii. The precise terms of every appointment shall be stated in the initial appointment contract letter. The conditions of appointment may vary in individual situations, but they must conform to Human Resource Policies stated by ADYPU.
- iii. The conditions of employment for each faculty member including rank, salary, length of appointment, length of probationary period, credit for prior academic service or equivalent experience, and position responsibilities and performance expectations shall be clearly stated in writing.
- iv. Every employee must refer and confirm to the Human Resources Manual for detailed terms of employment.

4.2 Categories of Academic Staff

ADYPU has the following categories of Academic Staff. It will recruit on the basis of the tenure, tenure-track and non-tenured faculty positions.

4.2.1 Tenure

Tenure is the status granted to a faculty, usually after a probationary period, indicating that the position or employment is permanent. Tenure gives the faculty member the contractual right to be reemployed for succeeding academic years until he or she resigns / retires or terminated from the University.



4.2.2 Tenure Track

A tenure track position is one, which may lead to consideration for appointment to tenure.

4.2.3 Non-tenure

A non-tenure track position is given term appointment that automatically terminates upon the expiration of the specified term.

4.3 Tenure and Tenure Track Academic Positions (TTF)

- i. Tenure is based on a thorough evaluation of the candidate's total contribution to the University. While specific responsibilities of faculty members may vary because of special assignments or because of the particular mission of an academic unit, all evaluations for tenure shall address the manner in which each candidate has performed in Teaching, Research, and Service.
- ii. Competence is a prerequisite for the initial appointment. The decision to grant tenure is inherently and inescapably judgmental and is a deliberate action indicating the person has been selected as a member of the permanent faculty because of demonstrated high-quality performance and relative merit.
- iii. Tenure will be granted only to faculty members who apply for tenure and are approved through formal procedures.

4.4 Assistant Professor

4.4.1 Definition:

An academic rank for an individual who has demonstrated achievement or potential in the areas of Teaching, Research, and Service appropriate to the discipline.



4.4.2 Basis of Appointment:

A Master's Degree with first class or equivalent as determined by Director of the School with the final approval of the Vice Chancellor.

4.4.3 Criteria for Tenure and Promotion:

In addition to meeting years-of-service requirements, those seeking tenure and/ or promotion must have demonstrated sustained effectiveness in Teaching, Research, and Service as defined in the Assistant Professor rank. It is assumed that a faculty member hired as an assistant professor will concurrently seek tenure and promotion.

4.4.4 Tenure:

Assistant Professors normally apply for tenure in their sixth year of probationary status. Faculty hired with credit toward tenure will normally apply for tenure in the equivalent of their 6th year, e.g., faculty granted two years of credit toward tenure would normally apply during their fourth year of academic service at ADYPU.

Individuals with exceptional records of accomplishments may apply for tenure in their fourth or fifth year (adjusted as described above for those faculty hired with credit granted toward tenure).

4.4.5 Eligibility for Promotion:

Assistant Professors are minimally eligible to apply for promotion to the Associate rank in the same year they become eligible to apply for tenure.

4.5 Associate Professor

4.5.1 Definition:

An academic rank for an individual who has demonstrated a sustained record of achievement and effectiveness in Teaching, Research, and Service appropriate to the discipline.

4.5.2 Basis of Appointment:

Any of the following: (1) promotion from the rank of Assistant Professor along with completion of Ph.D. or (2) Ph.D and a minimum of five years of experience of which 2 years' experience should be post Ph.D.



4.5.3 Tenure:

Individuals who are promoted to the Associate Professor rank retain the same tenure eligibility, which they had as Assistant Professors. Individuals with exceptional records of accomplishment may be granted tenure earlier.

4.5.4 Eligibility for Promotion:

Associate Professors are eligible to apply for promotion during their fifth year of academic service to ADYPU in the rank of Associate Professor. Individuals with exceptional records of accomplishments may be granted early promotion.

4.6 Professor

4.6.1 Definition:

Professors are recognized leaders who have a cumulative record of exceptional Teaching, Research, and Service appropriate to the discipline.

4.6.2 Basis of Appointment:

(1) Promotion from the Associate Professor rank or (2) Ph.D and a minimum of five years of experience equivalent to academic service in the rank of Associate Professor.

4.6.3 Tenure:

Professors normally will be hired with tenure. A Professor who is hired without tenure is minimally eligible to hold tenure following one year of academic service to ADYPU.

4.6.4 Promotion:

Professors with extraordinary accomplishments may apply for promotion to Distinguished Professor.



4.7 Distinguished Professor

4.7.1 Definition:

Distinguished Professor is a rank beyond Professor, which recognizes extraordinary accomplishment in Research.

4.7.2 Eligibility:

To be eligible for Distinguished Professor rank an individual must have held Professor rank for a minimum of five years, with at least three years in the rank at ADYPU; have a record of extraordinary performance in Research with a national or international reputation; and have a sustained record of excellence in both Teaching and Service.

4.8 Duration of Tenure Line Appointment

The total length of time spent in tenured term appointments at any rank shall not exceed seven years



4.9 Non-Tenure Track Academic Positions (NTTF)

- i. Persons who hold non-tenure track positions are given term appointments that automatically terminate upon the expiration of the specified term.
- ii. Non-tenure track appointments may be given annual or multi-year contracts as determined by the program/ department with approval of the Director of the School and the Vice Chancellor.
- iii. No notice of non-reappointment is given
- iv. Reemployment of the employee after the conclusion of the contractual term is solely within the discretion of the University.
- v. With the exception of visiting Professors, time spent in a non-tenure track position does not count towards tenure eligibility if the individual later applies for and is appointed to a tenure-track faculty position.
- vi. Non-tenure track faculty must be qualified by academic and / or practical experiences appropriate for the responsibilities assigned.
- vii. All non-tenure tracks academic positions have the same right to academic freedom accorded to tenure-track faculty.

4.10 Lecturer

- i. A lecturer is normally appointed to teach full-time and to provide appropriate service and may participate in research.
- ii. A lecturer may be appointed to an annual or to a multi-year term of up to five years. Contingent upon satisfactory performance reviews and educational needs, the lecturer appointment is renewable without constraint of term limits.



- iii. A lecturer shall possess a Bachelor's Degree or equivalent with first class required for teaching in specific disciplines; have potential or demonstrated teaching ability, and a willingness to serve the academic unit, school, and University

4.11 Senior Lecturer

- i. A Senior lecturer who has demonstrated excellence in Teaching and Service at ADYPU for at least five years (not necessarily consecutive) may be appointed as a Senior Lecturer. Senior lecturers are expected to provide leadership in teaching, contribute to course and curriculum development and provide appropriate university service.
- ii. A Senior Lecturer shall be appointed to a specific term not to exceed five years and may be reappointed to one or more additional terms, contingent upon satisfactory performance reviews, educational needs and continued funding.

4.12 Professor of Practice

- i. The Professor of Practice is intended for distinguished and eminent professionals, either practicing or retired, who contribute to ADYPU by teaching, contributing to the research and scholarly mission of the University, and by providing service to the University based upon their practical professional experiences.
- ii. The title "Professor of the Practice," is intended to provide such highly regarded individuals with the positioning and respect that is customarily extended to faculty members who hold tenure. This designation represents an effective and meaningful way for ADYPU to involve accomplished professionals who seek a position within ADYPU that does not fit the tenure track model.
- iii. Professors of Practice, though leaders in their field, do not have traditional academic backgrounds and therefore would not meet the criteria for appointment in Tenure Track or Non-Tenure Track positions.



- iv. The Professors of the Practice will have substantial experience, normally of at least 10- 15 years, and a national/international reputation for excellence, and have rich and extensive backgrounds in fields and disciplines related to the school of appointment at ADYPU.
- v. The position may be described as “Professor of the Practice of X,” where X is an academic discipline or specialty. For communications purposes, a Professor of the Practice may represent himself or herself with a shorter title as “Professor of X.”
- vi. General duties and responsibilities must be agreed upon in advance with each Professor of the Practice. They may include teaching, research, and service, or some combination thereof. It is expected that Professors of the Practice will set personal/professional goals consistent with those of the School or Center.
- vii. A Professor of Practice shall be appointed to a specific term not to exceed five years and may be reappointed to one or more additional terms, contingent upon satisfactory performance reviews, educational needs and continued funding.
- viii. Professors of the Practice will participate in an annual evaluation, as is regularly conducted for tenure track faculty. Performance will be evaluated during this annual review, with actions and recommendations made as appropriate.
- ix. During the term of their appointment, Professor of the Practice are subject to, and protected by, the same Institute policies concerning academic freedom as tenured and tenure track faculty.

4.13 Visiting Faculty Appointments

- i. A Visiting Professor, Visiting Associate Professor, Visiting Assistant Professor, Visiting Lecturer or Visiting Instructor is an individual who possesses all of the qualifications to be appointed at that rank.
- ii. A Visiting Faculty member may be appointed to a specific term.



- iii. The Visiting Faculty appointment may be made on a course basis or on the basis of number of days in a week or any other basis as determined as a condition for this nature of appointment.
- iv. If a Visiting Professor, Visiting Associate Professor, or Visiting Assistant Professor applies for and is appointed to a tenure-track faculty position, time spent as a Visiting Faculty member at ADYPU may be counted toward the time required for tenure and promotion.

4.14 Artist-In-Residence

- i. The position of Artist-in-Residence is offered to outstanding professional artist who renders a specified service to the University.
- ii. This service can include lectures, performances, demonstrations, master classes, and consultations.
- iii. Academic degrees are not essential to this position.
- iv. An Artist-in-Residence is chosen on the basis of outstanding professional attainments, creative accomplishments, and recognition in his or her specified field.
- v. An Artist-in-Residence may be appointed for a specified term not to exceed five years and may be reappointed to one or more additional terms, contingent upon satisfactory performance reviews, educational needs of the department, and continued funding.
- vi. If an Artist-in-Residence applies for and is appointed to a tenure-track faculty position, time spent as an Artist-in-Residence at ADYPU shall be counted toward the time required for tenure and promotion.



4.15 Practitioner-In-Residence

- i. The position of Practitioner-in-Residence is offered to outstanding practitioners who render a specified service to the University.
- ii. A Practitioner-in-Residence is chosen on the basis of outstanding professional attainments and recognition in his or her specified field.
- iii. A Practitioner-in Residence may be appointed for a specified term not to exceed five years and may be reappointed to one or more additional terms, contingent upon satisfactory performance reviews, educational needs of the department, and continued funding.
- iv. If a Practitioner-in-Residence applies for and is appointed to a tenure-track faculty position, time spent as a Practitioner-in-Residence at ADYPU will not be counted toward the time required for tenure and promotion.

4.16 Executive-In-Residence

- i. An Executive-in-Residence is chosen on the basis of outstanding professional attainments and recognition in his or her field.
- ii. An Executive-in-Residence may be appointed for a specified term not to exceed five years and may be reappointed to one or more additional terms, contingent upon satisfactory performance reviews, educational needs of the department, and continued funding.
- iii. If an Executive-in-Residence applies for and is appointed to a tenure-track faculty position, time spent as an Executive-in-Residence at ADYPU will not be counted toward the time required for tenure and promotion.



4.17 Adjunct Faculty

- i. Adjunct Faculty is those individuals who offer educational experiences to students of the University but who have no contract with the University.
- ii. The title is honorary, although the Adjunct Faculty member may receive an honorarium. Adjunct faculty may also receive a University ID, e-mail account, and library privileges.

4.18 Per Course Faculty

- i. A per course faculty member is appointed on a semester basis and may teach no more than eighteen credit hours during any 12-month period.
- ii. Employment terminates automatically at the end of the appointment period.
- iii. Per course faculty should ideally possess a bachelor's degree or the equivalent professional experience in a field determined acceptable by the Director of the School.
- iv. Per course faculty have only the duties directly associated with teaching and are not required to neither perform committee work nor assume other responsibilities required of tenure-track faculty.

4.19 Academic Affiliate Appointments

- i. Academic Affiliates are those individuals employed full time by the University in non-academic positions and who are assigned to teach courses, supervise students or research in academic departments.



- ii. Academic Affiliate assignments are based on the experience, training, and interests of individuals that would qualify them to teach, supervise students and/ or direct research outside their normal assignments and upon the needs of the University to utilize their expertise in teaching responsibilities.
- iii. The teaching/supervision responsibilities of the Academic Affiliate may be included as part of the non-academic load with no additional remuneration or the Academic Affiliate may be compensated through overload pay.

4.20 Research Faculty

- i. Research faculty is members of the faculty whose primary responsibility is Research, but according to specific assignments, may be involved in Teaching, and Service also.
- ii. Appointment is to the rank of Research Associate, Assistant Research Professor, Associate Research Professor, or Research Professor.
- iii. Research Faculty are not eligible for tenure but have the same right to academic freedom accorded tenure track faculty.
- iv. Departments desiring to appoint Research Faculty shall develop appropriate appointment, promotion and performance review criteria for each rank, which must be accepted by the Director of the School and approved by the Vice Chancellor.
- v. Evaluations of research faculty members will be based primarily upon research, with teaching and service accomplishments considered commensurate with assigned duties.
- vi. If a Research Faculty member is appointed to a tenure-track faculty position, time spent in the term position will not be counted toward the time required for tenure and promotion.



4.21 Special Appointments

4.21.1 Emeritus Status

- i. Appointment to Emeritus Faculty status is granted as a result of meritorious service to the University, including contributions in the areas of Teaching, Research, Service and leadership.
- ii. To be eligible for the title, a faculty member must also satisfy the following requirements: (1) completion of at least ten years of full-time academic service to ADYPU and (2) retirement status at ADYPU.

4.21.2 Associate Appointments

- i. An Associate faculty appointment is one in which a faculty member is affiliated with a center or school for research or service projects, which typically are supported by awards, grants or contracts.
- ii. An Associate faculty appointment may be offered by a center or school to a qualified tenure track or non-tenure track faculty member to recognize the faculty member's involvement with that unit.
- iii. An Associate faculty appointment could be made from outside of ADYPU by following the proper selection procedure of the university.
- iv. A memorandum of understanding (MOU) defining the objectives, time commitment of the Associate faculty and compensation terms must accompany the appointment.



4.22 Prior Service and Probationary Period

- i. Beginning with appointment to a tenure-track position, the probationary period at ADYPU shall not exceed seven academic years.
- ii. Credit towards the probationary period may be granted for prior full-time service to ADYPU or the equivalent as determined by the Academic Council, equivalent to service to ADYPU.
- iii. Credit for previous service is specified in the initial appointment letter. If no credit is specified, none is given.

4.23 Student Employment

The University encourages students who are passionate towards academic and non-academic activities to opt for on-campus employment for a stipulated number of hours per week during the period of their Undergraduate or Post-Graduate Program or Ph.D. programs.

4.23.1 Student Academic Employment

a) Teaching Assistants:

Teaching assistants are post-graduate students who help faculty with the conduct and delivery of courses. Services provided by teaching assistants include grading, monitoring, leading lab and / or discussion sessions, offering office hour assistance to students, and performing clerical tasks associated with course instruction.



b) Assistant Lecturers:

A non-faculty, academic position held by an eligible post-graduate student with the primary duties of teaching undergraduate classes and providing instruction under the supervision of a University faculty member.

c) Post-Graduate and Undergraduate Research Assistants:

Post graduate and under-graduate research assistants are students who, in the course of their academic training, are employed in part-time or temporary research positions, where the student's academic training is based in part on the research performed or where the research duties being performed will assist the student in fulfilling his or her degree requirements.

d) Tutor:

A Tutor is one who gives professional instruction in a given topic or field.

4.23.2 Student Non-Academic Employment

- Student non-academic jobs may include a wide variety of non-academic duties.
- Office work and clerical duties
- Student services
- Duties related to operation of university facilities
- Data entry and technical support
- Duties related to operations and planning
- Support services for conferences, programs, and events



4.23.3 Eligibility for Academic Student Employment

To be employed as a Teaching Assistant (TA), Graduate Research Assistant, and Tutor, Academic Assistant, a nominee must:

- Be a degree-seeking post graduate student who is making satisfactory academic progress based on the criteria imposed by the Director of the concerned School.
- Remain registered for at least nine semester hours of course work in the long semesters.
- Maintain at least a 6.0 grade-point average.

4.23.4 Eligibility for Non-Academic Student Employment

Be a degree-seeking undergraduate or postgraduate student who is making satisfactory academic based on the criteria imposed by the Director of the concerned School.

Remain registered for at least nine semester hours of course work in the long semesters.

Maintain at least a 6.0 graduate grade-point average.

a) Hours:

When classes are in session students may work up to 20 hours per week. When classes are not in session, students may work up to 35 hours per week. Students are allowed to hold multiple positions on campus but may not exceed the maximum hours allowed per week as described above.



Section 5: Faculty Performance Criteria and Evaluation Model

5 Faculty Performance Criteria and Evaluation Model

The University honors the principles of academic freedom, academic excellence, diversity in scholarly and cultural perspectives, and equal opportunity. The following table outlines the evaluation categories for faculty with different types of appointments.

Faculty Appointment Type	Evaluation Based on
Tenure-Track Faculty	Teaching, Research, Service
Lecturer	Teaching, Service
Research Faculty	Research, Service

5.1 Evaluation of Tenure-Track Faculty and Lecturers

- i. Tenure-track faculty members are expected to be actively engaged in Teaching, Research, and Service throughout their careers.
- ii. It is generally expected that during the probationary period the emphasis should be on Teaching and Research and that at any time during one's career at ADYPU.
- iii. Each faculty member must negotiate his or her workload with the Department Head, with the conditions of employment laid out clearly at the time of employment, and adjusted thereafter through negotiation with the Department Head and Director of the School and approved by the Vice Chancellor.



- iv. Expectations for Lecturers are similar to those for tenure-track faculty except that there is an increased emphasis on Teaching and normally less or no expectation for Research.

5.2 Teaching

The areas outlined below are the basis for evaluating faculty members' teaching effectiveness for tenure and promotion and for required annual performance reviews.

i Knowledge

- a. Faculty members must be up to date and competent regarding the content of their courses, whether they are part of a discipline-specific major or the general education curriculum.
- b. Faculty who engage in student advising must be thoroughly familiar with university requirements so their advisees make appropriate progress toward a degree and graduate in a timely manner.

ii Teaching strategies

- a. University faculty members must specify learning objectives for each course, ensure that their students understand how to achieve those objectives, and use grading systems that reflect the degree to which students accomplish the objectives.
- b. Faculty must be appropriately accessible to students through a variety of means (e.g., office hours, electronic communication).



- c. Faculty should strive to include high-impact instructional practices, such as community engagement, problem-based, experiential, and collaborative learning.

iii Accessibility

Where appropriate, faculty may extend the availability of education beyond the traditional classroom setting through activities that include, but are not limited to, offering online courses, public lectures or workshops, working with the community and schools in providing access to education, and developing educational materials that address accessibility issues.

iv Diversity

Special efforts to bring diversity to students' educational experience might include

- a. Inviting guest speakers who offer diverse viewpoints
- b. Taking students to locations where they will be exposed to an unfamiliar environment, and
- c. Requiring students to seek out diversity as part of their course requirements.

5.3 Evaluation and response to feedback

- i. Faculty must ensure evaluation of their teaching through multiple means (e.g., self-reflection, peer and/or supervisor review, assessment of student learning outcomes).
- ii. Student evaluations are an important source of feedback; however, they should account for no more than 50% of the total evaluation of teaching effectiveness.



- iii. Faculty should carefully consider evaluation data and modify future teaching strategies as appropriate.

5.3.1 Documentation

- i. Faculty must provide evidence that documents sufficient knowledge, use of teaching strategies, evaluation, and response to feedback.
- ii. Course syllabi can be rich sources to indicate currency in course content and delineation of student learning outcomes and associated grading systems.
- iii. Peer and student evaluations and the faculty member's response to those evaluations can address the extent to which strong teaching methods are used, as well as the degree of accessibility the faculty member maintains.
- iv. Other useful types of documentation include pre-/post-course student performance on course knowledge and skills; professional development completion certificates; teaching portfolios; and unsolicited external letters of support.

5.3.2 Research

To qualify as Research activities must produce outcomes that are disseminated and subjected to critical peer review or evaluation by the scholarly community. The specific modes of Research include:

a Discovery:

gaining knowledge of or ascertaining the existence of something previously unknown or unrecognized;



b Application:

using established knowledge to solve significant problems;

c Synthesis:

bringing knowledge together from disparate sources to produce a whole work that is greater than the sum of its parts;

d Criticism:

using established values (aesthetic, logical, ethical) to evaluate quality of artifacts (e.g., art, legal decisions, news media); and

e Creation:

production of unique forms of expression, generation of new interpretations, theory building, model building, and performance.

These modes of Research should be considered of equal weight and importance in the faculty evaluation process.

5.4 Goals and Criteria for Evaluating Research

The following goals and criteria are the basis of evaluating faculty members' Research for tenure and promotion and for required performance reviews.

- i. Expand Knowledge and/ or Demonstrate Growth in Area of Expertise: Faculty members meet this goal if they have engaged in sufficient quantity and quality of



- peer-reviewed Research. This Research content area should be fully recognized and evaluated according to the standards of one of the five modes of Research.
- ii. Application of Research to Benefit University Constituents: The criterion for this goal refers to the application of Research to solving problems or addressing situations significant to the public that require professional expertise.

5.4.1 Transmission:

The criterion for this goal refers to transmission of Research product beyond that required for peer review in one's field. Faculty members meet this goal if they can document accomplishments in sharing knowledge and creative work with a broader audience.

5.4.2 Involvement of Students:

Research is of added value in the University mission if the work involves students, either undergraduate or graduate, as active participants in the research process.

5.4.3 Service

The following goals and criteria are the basis of evaluating faculty members' Service for tenure and promotion and for required performance reviews.

- a. In the interest of maintaining broad participation in the decision-making process at the University, faculty must recognize their responsibilities to the organization and contribute fairly to the task of shared-governance. The Service activities may also include



- b. Collaborations and contributions for the overall well-being such as providing professional development
- c. Participating in campus discussions and
- d. Expanding opportunities for shaping the learning environment.

5.4.4 Professional Service:

Professional association participation may include Serving as a board member, division chair, officer, editor, reviewer, committee member, etc. of a professional organization.

Additionally, this may include sponsoring, mentoring, or advising student pursuits, or Providing opportunities for student experiences outside the expectations of teaching.

5.4.5 Public Service:

Faculty members meet this goal when

They provide evidence of using their professional skills and expertise to serve community, state, national or international public constituents.

This may take the form of serving as a board member, division chair, officer, editor, reviewer, committee member, etc. of a public organization, or contributing articles in newspapers or other print media or on television or radio, etc.

5.5 Professional Consultation

Faculty members may meet this goal by submitting evidence of providing professional expertise to business, industry, schools, community organizations, and colleagues.



Consultation services to external constituents within the faculty member's professional expertise may be included in this area.



Section 6: Faculty Performance Evaluation Process

6.1 Annual Review of Faculty

ADYPU is committed to promoting academic excellence. This policy assumes the dignity and academic freedom of individual faculty members and its implementation shall be guided by mutual trust. This policy establishes guidelines for the evaluation of the performance of each full-time faculty member against established university criteria and in accordance with the mission and goals of each faculty member's department and school. The results of the review will be used to:

- i. Encourage and foster continued professional development;
- ii. Inform annual merit increments.
- iii. Promote the improvement of individual performance; and,
- iv. Provide part of the required documentation as specified in other policies;
- v. An underlying principle of this policy is that faculty review and development are closely related and work in concert to help faculty meet individual and institutional goals.

6.2 General Procedures

- i. The Registrar will publish in the annual Master Calendar a university-wide timetable for all academic personnel decisions.
- ii. All full-time faculty members (TTF and NTTF) participate in regularly scheduled performance reviews.
- iii. For Tenure Track Faculty, annual reviews are completed for the purpose of evaluating appropriate progress toward tenure, tenure review, and promotion review, as well as yearly performance review.



- iv. For Non Tenure Track Faculty, annual reviews are completed for the purpose of evaluation progress towards review of contractual extension and promotion review as well as yearly performance review.
- v. Tenured faculty participates in an annual performance review, and, as appropriate, promotion reviews.
- vi. Ideally, each ranked faculty member should be evaluated no more than once annually.

6.3. The Tenure-Track Process

The quality of its faculty is the most vital determinant of a great university. Further, the highest standards of appointment, promotion, and awarding of tenure are best achieved by a process of careful examination and review. Such review is most effectively accomplished by a collaborative process whereby the faculty itself, through highly respected representatives, provides its best judgment and advice to the responsible administrative officers.

Judgments of academic excellence are complex. They cannot be reduced to a quantitative formula nor can the considerations that must be applied in each individual case be completely described in general terms. At the same time, the criteria to be applied in all cases must represent excellence in the quality of the candidate's performance, especially as a teacher and as a scholar.

6.4 The Tenure Review Process:

The tenure review is processed through the five levels in the following sequence:

- i. Promotion and Tenure advisory committee
- ii. Department head



- iii. Director of the School
- iv. Central promotion and tenure committee
- v. Vice Chancellor

Preparation > Candidate Prepares Dossier > Submits to Department Head

Review > Promotion & Tenure Advisory Committee > Recommendation > Department Head > Recommendation > Director of the School > Recommendation > Central Tenure & Promotion Committee > Recommendation

Final Decision > Vice Chancellor

6.5 The Review Process

The Office of The Vice Chancellor prepares a list of faculty eligible for review each year based upon years of service at rank and step. This list and additional instructions, known as the “Annual Progress Report,” is distributed to the Director of the School and Department Heads. Department Head may meet with each assistant professor annually or more often if requested, as part of their mentoring role. This meeting allows the junior faculty member and their chair the opportunity to review research plans, monitor service commitments, and review the variety and level of teaching assignments.

6.6 Timeline of Reviews

Generally, assistant professors are reviewed for a merit (step) increase with a requisite reappointment every two years. The midcareer appraisal or assessment in the third or fourth year is a review of his / her progress toward tenure, with evaluations provided to assist you in identifying strengths and weaknesses in your performance. The tenure review normally occurs either in the sixth or no later than your seventh year.



Results of personnel actions are issued when final decisions are made. Delays may occur because of the difficulty in scheduling an ad hoc committee or the need to request additional information from the candidate, department head or Director of the School.

6.7 Normal Periods of Service within Rank and Steps

There is a normal period of service for most steps within these ranks, as indicated in the following table. However, movement between ranks (promotion) or from one step to another within a rank (merit increase) depends upon excellence. It is never automatic, and advancement can be faster than normal in recognition of outstanding performance (acceleration) or delayed when performance is not considered normal progress in the field.

Assistant Professor (7 year limit, tenure track)		Associate Professor (5 year, tenured)		Professor (Indefinite, tenured)	
Step	Period of Service	Step	Period of Service	Step	Period of Service
1	2				
2	2				
3	2				
4	1				
		1	2		
		2	2		
		3	1		
				1	3



				2	3
				3	3
				4	3
				5	3
				6	3
				7	3
				8	3

6.8 The Tenure Process

- i. The tenure process actually begins at the time of initial hire as an Assistant Professor. As an Assistant Professor, the faculty shall be reviewed every two years for reappointment and step increases.
- ii. The faculty should be aware of the possibility that the appointment could be terminated (non-reappointment) at any one of these two-year reviews. However, the faculty cannot be terminated without a review.
- iii. If the faculty is reappointed without a merit increase, it is viewed seriously. It is an indication that he/she needs to improve.
- iv. The faculty concerned is expected to find out areas which the department review committee considers as areas of improvement and then work on them. These problem areas will be carefully clarified by the department. The faculty concerned can ask for the specifics from the Department Head.
- v. Normally, the faculty shall be reviewed for tenure in sixth year; however, the faculty may ask to be reviewed sooner, if he / she feels to be ready for promotion.



6.9 Midcareer Appraisal

A critical review point prior to the actual tenure review is the midcareer appraisal, which normally occurs at the second step. It typically coincides with a review for a reappointment with a merit increase. These two reviews are separate but overlapping: the merit review covers new work done since your last merit increase while the midcareer appraisal is an evaluation of your entire career at ADYPU and its future promise.

6.10 Purpose of Mid-Career Appraisal

The mid-career appraisal provides the faculty feedback on the principle of SWOT analysis. It provides the faculty information pertaining to its specific strengths and weaknesses that the faculty can work on to address in the time that remains, in this manner to provide the faculty an opportunity to improve the overall record for the tenure review. Midcareer Appraisal is characterized as either:

i Positive:

if the candidate continues on his/her current trajectory, it is likely he/she will qualify for promotion in the normal time.

li Cautionary:

there are some areas that need improvement to make a strong tenure case.

lii Negative:

if the candidate continues on his/her current trajectory it is very unlikely that he/she will eventually qualify for promotion. Major improvements are needed.



6.11 Mid-Career Appraisal Process

- i. The mid-career review is discussed with each eligible faculty member by the department head during the last semester of an academic year prior to a planned review.
- ii. The faculty member prepares a dossier for review under specifications and time guidelines provided by the department head.
- iii. The dossier is reviewed by the department head and any other supervisors, if applicable.
- iv. The Department Head schedules a meeting with the faculty member to discuss the outcome of the review and initial recommendations.
- v. The department head forwards the dossier and any attachments to the Director of the School for review
- vi. At the discretion of the Director of the School, the review is either signed or returned, or a meeting is scheduled with the faculty member and the department head.
- vii. In the event of a meeting at the school level, the Director of the School will send written comments to the faculty member on the performance. The Director of the School's letter, including any modifications in the recommendations for the faculty member, is sent through the department head/chair to the faculty member for signature and response, if desired.
- viii. The department head reviews the final results of the mid-career review with the faculty member and discusses issues or concerns raised during the review. A copy of the review and the recommendations, signed by the faculty member, the Department Head and the Director of the School, is placed in the individual's personnel file.



6.12 Post-Tenure Review (PTR) for Tenured Faculty

ADYPU recognizes that faculty renewal, development and improvement are of critical importance in its pursuit of excellence. To that end, the University provides for post-tenure review of its faculty to identify and help underachieving faculty fulfill the potential that was recognized upon hiring and reaffirmed upon the award of tenure.

Post-tenured review of tenured faculty is intended to enhance and protect, not diminish the important guarantees of tenure and academic freedom through a positive, thorough, fair, and transparent process.

6.13 Purpose of PTR

- i. Provide guidance for continuing and meaningful faculty development,
- ii. Assist faculty to enhance professional skill and goals
- iii. Refocus academic and professional efforts, when appropriate,
- iv. Provide assurance that faculty members are meeting their responsibilities to ADYPU.
- v. Assess whether the individual is making a contribution consistent with that expected of a tenured faculty member, and
- vi. Form a basis for determining merit raises, honors, awards, and other types of recognition.



6.14 Negative Periodic Reviews of Faculty (PROF)

- i. A negative PROF is defined as receiving unsatisfactory assessment of one or more areas identified in the position description (e.g., teaching, scholarship, service, and outreach).
- ii. A negative PROF must always be followed by either a PTR in the same or following year, or a PROF in the following year to determine if sufficient progress has been made to overcome the deficiencies identified in the first PROF.
- iii. If the review process identifies areas in which a faculty member is not fulfilling the expectations of his or her position, a professional development plan will be drafted and implemented. Thus, the process provides effective evaluation, useful feedback, appropriate intervention, and timely and affirmative assistance to ensure that every faculty member maintains a record of professional development and accomplishment during the various phases of his or her career.
- iv. The review and evaluation process must uphold the highest standards of academic freedom. Faculty must be encouraged to take risks, to ask inconvenient questions, and to challenge prevailing views, in research and scholarly pursuits as well as in teaching, without the fear of suffering the consequences of failure in the review process.

6.15 Consequences of the Post Tenure Review

- i. If the PTR is initiated by a negative PROF, the report will address both the positive and the negative aspects of the PROF and assess their validity.
- ii. If the committee confirms unsatisfactory performance in any aspect of the position description, a plan for improvement shall be developed jointly by the faculty being reviewed and the unit head in consultation with the PTR committee.



- iii. The plan should provide detailed actions, sufficient resources as are available and measurable goals to achieve satisfactory performance within a maximum of three years.
- iv. A copy of the development plan will be sent to the Director of the School
- v. In the event of an unsatisfactory PTR and failure to achieve the goals of the plan for improvement, the Director of the School may recommend redistribution of effort, reduction in salary, or termination of appointment.
- vi. The Review committee shall forward the results of its review to the Director of the School and to the Vice Chancellor.
- vii. Until a faculty member has been given adequate opportunity to achieve the improvements specified in the plan for improvement, no action based on post–tenure review will be taken by the University.



Section 7: The Faculty Promotion Process

7.1 Criteria for Promotion from Assistant to Associate Professor

- i. Promotion to the rank of Associate Professor with tenure is an important milestone for university faculty and is an honor that is earned by acquiring a Ph.D. qualification, evidence of a strong and compelling record of professional accomplishment. Promotion to the rank of Associate Professor is based upon evidence of the candidate's:
 - ii. Demonstrated effectiveness in teaching, advising, service, and other assigned duties;
 - iii. Achievement in scholarship and creative activity that establishes the individual as a significant contributor to the field or profession, with potential for distinction; appropriate balance of institutional and professional service.
 - iv. Promotion to Associate Professor does not automatically grant tenure. Tenure will usually accompany a promotion, but the decision on tenure is made independently of the decision on promotion.

7.2 Year of Application

- i. A probationary faculty member must apply for tenure no later than the sixth year of employment to remain employed beyond the seventh year.
- ii. In cases where the faculty member has negotiated for a shorter probationary period, the final tenure application year is specified in the faculty member's initial letter of employment.
- iii. Candidates denied tenure by the Vice Chancellor in the final year for application is not permitted to reapply.



- iv. Candidates who apply for early tenure (i.e., in a year prior to the final year for application as stated in the faculty member's initial letter of employment) may reapply up to and including the final year to apply.
- v. Individuals whose initial appointment is to the Associate Professor rank must apply for tenure by the fourth year of their probationary status except in those circumstances where the Vice Chancellor has granted a temporary stopping of the tenure clock.

7.3 Application Process and Review

- i. The faculty member prepares a complete promotion dossier according to guidelines provided by the Vice Chancellor, and forwards it to the Director of the School.
- ii. The promotion dossier will include external reviews gathered according to departmental guidelines, and inserted by the department head.
- iii. The process for promotion review will be the same as specified in Tenure Review Process

7.4 Promotion Review from Associate Professor Rank to Professor Rank

Criteria for Promotion to Professor

Promotion to the rank of Professor is based upon evidence of the candidate's:

- i. Distinction in teaching, advising, service, or other assigned duties, as evident in continuing development and sustained effectiveness in these areas, new and innovative teaching, curricular development, awards and recognition;
- ii. Distinction in scholarship, as evident in the candidate's wide recognition and significant contributions to the field or profession;



- iii. Exemplary institutional and professional service and an appropriate balance between the two.

7.5 Pre-Promotion Review

- i. Tenured faculty members may request a pre-promotion review facilitated at the departmental level one to two years prior to application for promotion.
- ii. This review is optional, and the decision not to request a pre-promotion review does not preclude a favorable review at the time of application for promotion.
- iii. Pre-promotion reviews normally end at the Head, but by mutual agreement of the faculty member and Director of the School may include the Director of the School.

7.6 Application Process and Review

- i. The faculty member prepares a complete promotion dossier according to established guidelines and forwards it to the chair of the departmental personnel committee.
- ii. The tenure/promotion dossier will include external reviews gathered according to departmental guidelines based on norms established by the university and inserted by the department head.
- iii. The process for promotion review will be the same as specified in Tenure Review Process



7.7 Promotion for Non Tenure-Track Faculty (Lecturer, Research Faculty)

7.7.1 Criteria

- i. Demonstrated effectiveness in teaching, advising, service, and other assigned duties;
- ii. Achievement in scholarship and creative activity that establishes the individual as a significant contributor to the field or profession, with potential for distinction; appropriate balance of institutional and professional service.

7.7.2 Application Process

- i. The faculty member prepares a complete dossier according to established guidelines and forwards it to the chair of the Departmental personnel committee.
- ii. The process for promotion review will be the same as specified in Tenure Review Process

7.8 Annual Performance Review

- i. Performance evaluations shall be conducted annually for all full-time faculty and faculty ranks.
- ii. The Department Head shall seek the written input of the departmental personnel committee on each faculty member and recommend a composite rating to the Director of the School in which the department is located.
- iii. Based on the satisfactory performances, the Director of the School shall either endorse or modify the recommended rating.



- iv. In instances where the Director of the School modifies the rating, the Director of the School must provide a compelling rationale for the change in writing to the Department Head, to the departmental personnel committee, and to the affected faculty member.
- v. At least five numerical or categorical ratings are to be used. The ratings are to be designed to recognize both outstanding and unsatisfactory performances as well as those appraised as degrees of good or satisfactory.
- vi. Each department shall develop a clear set of expectations for satisfactory performance in the categories of Teaching, Research, and Service. (Outreach and Professional Productivity will be evaluated for those faculty for whom these are considered responsibilities.)
- vii. The performance categories for evaluating all faculty members with respect to their annual plans of work shall be: Outstanding, Exceeds Expectations, Meets Expectations, Does Not Meet Expectations, and Unsatisfactory.
- viii. Outstanding reflects performance that represents a truly exceptional level of accomplishment.
- ix. Exceeds Expectations reflects performance that exceeds the level of accomplishment in relation to the expectations for a given faculty member.
- x. Meets Expectations reflects the performance that meets the level of accomplishment in relation to the expectations for a given faculty member.
- xi. Does not Meet Expectations reflects performance that does not meet the level of accomplishment in relation to the expectations for a given faculty member. This rating indicates a deficiency beyond what can be considered the normal range of year-to-year variation in performance.



- xii. Unsatisfactory reflects performance that repeatedly fails to meet the level of accomplishment in relation to the expectations for a given faculty member in a way that reflects disregard of previous reviews or other documented efforts to provide correction or assistance.
- xiii. The time frame for the period of review shall be May 1 through April 30. Each school shall provide a published timeline to ensure that the overall process is completed by August 20 or the next business day.
- xiv. The typical cycle of review process will be as follows:
 - May – Submission of Dossier
 - June & July – The period review process
 - August – Decision-making
- xv. At each step of the evaluation process, the faculty member must be informed on the results of the evaluation, including an explanation for each numerical or categorical rating. A faculty member who is dissatisfied with his or her evaluation may append a written response to the evaluation before it is forwarded to the next evaluator.
- xvi. Each recommendation must also be reported back to prior evaluators, e.g., the Director of the School must report her/his recommendation back to the Department Head and the Departmental Committee, along with a written note for any changes in recommendations.
- xvii. Each faculty member should have an opportunity to meet directly with the Department Head to discuss his or her annual review as well as to establish goals and support for the next year. These discussions may be incorporated into the workload assignment negotiation.



7.9 Plan of Work

- i. To support the annual evaluation, each faculty member shall submit a copy of his or her plan of work for the current and previous academic years.
- ii. The plan of work is a document that faculty prepare in the spring of each academic year outlining the faculty member's expected work activities, anticipated outcomes, and specific performance expectations in the areas of teaching, scholarship, and service for the following academic year's contract period.
- iii. The plan of work should explicitly address any items of concern that emerge from the annual review process.
- iv. The plan of work may also describe how work activities will fit with the faculty member's longer term performance or promotion aspirations.
- v. Each school or department may have its own published guidelines for developing a plan of work. At a minimum, the plan of work must be approved and signed by the faculty member, department head, and Director of the School.
- vi. An approved plan of work shall be finalized after the annual review is complete, but no later than the beginning of the faculty member's contract period for the upcoming academic year.
- vii. The faculty member's written self-evaluation and evidence of performance against the criteria specified above and the elements of the plan of work that overlap with the review period. Evidence of performance should include at a minimum the following:
- viii. Results from the university-wide student rating of instruction survey for all sections assigned in the plan of work. The possible teaching effectiveness data may include peer ratings; self-assessment statements; syllabi and other course documents; examples of student work; and teaching portfolios.



- ix. Evidence of scholarly achievement and quality as defined by the faculty member's college and department for the review period.

- x. Written confirmation of participation on school and university committees and self-assessment of performance on those committees and professional service activities.



Section 8: Faculty Workload Policies and Responsibilities

The purpose of this policy statement is twofold. First, it provides guidance to the faculty, Chairs and the Director of the School in making assignments of workload to faculty. Second, it assists in an effort to equitably distribute faculty responsibilities across faculty in a School over time.

‘Faculty Workload’ refers to all faculty activities that contribute to the accomplishment of unit-related activities and responsibilities: research/creative activity, teaching, service and outreach.

8.1 Faculty Workload Philosophy

- i. The Director of the School shall be responsible for determining the workload for both academic and professional staff across all ranks.
- ii. The assignment of faculty workloads is organized on the principle that each department meets its overall responsibilities in teaching, research and service with approved budgets.
- iii. The Director of the School shall employ a variable workload program that provides each faculty member with the ability to do what she/he does best.
- iv. Because specific departmental missions and instructional pedagogies differ, the responsibility for determining specific faculty workloads rests with the department head, subject to review and approval by the Director of the School and Vice Chancellor.
- v. The department head needs to know how many classes need to be taught during a given year and what proportion of those courses need to be taught during a given year by the tenured, tenure-track and non-tenured faculty.



- vi. In assigning workloads, the overarching principle is that each individual faculty member should do what he/she does best. For example, a senior faculty member who is no longer active in research, he/she should have an opportunity to teach more than highly active research scholars.
- vii. In case of faculty who are not very active in research and service, shall have an increased workload teaching responsibility.

8.2 Workload guidelines

ADYPU faculty workload policy is premised on the assumption that all faculty activities in teaching, research and service have significant importance.

Step 1 - Determining unit responsibilities

- i. Each department or school will develop and have in place a framework for workload assignments.
- ii. Prior to developing departmental/school budgets, the Director of the School shall review the department's instructional, research and service responsibilities for the new academic year.
- iii. Modifications in the workload assignments may be based upon the following:
 - a. Identifying the number and type of students to be served
 - b. Determining maximum and minimum class size requirements
 - c. Reviewing unit requirements in research,
 - d. Determining realistic service obligations for faculty in the department, the college and the university.



Step two: Assignment of loads to professional faculty

The Director of the School shall assign the faculty workload in a manner that maximizes productivity within the budgets. The instructional responsibilities shall be based upon the budgets allotted to the School by the University.

Step 3: Assignment of loads for niche courses

The remaining instructional obligations in a department are fulfilled by adjunct faculty, visiting faculty, academic affiliate and per course faculty.

Step 4: Loads and budgets

Assuming the adequacy of a Department faculty salary budget, the budget available for instruction, research and service must fully cover the cost of the assigned loads. When this is not the case, the department head must re-calculate loads so that the unit's salary budget is adequate. In cases where the faculty salary budget more than covers the faculty workload (assuming no significant changes in student enrollments or in departmental mission), loads must also be recalculated.

Step 5: Faculty performance reviews

Every year, each department will conduct annual performance reviews for the purpose of determining faculty raises and to establish the basis for workload assignments for the following year. For example, a faculty member who has been assigned a load based upon expectations in research and service as well as in teaching must have fulfilled those expectations to receive a merit increase and to maintain the assigned load in the following academic year.



Step 6: Assessment of Workload Policy

Assessment of the workload policy will occur every two years to determine its effectiveness in helping units satisfy the workload policy requirements (e.g., variable assignments that reflect the unit's range of activities, mission, individual faculty goals, and the university mission. The Vice Chancellor along with the Director of the Schools shall be sole authority in the whole process of assessment of workload policy.

8.3 Detailed Faculty Workload Classification

8.3.1 Teaching

- i. Workload for tenured and tenure-track faculty with standard appointments involve significant responsibilities for Research and Service in addition to teaching responsibilities.
- ii. Accordingly, average departmental teaching loads for full-time faculty should be of the following:
- iii. Undergraduate Programs: 20 hours per week.
- iv. Post-Graduate Programs: 16 hours per week
- v. The average teaching time is subject to revision in case the tenure and tenure track faculty engages in various research and service activities, subject to the final decision by the Director of the School.



8.3.2 Meeting Classes

- i. Faculty members are expected to meet their assigned classes or to see that suitable alternate arrangements have been made for learning experiences for their students.
- ii. When faculty members are unable to meet a class because of illness, they must make arrangements to notify their classes concerning the cancellation of classes.

8.4 Course Policy Statements

Within the first week of classes the faculty member shall issue a written policy statement, in print or in electronic form, to each student summarizing the following:

i Purpose:

A statement of the general content of the course

ii Course Objectives:

A list of measurable and desirable outcomes to be achieved upon successful completion of the course.

iii Attendance Policy:

A statement of attendance policy consistent with that of the University, and the policies regarding late arrival and early departure.

iv Academic Integrity Policy:

A statement concerning the policies concerning plagiarism and cheating, including consequences.



v Textbooks:

A list of textbooks and other sources to be used for the course and whether they are recommended or required reading.

vi Test Dates:

A statement concerning the announcement of test dates. If the dates are unknown, approximations should be offered.

vii Examinations:

A general idea of the material to be covered on each exam.

viii Grading Scale:

A statement of the grading policy to be used in the course.

ix Term Papers (if applicable):

A statement of the dates that term papers are due and general criteria used to determine how the papers will be graded

x Final Exam:

A statement as to whether the final will be comprehensive or not, and a general idea of the subject matter to be covered.



xi Class Records:

All faculty members must keep accurate accounts of grades and attendance so that they will have factual information for a fair evaluation of each student.

All faculty members must leave with their Department Heads/directors all grade books or a copy of all grade sheets at the time of leaving the employ of the University.

8.5 Student Advisement

- i. Student advisement is the process of assisting students in negotiating the curriculum in order to achieve their educational goals.
- ii. The process also involves aiding students in thinking through and arriving at educational goals based on an understanding of what higher education is and how it relates to all areas of life.
- iii. All faculty members are expected to be knowledgeable of essential aspects of the curriculum and procedures of the University in order to provide accurate and timely advice to students.
- iv. Faculty should be able to assist in the advisement process through normal contacts with students both in the classroom and in the office.
- v. Research or Other Creative Scholarly Activities
- vi. Faculty whose work assignments include research or other creative scholarly activities should clearly demonstrate excellence in these endeavors. Following are examples of workload functions addressing research or other creative scholarly activities.
- vii. Publication of articles, books, monographs, bulletins, reviews, and other scholarly works by reputable journals, scholarly presses, and publishing houses that accept works based on rigorous review and approval by peers in the discipline



- viii. Receipt of competitive grants and/or contracts to finance the development of ideas
- ix. Refereed presentations (e.g., professional conferences)
- x. Supervision of publishable undergraduate research project(s),
- xi. Supervision of graduate research
- xii. Patents
- xiii. Consulting
- xiv. Juried exhibitions of art / design works
- xv. Appointment as consultant to state, national, and/or international public and private groups engaged in scholarly and/or artistic endeavor
- xvi. Development of processes or instruments useful in solving problems relevant to the mission and needs of the faculty members unit
- xvii. Selection for tour of duty at special institutes for advanced study
- xviii. Presenting testimony before governmental groups concerned with research or other creative scholarly activities

8.6 Service

8.6.1 Service Responsibilities:

The service workload functions are mentioned as below:



8.6.2 Public Service

- i. Faculty whose work assignments are in public service must devise creative ways to serve the public. Following are examples of workload functions addressing public service.
- ii. Providing information, advice, or assistance to governmental bodies.
- iii. Provide educational needs assessment, program development, training, consultation, and technical assistance to local, state, national, and/or international organizations
- iv. Identify, develop, and render service to individuals, communities, organizations, and public agencies in support of their own purposes and functions.
- v. Furnish leaders and groups with objective research results and other resource information for decision-making.
- vi. Design and conduct feasibility studies, field-test basic knowledge, develop procedural and technical manuals, and provide group instruction on and off campus
- vii. Mentor people nationally and internationally to study the faculty member's work and innovations
- viii. Disseminate in the appropriate media the faculty member's service work and innovations
- ix. Development of instruments and/or processes useful in solving persistent problems in a service area
- x. Receipt of grants and/or contracts to finance development and delivery of service innovations.
- xi. Serving on panels judging grant/contract proposals for service innovations



8.7 University Development Activities

- i. These activities include all aspects of University development activities. Faculty members are responsible for contributing to the myriad processes that move the University forward to carrying out its mission.
- ii. Serve in membership and/or leadership roles in University level activities.
- iii. Serve in membership and/or leadership roles in school level activities
- iv. Serve in membership and/or leadership roles in departmental/program level activities
- v. Carry out administrative responsibilities at the appropriate level(s)
- vi. Serve in special assignments such as representing the University at national and/or international meetings
- vii. Publish books, articles, and give speeches pertaining to different areas of specializations; these works being rigorously reviewed and accepted by peers



Section 9: Recruitment & Selection Guidelines

9.1 Purpose:

To define the recruitment and selection process for regular staff positions, which involves identifying vacancies or new positions, posting these positions, recruiting for them, and selecting, hiring, promoting, and transferring staff employees.

9.2 Policy:

ADYPU is committed to filling positions with the best-qualified individuals. Recruiting and selecting candidates are the mutual responsibilities of Human Resources (HR) and the departments / units where positions exist. The University encourages promoting qualified University staff employees.

- i. All recruitment and selection efforts must be coordinated through the Search Committee.
- ii. The Search Committee has primary responsibility for overseeing the recruitment and selection process to ensure the development of a comprehensive position description, completion and retention of information and documentation.
- iii. The Search Committee has primary responsibility for ensuring employment decisions are in compliance with University and department policies and procedures.
- iv. The entire recruitment decisions are subject to the final discretion of the following:
 - a. Vice Chancellor: For academic ranks positions
 - b. Registrar: For professional staff positions with final approval from the Vice Chancellor



9.3 ADYPU Recruitment and Selection Process

In order to increase efficiency in hiring and retention and to ensure consistency and compliance in the recruitment and selection process, it is recommended the following steps be followed:

Step one: Vacancy Identification and Evaluation Need

Recruitment process is applicable to any one of the following situations:

- i. Resignation of an employee
- ii. Termination of an employee
- iii. Launch of new courses or division within the School
- iv. Newly created position, if any
- v. Any other requirements, depending upon the requirements of the School.
- vi. The Director of the School reviews the role and decides if there are any changes required as certain tasks and responsibilities performed by the previous person may not or should not be performed by the new person. The Director of the School must carefully evaluate any changes needed for the following:
 - a. Level required performing these tasks; considering the appropriate classification level.
 - b. Tasks carried out by the previous employee
 - c. Tasks to be removed or added if any of the work will be transferred within department
 - d. Supervisory or lead responsibility
 - e. Budget responsibility (if any)
 - f. Work hours



Step two: Develop Position Description

A position description is the core of a successful recruitment process. It is used to develop interview questions; interview evaluations and reference check questions. A well-written position description:

- i. Provides a first impression of the campus to the candidate
- ii. Clearly articulates responsibilities and qualifications to attract the best suited candidates
- iii. Provides an opportunity to clearly articulate the value proposition for the role
- iv. Improves retention as turnover is highest with newly hired employees. Employees tend to be dissatisfied when they are performing duties they were not originally hired to perform.
- v. Identifies tasks, work flow and accountability, enabling the department to plan how it will operate and grow
- vi. Assists in establishing performance objectives
- vii. Is used for career planning and training by providing clear distinctions between levels of responsibilities and competencies required
- viii. Identify Duties and Responsibilities
- ix. Prior to developing the job description the hiring manager should identify the following:
 - a. General Information
 - b. Position Purpose
 - c. Essential Functions
 - d. Minimum Requirements
 - e. Preferred Qualifications

9.3.1 General Information:

Basic position and pay information will need to be determined to assist with the development of the job description and job classification. This information will be different for each position being recruited:



9.3.2 Pay Grade/Step

Working Title

Market titles should be recognizable and common to various industries as most job seekers search for commonly referred to market titles when conducting

- i. on-line job searches
- ii. Department Name
- iii. Department Head
- iv. Supervisor Name
- v. Title Codes and Full-Time Equivalent numbers of employees supervised

Position Purpose:

The Director of the School must submit the summary pertaining to the purpose of the position:

- i. Role and its relation to the department, organization and University
- ii. Estimated duration
- iii. Lists the number of openings when there is more than one position being recruited
- iv. Describe any pre-employment assessments if applicable.

Essential Job Functions:

Essential job functions describe the duties and responsibilities of a position. When developing essential functions for the position the following should be noted:



- i. Functions of the job which are critical for the position are arranged by importance and percentage of time spent
- ii. Complexity level and authority for the role should be described to help attract the appropriate level of qualified candidates
- iii. Essential tasks listed should be inter-related to the accomplishment of the essential function.

9.3.3 Minimum requirements:

The minimum requirements are those qualifications, which are established in advance and advertised to potential applicants. The Director of the School must list down the minimum requirements in terms of qualifications, skills and experience.

9.3.4 Preferred Qualifications:

Preferred qualifications are skills and experience preferred in addition to basic qualifications and can be used to narrow down the pool of applicants.

Step Three: Develop Recruitment Plan

The Director of the School must develop a detailed Recruitment Plan, which is approved by the Vice Chancellor. The Recruitment Plan must contain details like the period of job posting and the detailed plan for job postings across all advertising media. Special focus should emphasize on posting on web-portals and University portals and other cost-effective advertising options depending upon the job-positions.

Step Four: Appointment and Selection of Search Committee

The composition of the search committee shall vary depending upon the position to be filled and the office, department or school in the position resides. Search committees serve in an advisory capacity whose purpose is to screen and



evaluate candidates and not hiring decisions. The decision to hire is made by those officials in the School authorized to make hiring decisions.

9.3.5 Composition of search committees:

A typical search committee must constitute between three to five members who are senior and qualified faculty and / or staff in respect to the hiring position. The Search Committee Chair is usually a senior University professor or officer.

Functions of Search Committees Chair

- i. Serve as liaison between the committee and the school
- ii. Maintain adequate records for search and selection process
- iii. Correspond with all candidates
- iv. Coordinate the efforts of all committee members
- v. Perform all duties of a regular committee member and
- vi. Perform other functions as requested by the hiring official.
- vii. Functions of search committee members include the following
- viii. Attend all scheduled meetings.
- ix. Maintain appropriate confidentiality about search committee deliberations.
- x. Screen all application materials
- xi. Help to identify and contact potential applicants
- xii. Participate in the interview process
- xiii. Recommend one or more candidate for the position
- xiv. Check references provided by the candidates; and
- xv. Perform other duties as assigned by the Committee Chair.

Step 5: Post Position and Implement Recruitment Plan

Once the position description has been completed, the position then can be posted on the ADYPU website and advertised through mediums as approved in the recruitment plan. The position is as widely announced as possible within the available budget.



Step 6: Review Candidates and Develop Short List

- a. Prior to reviewing candidates, the Search Committee should direct an interested job seeker to complete the online application process. To be considered, a job seeker (including any University staff employee) must complete the online application process.
- b. Once the candidates submit his/her job application, the Search Committee members shall review all candidates. Each committee member must provide comments to each application. A phone screen may be conducted to obtain information such as availability, salary requirements, special position requirements (e.g. ability to perform shift work), ascertain minimum requirements and other preliminary information to assist the search committee with their review.
- c. The Search Committee shall compile a list of shortlisted candidates to be selected for interview process.

9.3.6 Internal Candidates

- i. The University encourages the consideration of current employees of the University for open positions through promotions and transfers. Departments are encouraged to allow staff employees to take reasonable time off for interviews.
- ii. A regular University staff employee in good standing may apply for a posted position by completing the online process.
- iii. Pursuing a job opportunity within the University should not in any way jeopardize a staff employee's present position. The Search Committee should regard an application as confidential until the employee is a finalist and references are to be checked.
- iv. The University also encourages the consideration of individuals associated with the University (e.g., alumni, spouses/partners of faculty, staff, and students) when appropriate and consistent with University policy.



Step Seven: Conduct Interviews

Depending on the job positions, the Search Committee may opt for one-on-one or panel interviews. Irrespective of the type of interviews, the Committee Chair may determine few of the following or any other requirement.

- i. Format of the interview and order of questions
- ii. Questions to be asked of all candidates and the weight assigned
- iii. Who is going to ask which questions?
- iv. Whether a work sample should be submitted
- v. The optimum start date for the position
- vi. Any other details candidates may need about the role that were not noted in the position description

9.3.7 Virtual Interviews:

To reduce travel costs and time associated with the interviews, virtual interviews can be an alternative method. Virtual interviews can be conducted by way of video-conferencing or web-based communication technologies.

Step Eight: Select Hire

Once the interviews have been completed, the committee will meet to discuss the interviewees. Committee members will need to assess the extent to which each one meet their selection criteria. The following points must be considered before finalizing the selected candidate for the job:

- i. The best candidate for the position was chosen based on qualifications
- ii. The candidate will help to carry out the University and Department's missions



9.3.8 Reference and Background Checking

- i. References should be checked in every search before extending a written employment offer. All reference checks should be conducted using the following guidelines:
 - a. Treat all candidates fairly and consistently
 - b. Ask only for information which is relevant to the candidate to the candidate's skills and qualifications for position
 - c. Protect the confidentiality of the process and the privacy of the applicant whenever possible by sharing only the information needed to secure the reference.
 - d. Verification of Credentials
 - e. A candidate's credentials (E.g. degree earned, license etc.) should be verified before a written offer is extended. The Search Committee must verify the credentials of finalists for teaching and research positions. The Office of the Registrar should verify the credentials of all finalists for Professional staff positions.

Step Nine: Finalize Recruitment

- i. Upon completion of the recruitment process the offer to the selected candidate is made. Prior to initiating the offer, it is recommended that one more check of the selection process be completed as follows:
 - ii. Review the duties and responsibilities of the position and ensure they were accurately described and reflected in the job description and interview process
 - iii. Review selection criteria used to ensure they were based on the qualifications listed for the position
 - iv. Confirm all applicants were treated uniformly in the recruitment, screening, interviewing and final selection process
 - v. Once a final check of the selection process has been completed and the final applicant has been determined, the letter of offer must be given to the candidate. When offering the finalist the position, it is essential to discuss the total



compensation package. Finally, the Search Committee Chair will notify to the Vice Chancellor/Registrar the list of recruited candidates.

9.3.9 ADYPU Employee Referral Scheme

ADYPU strongly believes that employee referrals are an effective way for recruiting top-notch and quality employees. Employee referral schemes will assist the University to find quality talent.

Employee Eligibility:

An employee can make a referral if he/she is not involved in the hiring process for the referred candidate.

Jobs eligible under the Scheme: Job positions in both academic and professional staff positions are eligible.

Type of candidates for eligibility:

Candidates are eligible for employee referral provided they

- i. Are not currently employed by ADYPU in any capacity, including temporary, casual hourly or student workers;
- ii. Have not previously applied for a position at ADYPU.
- iii. Candidates must demonstrate that they have:
 - a. The required qualifications,
 - b. A good employment record; and,



- c. In the case of office and administrative support staff, proficiency in using Microsoft Office.

Process of Employee Referral:

The process of referring a candidate is simple. An employee must fill in EmployeeReferral Form and send it to the contact person in the advertised position. If an employee refers more than one candidate, he/she must complete a separate form for each person. Each employee shall refer candidates only once per job position.



Section 10: Compensation Policy

10.1 Compensation Philosophy

- i. ADYPU is committed to providing a comprehensive program to attract, retain and reward highly qualified, diverse, and productive employees.
- ii. The total program emphasizes alignment of employee efforts and results to support the University's mission and goals.
- iii. The University strives to be both externally competitive in relevant labor markets and internally equitable.
- iv. The program also promotes fiscally responsible pay decisions, encourages efficient use of University resources, and ensures compliance with contractual requirements.

10.2 Salary Policy and Goals

- i. It is the practice at ADYPU, to offer higher salaries and/ or other financial incentives to faculty members in some teaching areas where experience has shown that there is difficulty in recruiting and retaining qualified faculty because of higher competitiveness market salaries.
- ii. Improvement of faculty salaries shall receive high priority each year in budget construction.
- iii. The University will attempt to budget as an annual priority a salary raise pool for faculty and professional staff of sufficient magnitude that the institution will be able eventually to achieve and sustain its salary goals.



- iv. The size of this raised pool depends primarily on the amount of funds generated by the University.

Professional Staff: Classification Descriptors

Academic Support Staff / Support Staff--One
Qualifications: No formal qualifications or specific work experience required on employment; Typical responsibilities: Cleaner, peon, trainee for level 2 duties: perform a range of industrial cleaning tasks, move furniture, assist trades and personnel with manual duties.
Academic Support Staff / Support Staff--Two
Qualifications: Formal qualifications required, but not necessary. Preferably Class 12 without experience Typical Responsibilities: Administrative assistant: Manage inward and outward movement of mail, copy, maintain and retrieve records, undertake straightforward data entry and retrieval.
Academic Support Staff / Support Staff--Three
Qualifications: Preferably Class 12 with basic administrative/technical skills. Formal qualifications desirable, not necessary. Typical Responsibilities: Tradesperson, technical assistant/technical trainee, administrative assistant.



Trades:

Apply trades skills in maintenance and repair tasks, using precision hand and power tools and equipment.

Technical:

Assist technical officers in operating a laboratory assist in setting up routine experiments, monitor experiments for report to a technical officer.

Academic Support Staff--Four

Qualifications:

Graduation or Diploma level qualification with relevant work related experience or equivalent experience

Typical responsibilities:

Technical officer or technician, administrative, advanced tradespersons.

Trades:

Work on complex engineering or interconnected electrical circuits; exercise high precision trades skills

Technical:

Develop new equipment to criteria developed and specified by others; under routine direction, assist in conduct of major experiments and research programs and/or in setting up complex or unusual equipment for a range of experiments and demonstrations; demonstrate use of equipment and prepare technical reports.

Library technician:

Copy cataloguing; use range of bibliographic databases; undertake acquisitions; respond to reference inquiries.



Administrative:

May use full range of desktop based programs, including word processing packages, mathematical formulae and symbols manipulation of text and layout in desktop publishing and/or web software, and management information systems; be responsible for providing a full range of secretarial services, e.g. in a faculty; provide advice to students on enrolment procedures and requirements; administer enrolment and course progression records.

Academic Support Staff--Five

Degree without subsequent relevant work experience; Advanced diploma qualification and at least 1 year's subsequent relevant work experience; Diploma qualification and at least 2 years' subsequent relevant work experience.

Typical responsibilities:

Graduate (i.e., degree) or professional, without work experience on entry (including inexperienced computer systems officer); administrator with responsibility for advice and determinations; experienced technical officer.

Technical: Develop new equipment to general specifications; under general direction, Assist in the conduct of major experiments and research programs and/or in setting up complex or unusual equipment for a range of experiments and demonstrations.

Library technician:

Assist with reader education programs and more complex bibliographic and acquisition services; operate a discrete unit within a library which may involve significant supervisory duties or running out-posted service.

Administrative:

Responsible for managing an administrative function, records and determinations and payments, and centralized enrolment function.

Professional:

Under professional supervision, work as part of a research team in a support role; provide a range of library services including bibliographic assistance, and provide



counseling services.

Academic Support Staff--Six

Degree with subsequent relevant experience; Extensive experience and specialist expertise or broad knowledge in technical or administrative fields.

Typical responsibilities:

Graduate or professional with subsequent relevant work experience (including a computer systems officer with some experience); line manager; experienced technical specialist and/or technical Supervisor.

Technical:

Manage laboratory or field station; set up complex experiments; provide highly specialized technical services; design & construct complex or unusual equipment to general specifications; assist honors & postgraduate students with laboratory requirements.

Administrative:

Provide financial, policy and planning advice; service committees, including preparation of agendas, papers, minutes and correspondence; monitor expenditure against budget.

Professional:

Work as part of a research team; provide a range of library services, including bibliographic assistance, original cataloguing and reader education in library and reference services; provide counseling services; undertake a range of computer programming tasks; provide documentation and assistance to computer users

Academic Support Staff--Seven

Degree with at least 4 years subsequent relevant experience; Extensive experience and management expertise in technical or administrative fields



Typical responsibilities:

Senior librarian; technical manager; senior research assistant, professional or scientific officer; senior administrator in a small less complex faculty.

Librarian:

combine specialist expertise and responsibilities for managing a library function.

Technical:

manage teaching and research facilities for a School or equivalent.

Research:

utilize acknowledged expertise in a specialized area or a combination of technical management and specialized research.

Administrative:

Provide less senior administrative support to relatively small and less complex faculties or equivalent.

Academic Support Staff—Eight

Postgraduate qualifications or progress towards postgraduate qualifications and extensive relevant experience;

Typical responsibility:

Manager (e.g. administrative, research, professional or scientific); senior school/faculty administrator; researcher.

Assist in managing a large functional unit with a diverse or complex set of functions and significant resources; Manage a function or develop and implement policy requiring a high degree of knowledge and sensitivity;

Manage a small or specialized unit where significant innovation, initiative and/or judgment are required;



Provide senior administrative support to faculties of medium complexity, taking into account the size, budget, course structure, external activities and management practices within the faculty or equivalent unit.

Academic Support Staff—Nine

Postgraduate qualifications and extensive relevant experience; Extensive management experience and proven management expertise

Typical Responsibilities:

Manager (e.g. administrative, research, professional or scientific); senior school/faculty administrator; senior researcher:

Assist in managing a large functional unit with a diverse or complex set of functions and significant resources; Manage a function or develop and implement policy requiring a high degree of knowledge and sensitivity and the integration of internal and external requirements;

Manage a small and specialized unit where significant innovation, initiative and/or judgments are required;

Provide senior administrative support to more complex schools and faculties, taking into account the size, budget, course structure, external activities and management practices within the faculty or equivalent unit.

10.4 Common Criteria for Recruitment & Evaluation (CCR&E)

CCR&E shall be the primary basis for recruitment, classification, promotion of a faculty or professional staff. The CCR&E is a set of factors consisting of services and achievements, which establishes the relative performance of a faculty in the institution for the period of evaluation through the application of a point system in determining faculty and professional staff rank and sub-rank.



Objectives

- i. To standardize faculty and professional staff ranks across the university;
- ii. To facilitate the process for recruitment of professionals with industry experience;
- iii. To rationalize the salary rates for both faculty and professional staff;
- iv. To motivate a faculty to upgrade his/her rank and compensation by improving his/her qualifications, achievements and performance.

10.5 The Points System

Major Factors and Maximum Points

Factors	Maximum
Educational Qualification	85
Experience and Professional Services	85
Professional Development, Achievement & Honors	30
Total	200

10.6 Point Allocation for Faculty

Tenured faculty

Tenure Faculty-Points Bracket	
Steps	Points Bracket
Assistant Professor	
I	65 - 85
II	86-95



III	96-110
IV	111-124
Associate Professor	
I	85 - 125
II	126-140
III	141-150
Professor / Professor of Practice	
I	150
II	151-160
III	161-170
IV	171-180
V	181-185
VI	186-190
VII	191-195
VIII	196-200

Non-Tenure Faculty-Annual Salary Pay Grade	
Classification	Points Bracket
Lecturer	
I	65
II	66-70
III	71-75



IV	76-80
V	81-85
Senior Lecturer	
I	86-90
II	91-95
III	96-100
IV	101-105
V	106-110
VI	111-115
VII	116-120
VIII	121-125
IX	126-130
X	131-135

10.7 Specific Factors and Guidelines for Determining Credits Points

Under the Common Criteria for Evaluation

Highest relevant academic degree or educational attainment with the following maximum points credits	
Doctorate Degree	85
Master's Degree	65
After graduate Degrees	65



Diploma course (above a bachelor's degree)	55
Bachelor's degree	45
Special Courses	30
Additional equivalent and relevant degree earned	
Additional master degree earned	4
Additional Bachelor's degree	3
Experience and / or Professional Services	85
For every year of full-time industrial /teaching experience as	
Vice President / General Manager / Professor	8
Senior Manager / Associate Professor	8
Manager / Assistant Professor	8
Professional Development Achievement and Honors	30
For every cost and time-saving innovation, patented invention and creative work as well as discovery of an educational, technical, scientific and/or cultural value	
Inventions / Patent with Commercial or Social Utility at International Scale	10 – 30
Inventions / Patent with Commercial or Social Utility at National Scale	8 – 24
Inventions / Patent with Commercial or Social Utility at Institutional level	6 – 18
Discovery – first of its kind or not of common knowledge with evidence of wide dissemination	10 – 30
Creative work that is original and widely disseminated	10 – 30



For every published book, original, edited, or compiled, published within the last 10 years	
As original author	7
As co-author	5
As reviewer	4
As translator	4
As editor	3
As compiler	2
For every scholarly research/monograph/educational technical articles in a technical/scientific/professional journal	
International	5
National	3
Local	2
For every instructional manual/audio-visual material developed and approved for use	
	3
For every training course with a duration of at least one year (Pro-rated for less than a year and not to exceed 10 pts.)	
International	5
National	3
Local	2
For participation in conferences, seminars, workshops	
International	3



National	2
Local	1
Expert services rendered	(Maximum of 20 pts.)
For serving as a short-term consultant/expert in an activity of an educational, technological, professional, scientific or cultural nature (foreign or local)	
International	5
National	3
Local	2
For services rendered as coordinator, lecturer, resource person or guest speaker in conferences, workshops, and/or training courses	
International	5
National	3
Local	2
For expert services as adviser in doctoral dissertations, master and undergraduate theses (maximum of 10 pts.)	
Doctoral dissertation	3
Master thesis	2
Undergraduate thesis	1
For expert services in accreditation work as member of the Board of Directors, member of the Technical Committee or Consultant Group	1
For expert services in trade skill certification	1
Membership in professional organizations societies and honors received	2



Awards of distinction received in recognition of achievements in relevant areas of specialization/profession and/or assignment of the faculty concerned	
International	5
National	3
Local	2
For every year of participation in service-oriented projects in the community	1



Section 11: Leave Policy

11. Leave Policy

- i. Leave is a privilege granted to both academic and professional. It is not a right. The decision to refuse or revoke leave is at the sole discretion of the Director of the School. The Vice Chancellor will have the final authority on the grant of leaves. Leaves can be broadly classified into three categories:

- ii. Leaves with Pay | Leaves with/without Pay | Leaves without pay

a. Leaves with Pay

- Casual Leave | Parental Leave | Medical Leave | Annual Leave | On-Duty leave | Compensatory Leave

a. Leaves with or without pay

- Study Leave | Sabbatical leave

b. Leaves without Pay

- Exhaustion of all leaves with Pay

c. Leaves with Pay

11.1 Casual Leave

- i. Casual Leave on full pay may be allowed for all academic and profession staff up to a maximum of 12 days in any one academic year (August 1 to July 31) but not more than 3 days at a time.



- ii. A staff member on casual leave shall not be treated as absent from duty
- iii. All casual leave may be entitled during any calendar year shall cease to be due to him at the end of such calendar year and cannot be accumulated or taken over or brought forward to any other academic year.
- iv. Casual leave cannot be combined with any other kind of leave except special casual leave. It may be combined with holidays including Sundays. Holidays or Sundays falling within the period of Casual Leave shall not be counted as Casual Leave.
- v. Parental Leave

11.2 Maternity Leave

Maternity leave with full pay may be granted to a whole-time female employee with less than two surviving children on full pay as per the entitlement stated below:

Years of Continuous paid service at the expected date of birth (In years)	Leave and benefits (Full pay in months)
Up to One Year	NA
More than three years	Three months

- i. In case the female employee needs more time for recuperation and / or for childcare beyond the entitlement period, she shall have the option of working part-time or on a visiting basis subject to approval by the Director of the School. The female employee might negotiate the working hours and terms for a period not extending beyond 6 months of postnatal period. In this period, the female employee will be paid on a pro- rata basis calculated with the base salary at the time of maternity leave. It must be



noted, that this is privilege and not a right and is at the sole discretion of the concerned Director of the School.

- ii. Maternity leave may also be granted to a female employee on full pay in cases of miscarriage including abortion subject to the condition that such leave shall not exceed 6 weeks and the application for leave shall be supported by a medical certificate signed by a registered medical practitioner.

11.3 Paternity Leave

- i. A male employee of the university can avail paternity leave with full pay with less than two surviving children subject to the following entitlements:

Years of Continuous paid service at the expected date of birth (in years)	Leave and benefits
More than One Year	5

- i. The paternity leave can be either availed before delivery or within a period of four months from the date of delivery.

11.4 Child Adoption leave

- i. The period of adoption leave with full pay is six weeks subject to the final discretion of the Director of the School.
- ii. The adoption leave is granted to both the female and male employee, subject to the final submission of adoption related documents as well as the age of the adopted child.



- iii. The adoption leave will not be applicable if an employee already is having two surviving children at the time of adoption or if the employee has been in service of the university for less than one year.

11.5 Vacation Leave

All employees of academic staff who have completed one year of service are entitled to annual leave as mentioned below:

Vacation Leave	
Years of Employment	Days per Year
1st to 3rd year	10
4 th year onwards	15

- i. A request for vacation leave must be approved by the Director of the School prior to the leave being taken. The Director of the School may wish to speak to the staff member about the leave application to explore the viability of granting leave at that particular time.
- ii. An application for vacation leave must be applied at least 20 days in advance prior to the annual leave period.
- iii. The final decision to grant annual leave is with the Director of the School of the respective School.



11.6 Medical Leave

Medical leave shall be entitled to all employees for a maximum period of 30 days per annum to both academic staff and professional staff as follows:

Years of continuous service completion	Leave entitled
Up to One Year	NA
1-3	10
4 th year onwards	15

- i. Medical leave can be obtained for personal illness as well as personal care of immediate family members.
- ii. In case of medical leave beyond two continuous days, a medical certificate from a registered practitioner shall be submitted on return from leave.
- iii. In case of hospitalization, a medical certificate from a registered hospital shall be submitted on return from leave.
- iv. In case of serious medical condition, the right to extend medical leave beyond the maximum period is at the discretion of the Director of the School, who shall submit the request to the Vice Chancellor. The decision of the Vice Chancellor is final.

11.7 On-Duty Leave

- i. On Duty Leave may be granted for all academic staff and professional staff for:
- ii. Attending conferences, symposia and seminars on behalf of the University and with the permission of the University;



- iii. Delivering lectures in institutions and Universities at the invitation of such institutions or Universities received by the University, and accepted by the concerned chair or director of school;
- iv. Working in another Indian or foreign University, any other agency, institution or organization, when so deputed by the university.
- v. Participating in a delegation or working on a committee appointed by the Government of India, State Government, the University Grants Commission, a sister University or any other academic body, and
- vi. For performing any other duty for the University.
- vii. The duration of leave should be such as may be considered necessary by the sanctioning authority on each occasion;

11. 8 Compensatory Leave

Any university academic or professional staff who may be required, in the interest of the university, to work during holidays shall be entitled to compensatory leave for an equal number of days for which he/she is required to work during the holidays. However, when university decides to make a holiday as a working day then there shall be no compensatory leave granted.

The compensatory leave must be availed within the annual year and cannot be accrued.



11.9 Leaves with/without Pay

11.10 Sabbatical Leave

Faculty across all academic ranks may be granted sabbatical leave subject to the following entitlements:

Academic Staff	Years of completion of continuous service	Sabbatical Leave Entitlement
Assistant Professor	Seven years	Six months
Associate Professor	Six years	One year
Professor	Five years	Two years
Lecturer	Five Years	Three months
Senior Lecturer	Three Years	Six months

- i. The compensation scale for availing sabbatical leave shall be at the sole discretion of the Vice Chancellor, based on the faculty performance report and recommendation by the Director of the School of the respective schools.
- ii. The duration of the sabbatical leave shall not exceed two years in the entire career.
- iii. A faculty who has availed study leave would not be entitled to sabbatical leave.
- iv. A faculty on sabbatical leave shall not take up any regular appointment under any organization in India or abroad. He / she may be allowed to accept a fellowship / scholarship or ad-hoc teaching and research assignment with honorarium or any other form of assistance.



- v. During the period of sabbatical leave, the faculty shall be allowed to draw the increment on the due date, subject to the review process outcomes.

11.11 Study leave

- i. For the purpose of maintaining high academic standards, the study leave shall be granted to all academic and professional ranks; subject to the final discretion of the Vice-Chancellor (Academic ranks) and the Registrar (Professional Ranks)
- ii. Pursuing Ph. D
- iii. Post-doctoral qualification or
- iv. For undertaking research project in a higher education university abroad—subject to receipt of fellowship/scholarship.

Academic Staff	Years of completion of continuous service	Study Leave Entitlement
Assistant Professor	Seven years	Two years
Associate Professor	Six years	One year
Professor	Five years	Six Months
Lecturer	Five years	Two years
Senior Lecturer	Three Years	Two years
All Academic Support Staff	Five Years	Two years

- v. The compensation scale for availing study leave will be at the sole discretion of the Vice Chancellor, based on the faculty performance report and recommendation by the Director of the School of the respective schools.
- vi. The duration of the study leave shall not exceed two years in the entire career.



- vii. The faculty / professional staff shall submit a proposal to the Director of the School highlighting details of the proposed study to be undertaken during the study leave.
- viii. The faculty / professional staff shall submit a two-monthly progress report duly signed and stamped by the concerned authority.
- ix. The faculty / professional staff on completion of the study leave shall submit a comprehensive report on the completion of the study leave. A copy of the research document / monograph / academic paper produced during the study leave shall be submitted to the Director of the School.

11.12 Leaves without Pay

- i. Extension of all leaves with pay: All leaves with pay, which has been exhausted, will come under the category of leaves without pay.
 - a Holidays & Vacation Breaks
 - b Public Holidays
- ii. All full-time academic as well as Professional staff shall be paid for declared public holidays as mentioned in Annual Published calendar of the university. Any staff member who is required to work on a public holiday subject to the Director of the School approval shall be entitled for a compensatory leave

11.13 Festival Vacation Breaks

In addition to this, the full time academic and professional staff shall be entitled for the Diwali (Oct-November) and Christmas Break (December) for a period of seven working days at their ordinary rate of pay. Any staff member who is



required to work on a public holiday subject to the Director of the School approval shall be entitled for a compensatory-off.

11.14 Attendance and Punctuality

The University depends on employees to report to work regularly and on time. It is the responsibility of employees to notify their supervisor of any expected leaves, absences, or tardiness. In the event of an unexpected absence it is the responsibility of the employee to stay in contact with the supervisor. Departments are responsible for establishing call-in or lateness procedures, to meet operational needs.

Employees are expected to adhere to office timings which is 9.30 am however a grace time of 15 minutes shall be extended for 3 days. Any additional such instances will be treated as “late coming “and as such by default it will be treated as leave without pay equivalent to half day’s leave.

11.14.1 Absence Notification

Employees are required to notify their immediate supervisor of absences:

i. Scheduled Absences

An employee must request supervisory approval in advance when an absence is expected for a full day or part of a day. This includes all planned absences including scheduled health maintenance or medical procedures and vacations.



ii. Unscheduled Absences

When advance notice is not possible (because of sudden illness or emergency), the employee must notify the immediate supervisor at the first available instance. The employee should provide the reason for the absence, the expected return date, and respond to any reasonable questions asked by the supervisor.

iii. Subsequent Notification

An employee who is absent (without prior approval) for more than one day must contact the immediate supervisor daily to report the status of the absence. The supervisor may waive this requirement or designate another contact person for absence reporting.

iv. Absence without Notification

Employees who do not notify their supervisor of unscheduled absences may be subject to disciplinary action up to and including termination. More than three consecutive workdays absence without notice is considered job abandonment. The department may terminate the employee at the close of business on the third day. Job abandonment is treated as a voluntary resignation.

v. Lateness Notification

Employees must follow department call-in procedures to notify the department of the reason for lateness and expected arrival time. Excessive unexcused tardiness may be cause for discipline.



vi Recording Absences

All absences must be recorded and reported:

- i. Paid leave will be used for all approved paid leave (vacations, scheduled medical procedures, health maintenance, etc.) whether scheduled or unscheduled.
- ii. Leave without pay will be used when an employee has no paid leave available to cover an absence or when an employee's request for vacation or sick leave is not approved.
- iii. Employees who do not have available paid leave will not be paid.

11.15 Recording Lateness

Departments may allow employees to make up time, permit the employee to use available paid leave, or deduct pay for time missed due to lateness. Time reported should reflect the lateness accordingly:

- i. Employees who are allowed to make the time up will record actual hours worked.
- ii. Employees who are allowed to use available paid leave will charge the time to the appropriate paid leave category.
- iii. Employees who do not have available appropriate paid leave will not be paid.

11.16 Professional Conduct

ADYPU relies on employees to maintain a professional, businesslike manner during work hours, and on University property, or whenever representing the University. Employees may also be accountable for behavior outside of work if it has an impact on their ability to perform their responsibilities at work or the



potential to cause discredit or harm to the University. Failure to adhere to standards of professional conduct may result in disciplinary action up to and including termination.

11.17 Professional Responsibilities

ADYPU aspires to be a community of scholars. Academic communities are characterized by members who treat each other as colleagues: their value recognized, their differences appreciated, their rights safeguarded, their responsibilities acknowledged, and their opinions respected. Colleagues are supportive of one another's efforts and committed to the mission and goals of the institution. They contribute to the enterprise by performing their work effectively, with courtesy and integrity, and by conducting themselves as responsible and cooperative members of the academic community. Colleagues recognize and respect that valid difference of opinions and interests will arise in any viable community. Yet they are pledged to address differences and resolve conflicts reasonably, rationally and constructively.

In addition to the satisfactory performance of specific responsibilities enumerated in their job descriptions, all staff is expected to observe the following principles in their daily work and interactions on behalf of the University.

- i. Encourage innovation, while preserving the best of ADYPU's traditions by thinking and acting creatively to assure continuous change for the better;
- ii. Nurture a diverse University community rooted in mutual understanding and respect by maintaining relationships with their supervisors and colleagues which are open, collaborative and characterized by mutual trust and care;
- iii. Strive for effective communication and responsible decision making at every level to advance ADYPU's mission by coordinating and cooperating with others who need to be involved or who are affected by their decisions and actions;



- iv. Promote throughout the University a culture of service that fosters the development of personal responsibility by working to understand, implement and administer policies, programs and procedures competently, compassionately and conscientiously;
- v. Create and maintain a working environment which fosters a passion for lifelong learning and a community enriched by men and women of diverse backgrounds, respectful of difference and enlivened by open dialogue, caring and just toward others, and committed to broad participation in achieving the common good.

11.18 Productivity

All employees are expected to meet high productivity standards. At ADYPU productivity relates to time management, teamwork, efficiency, cooperation and contribution. The standards contributing to high productivity include, but are not limited to, the following:

- i. Consistently reporting to work and leaving work according to work schedule
- ii. Fully engaging in the work while on paid time
- iii. Meeting deadlines
- iv. Asking for assistance when necessary
- v. Assisting others with information, knowledge, time and resources
- vi. Being prepared to give extra time when necessary
- vii. Responding positively to unanticipated overtime needs
- viii. Limiting unscheduled absences
- ix. Learning and using technology and databases for maximum efficiency
- x. Starting meetings on time; ending on time
- xi. Being prepared for meetings
- xii. Avoiding unnecessary interruptions of others at work
- xiii. Following-up on activities that have been delegated
- xiv. Following university systems and procedures
- xv. Minimizing the need to conduct personal business during work hours



If an employee is in a supervisory position and notices that these standards are not being met, the supervisor should discuss productivity concerns with the staff member in a direct, calm and candid session.

11. 19 Excellence in Leadership

The university expects all employees in a supervisory capacity to exemplify appreciative leadership in their associations with students, faculty, and staff. Further, the university expects all supervisors to be mutually supportive and to integrate their areas of responsibility, policies and procedures with others throughout the university community. Key elements of university leadership are communications, teamwork, role modeling and accomplishments. Leadership responsibilities include

11.20 Communications

- i. Communicating focus, goals, and services that will achieve the university's mission
- ii. Interacting with other members of the university community in a highly creditable manner
- iii. Providing timely and constructive feedback on performance
- iv. Communicating appreciation for acceptable performance
- v. Committing to addressing performance that fails to serve the success of the individual, team or university.
- vi. Holding regularly scheduled meetings with their staff to disseminate information



11.21 Teamwork

- i. Promoting university-wide cooperation among employees
- ii. Mentoring newer members to the university community
- iii. Respecting and cooperating with policies of closely related entities that work with ADYPU

11.22 Role Modeling

- i. Understanding, sponsoring, and implementing the evolving changes necessary to continued success in teaching, research, and scholarship
- ii. Supporting and implementing, in a proactive and constructive manner, all university policies
- iii. Seeking professional development in both technical and managerial skills
- iv. Focusing on academic, research, and business issues rather than on personal interests
- v. Learning and practicing appreciative leadership as a management development process.

11.23 Accomplishments

- i. Recognizing effort as well as results
- ii. Overcoming barriers by challenging oneself and others with new ideas
- iii. Assessing results critically and periodically
- iv. Linking goals and objectives of each individual to overall goals and objectives.

11.24 Benefits



11.24.1 Family Medical Insurance Cover

The annual family medical insurance cover will be provided as and when the university roles out to all full-time academic ranks and professional staff

Academic Staff	Five years
Professional staff	Five years



11.24.2 Tuition Remission Benefits

All full time academic and professional staff is eligible for the tuition remission benefits for themselves, their spouse and children subject to the completion of the following years of service.

Academic Staff	Five years
Professional staff	Five years

- The benefits apply to tuition charges only; the student must pay all other fees.
- The tuition benefit applies only to courses offered through ADYPU Schools.

11.24.3 Hours of Work Policy

Hours of work, work schedules, lunch breaks and other related work time decisions fall within the University's discretionary authority. Decisions regarding these matters shall be governed by the operational and service requirements of the University. The University reserves the right to alter work-time arrangements, as it deems necessary, but shall exercise this right in a fair and reasonable manner. All academic and Professional staff is required to report to work on a regular basis, to comply with the provisions of this policy.

11.24.4 Normal Hours of Work

- i. Normally, the work week at the University consists of 40 hours spread over five days.



- ii. One-hour lunch break on each workday is additional to the required number of working hours.
- iii. The time for reporting to work and lunch break is determined for each staff member by his / her supervisor, based on the employee's work schedule, and with due attention being paid to the staff members' preference.

11.24.5 Alternative Work Schedules and Shifts

- i. Alternative work schedules are subject to the specific operational demands of the respective Head of the School.
- ii. The purpose of alternative work schedules is to enable the employee to select the work schedule which best suits his/her personal needs and allows for a better balance between work and family responsibilities, while also allowing University departments to meet operational demands and objectives.
- iii. The normal starting and closing times of administrative offices are 9:30 a.m. to 5:30 p.m. Subject to service requirements, these hours may be varied for the convenience of the staff member resulting in a working day starting at an agreed upon time.
- iv. Notwithstanding the above, there are many University departments, which operate and provide service to our students, faculty and staff on alternative work schedules. Nothing in this policy prohibits the University and its departments in requiring employees to work on schedules other than those identified above to meet operational and service requirements.

11.24.26 Corrective Action for Performance Problems

ADYPU needs the very best skills, efforts and performance of its employees to fulfill its mission. Periodically, performance problems may arise and must be addressed by the



supervisor and employee involved, or other appropriate University resources (e.g., second level supervisors).

Supervisors use a variety of corrective action approaches as needed to address the specific nature of each performance problem. Their goal is to identify and resolve problems as early as possible through timely and effective partnership with employees.

Corrective action includes:

- i. Identify the problem. Either the employee or the supervisor may first identify the problem. Examples could include poor work product, strained working relationship, attendance problems, etc.
- ii. Supervisors assess and clarify the problem by talking with the employee and others as appropriate. Problems can stem from skill deficiencies, behavioral styles, lack of clear communication, personal crisis, or some combination of these or other factors.
- iii. Supervisors establish clear performance expectations with the employee for the correction of the problem. The employee needs to know what is considered successful resolution of the problem and what support and/or resources may be available to help meet the expectations.
- iv. Supervisors work with the employee to identify appropriate measures to correct the problem. Employees need to accept responsibility for correcting the problem. Examples could include obtaining training for skill problems, making other family arrangement for attendance problems, stopping offensive behavior, etc.
- v. Supervisors communicate what the outcome will be if the problem is not corrected. Examples could include a revised job assignment or termination as appropriate.



- vi. Supervisors and employees communicate regularly about how progress is or is not being made. This process usually includes discussions and written documentation. Either may initiate the communication. Both are responsible for engaging in it constructively. The supervisor is responsible for documenting progress discussions.
- vii. Supervisors conclude corrective action. Either the problem is resolved or other action is taken as described.

Documentation

In many circumstances, the performance problems can be corrected through informal conversations between the supervisor and the employee and no documentation is required. In more serious or complex situations, the problem statement and the corrective action expected should be written down by the supervisor and reviewed with the employee to minimize the chance for miscommunication.



Section 12: Intellectual Property Policy

12.1 Intellectual Property Policy Statement

- i. The University's policy on intellectual property pertains to patentable inventions and copyright-protected works created by its faculty members, staff members, postdoctoral appointees, and students. Because there are differences between the legal and academic treatment of patentable inventions and copyright-protected works, the University provides two companion policy statements:
 - a. Patent Policy and
 - b. Copyright Policy
- ii. ADYPU encourages the creation of intellectual property by the dedicated efforts of its employees, faculty and students.
- iii. It is the University's intent to protect the rights of all parties, including the individual, the University, and the sponsoring entity (if applicable), and to share the benefits in the event these creations have commercial value.
- iv. University resources are to be used solely for University purposes and not for personal commercial activities.
- v. Commercialization of research, with knowledge and approval by the University, is permitted and encouraged among faculty and staff.
- vi. All creators of intellectual property shall, upon request, execute appropriate assignment and/or other documents required to set forth effectively ownership and rights as specified in this Policy.



- vii. “Creator” refers to an individual or group of individuals who make, conceive, reduce to practice, author, or otherwise make a substantive intellectual contribution to the creation of intellectual property.
- viii. After consultation with the Creator, the University reserves the sole right in its exclusive discretion to make agreements regarding the retention, ownership, patenting, licensing, accessing, and any other use or disposition of any right, title or interest in University Intellectual Property.
- ix. The University and/or its assignee will determine whether to commit funding to obtain patent, copyright, or trademark protection for particular disclosed University Intellectual Property and/or to seek to identify one or more licensees who will bear the cost of obtaining that legal protection.
- x. No creator of University Intellectual Property has the authority to assign, license or otherwise dispose of University Intellectual Property except to the University or its assignee pursuant to the agreement.
- xi. University personnel engaged in outside activities shall have no authority to enter into an Intellectual Property agreement that conflicts with this policy.
- xii. Persons who wish to confirm that a consulting, employment, or other agreement that addresses assignment of intellectual property associated with a proposed outside activity does not conflict with this policy should submit a copy of the agreement for review.
- xiii. This Policy shall be deemed a part of the conditions of employment for every employee of the University and a part of the conditions of enrollment and attendance at the University for all students.



- xiv. All individuals (whether or not employed by, compensated by or enrolled at the University) participating in a sponsored project and/or making significant use of University-administered resources shall accept this Policy unless an exception is approved in writing by the University.

12.2 Purpose of the Policy

- i. The primary purpose of this Intellectual Property Policy is to provide the necessary incentives and protections to encourage the discovery and development of new knowledge and its application and transfer for the public benefit, and to enhance the generation of revenue for the University and the creator(s). The University is guided by the following objectives:
- ii. To ensure that the educational mission (discovery, learning and engagement) of the University is not compromised;
- iii. To optimize the environment and incentives for research and for the creation of new knowledge at the University;
- iv. To bring the products of creative efforts into practical use for the public benefit as quickly and effectively as possible;
- v. To protect the interest of the University through a recovery by the University of its investment in research; and
- vi. To recognize and protect the interests of the public, of the individual creators of novel concepts, inventions and materials, of the University, and of the sponsors of research.
- vii. All individuals (whether or not employed by, compensated by, or enrolled at the University) who are members of the University community are subject to this policy.



12.3 Administration of Intellectual Property Policy

- i. The University Intellectual Property Policy, comprising its Patent Policy and its Copyright Policy, shall be administered under the oversight of the Director of the Concerned School.
- ii. The Director of the School shall appoint an Intellectual Property Committee.
- iii. The role of the Intellectual Property Committee shall be to advise the Director of the School regarding intellectual property matters including, but not limited to, the resolution of disputes arising from the application of the policy; in addition, the committee shall advise the Director of the School of any need for altering the policy or its administrative implementation.
- iv. In appointing members of the Intellectual Property Committee, the Director of the School shall seek to include members from all constituencies affected by the policy.
- v. Registration of trademarks or service marks, at the state or central level, shall be approved by the Vice Chancellor's office.
- vi. Proceeds received from commercialization of a mark that is related to an intellectual property license will be shared with all creator(s) of the associated property as specified below.
- vii. Except as provided herein or unless subject to prior written agreement between the creator(s) and the University, the University will not share the proceeds from commercialization of a mark with the individual who created the mark.



12.4 University Patent Policy

- i. Objectives of the University Patent Policy: The primary objective of the University Patent Policy is to enable the public to use and benefit from inventions originating at the University.
- ii. In pursuing this objective, the University will seek to manage inventions in a way that advances the academic missions of the university, including research and scholarship.
- iii. The Patent Policy further provides a framework for the orderly transfer of academic inventions to the private sector in exchange for compensation to the institution as well as to individual inventors.
- iv. In keeping with the University's academic objectives, the policy directs that portions of the institutional earnings from any patent will support research broadly across campus, research related to the patent, and administrative efforts to secure and manage additional patents.

12.5 Summary of the Patent Policy

- i. The University will assume ownership of patents on qualifying inventions made by its employees and appointees.
- ii. In a limited number of situations, the University, through its assignee, will assume ownership of patents on qualifying inventions made by students and institutional visitors.
- iii. Earnings from patents subject to this policy will be distributed according to the provisions of this policy.



- iv. The policy applies to inventions meeting either of the criteria below. For convenience, inventions meeting either of these criteria will be designated as ‘qualifying inventions.’ In the criteria below, “employees” includes faculty members, staff members, part-time employees, and student employees.
- v. Inventions made by University employees or postdoctoral appointees in the course of their employment or appointment, or in a field or discipline reasonably related to the inventor(s)’ field(s) of employment or appointment.
- vi. Inventions enabled by significant use of University resources when made by University employees, postdoctoral appointees, students whose inventive contribution did not arise from employment by the University, or institutional visitors not employed by the University.
- vii. Disclosure required: Any individual who believes that he or she has made, or contributed to the making of, a qualifying invention must disclose the invention in writing to the Director of the School in writing in a prescribed Invention Disclosure Form. The originating faculty, other employee, or student is the inventor.
- viii. University rights in qualifying invention
- ix. The University shall assume ownership of patents to qualifying inventions.
- x. In order for the University to assume ownership, inventors subject to this policy shall assign to the University their entire right in the invention and shall provide reasonable assistance to the University in obtaining patent protection and in licensing the patent rights to others.
- xi. In other contexts, the University’s right to require assignment from its employees or appointees will be understood as a condition of employment or appointment.



- xii. Similarly, the limited right of the University to claim ownership of patents in inventions made by students will be understood as a condition of enrollment, whereas the limited right of the University to claim ownership of patents to inventions made by institutional visitors will be understood as a condition of their access to institutional resources.
- xiii. If the University informs in writing the University inventor(s) that it does not wish to file a patent application in any territory based on a disclosure by the inventor(s), the inventor(s) may request from the University an opportunity to take on the process of the patent application themselves, which the University may or may not permit and may or may not waive off its rights in favor of inventor (s).
- xiv. Licensure of inventions assigned to the University: Consistent with the objectives of this policy and subject to the rights of any other parties, the University will seek diligently to license to others the right to use inventions under patents assigned to it.

12.6 Distribution of proceeds of licensure:

- i. The University shall receive all payments due under a license and shall distribute such earnings under the terms of this policy within 90 days from the end of the quarter in which the earnings were received.
- ii. Prior to any distribution, the University shall recover any out-of-pocket expenses incurred in applying for the licensed patent(s), maintaining the licensed patents(s), or defending the licensed patent(s).
- iii. Also prior to any distribution under this policy, the University shall make any payments to others required by agreements, including but not limited to inter-institutional agreements for the management of jointly owned patents.



- iv. Gross University earnings, less its out-of-pocket expenses, less payments required to others, are designated as “distributable income.” Distributable income shall be allocated as follows:
 - a. The distributable, cumulative income earned under a single license will be distributed / allocated as follows:
 - a. 50% of distributable income to inventor(s)
 - b. 30% of distributable income to the University
 - c. 20% of distributable income to continue the research by the Inventor (s) or to the department from which the invention arose as applicable.
 - b. When more than one University inventor is named on any licensed patent, the inventors will receive equal portions of the share of distributable income allocated to that patent unless there is a modifying written agreement signed by all inventors and approved by the University.

12.7 Administration of the Patent Policy

Patent Advisory Group:

The University Intellectual Property Policy, of which this Patent Policy is a component, shall be administered under the oversight of the Director of the School.

- i. The Patent Advisory Group, a subcommittee of the University Intellectual Property Committee, shall advise the Director of the School on matters pertaining to the Patent Policy.



- ii. The Intellectual Property Committee shall be appointed by the Vice Chancellor, who will determine the responsibilities and composition of the committee and also shall designate its members.
- iii. The role of the Patent Advisory Group shall be to advise and make recommendations to the Director of the School regarding patent matters, including, but not limited to, the following:
 - iv. Determine the value of proceeding for a patent
 - v. Resolve disputes concerning the application and interpretation of the Patent Policy
 - vi. Suggest Amendments to the Patent Policy resulting from technological and legislative changes affecting patent; and
 - vii. Make changes to administrative procedures involved in the implementation of the Patent Policy.
- viii. In addition, the Patent Advisory Group shall provide a forum to which faculty, staff, and students may refer questions and recommendations about the Patent Policy.
- ix. Further, the Patent Advisory Group may advise the University on the disposition of selected invention disclosures.
- x. The day-to-day administration of the Patent Policy will be performed under the supervision of the Vice Chancellor.

12.8 Appeal process

- i. Within 14 calendar days of the Patent Advisory Group's decision, any University faculty member, staff member, postdoctoral scholar, or student who believes he or she is



adversely affected by any action or non-action of the Patent Advisory Group pursuant to the Patent Policy may request in writing to reconsider such action or non-action in writing. The written request will be made to the Director of the School, who shall consult with the Patent Advisory Group in considering the request for reconsideration.

- ii. The resulting decision of the Director of the School may be appealed in writing to the Vice-Chancellor of the University within 10 calendar days of the Director of the School's decision.
- iii. Where the action or non-action forming the basis for the dispute is that of the Director of the School rather than the Patent Advisory Group, appeal may be made in writing directly to the Vice-Chancellor of the University.

12.9 University Copyright Policy

The objective of the University's Copyright Policy is to advance the mission of the University by:

Encouraging and supporting the exercise of academic freedom, innovation, and creativity;
Structuring the rights of ownership and the rights to use copyright materials created by members of the University community in a way that:

- i. Enables the timely dissemination of materials resulting from the scholarship, teaching, research, and creative activities of faculty, staff, and students;
- ii. Permits the University to retain a copyright in and/or use materials created by members of the University community under certain circumstances;



- iii. Permits the University to meet contractual obligations to outside entities; and
- iv. Accommodates and is consistent with related University policies.
- v. Assuring compliance with applicable laws and regulations in the management of copyright materials.

12.10 Application of the Copyright Policy

- i. The University understands that academic authors may be asked to assign to a publisher the personal copyright ownership in works treated in this section of the policy.
- ii. The University encourages academic authors to seek to retain such personal ownership in the articles and reports they publish in scholarly journals and equivalent publications.
- iii. University policy does not encourage academic authors to seek to retain personal ownership in published works when doing so would not be feasible or when efforts to retain personal ownership would impede eventual publication of the work.
- iv. The University is prepared to assist faculty members, staff members, students, and postdoctoral appointees wishing to retain personal ownership of works that may be published in scholarly journals and the like.

12.11 University ownership of copyrights

The University has ownership, or the right to obtain ownership by assignment, of copyright in:

- (i) Any particular and identifiable work created pursuant to either an oral or written agreement between the creator and the University.



- (ii) Works created in the context of carrying out administrative duties for the University.
- (iii) Any work created by a team of faculty, staff, postdoctoral scholars, and/or students of such size or over such an extended period of time that determination of a discrete number of creators would be impossible, impractical, or potentially unfair
- (iv) Any work created under the terms of a contract or other binding agreement with an entity, other than the University, when such contract or agreement requires University ownership of the work.
- (v) Any work created with a significant use of University resources.

Disclosure

The creator of any work in which the University may have an ownership interest shall disclose the work promptly in writing to the University using the disclosure form provided by that group. Such disclosure shall be made as soon as possible when any of the following criteria apply:

- I. A third party has a contractual basis for asserting a right to it
- II. A third party has expressed interest in obtaining rights to use the work;
- III. The creator(s) of the work believe that a third party could become interested in obtaining rights to use the work if made aware of an opportunity to do so;
- IV. The creator(s) of the work wish to assert personal copyright ownership in the work and so wish to request an institutional determination of their personal standing under the terms of this policy.



12.12 Distribution of income

- i. The University shall receive all payments due under a license and shall distribute such earnings under the terms of this policy within 90 days from the end of the quarter in which the earnings were received.
- ii. Prior to any distribution the University shall recover any out-of-pocket expenses incurred in applying for the licensed copyrights(s), maintaining the licensed copyright(s), or defending the licensed copyright(s).
- iii. Also prior to any distribution under this policy, the University shall make any payments to others required by agreements, including but not limited to inter-institutional agreements for the management of jointly owned copyrights.
- iv. Gross University earnings, less its out-of-pocket expenses, less payments required to others, are designated as “distributable income.” Distributable income shall be allocated as outlined below. For clarity, please note the following:
 - v. The distribution protocols outlined do not apply to personally owned copyright but only to copyrights owned by the University on behalf of its constituents;
 - vi. In order to qualify for a share of distributable income allocated to “author(s),” an individual must have held a mutually acknowledged ownership interest in the copyright to the subject work and must have assigned any legitimate copyright ownership he or she held to the University;
 - vii. In the event that no authors have assigned personal copyright ownership to the University, no author(s)’ share will be allocated.
 - viii. The distributable, cumulative income earned under a single copyright will be distributed / allocated as follows:



- a. 50% of distributable income to the author (s)
- b. 30% of distributable income to the University
- c. 20% of distributable income to continue the research by the Author (s) or to the department from which the invention arose as applicable.

12.13 Administration of Copyright Policy

Copyright Advisory Group

- i. The University Intellectual Property Policy, of which this Copyright Policy is a component, shall be administered under the oversight of the Vice Chancellor.
- ii. The Director of the School shall be advised on matters pertaining to the Copyright Policy by the Copyright Advisory Group, a subcommittee of the University Intellectual Property Committee.
- iii. The role of the Copyright Advisory Group shall be to advise and make recommendations to the Director of the School regarding copyright matters, including, but not limited to, the following:
- iv. Resolution of disputes concerning the application and interpretation of the Copyright Policy;
- v. Amendments to the Copyright Policy resulting from technological and legislative changes affecting copyright; and
- vi. Changes to administrative procedures involved in the implementation of the Copyright Policy.



- vii. In addition, the Copyright Advisory Group shall provide a forum to which faculty, staff, and students may refer questions and recommendations about the Copyright Policy.
- viii. The day-to-day administration of the Copyright Policy will be performed under the supervision of the Vice Chancellor.

12. 14 Appeal Process

- i. Within 14 calendar days of the Copyright Advisory Group's decision, any University faculty member, staff member, postdoctoral scholar, or student who believes he or she is adversely affected by any action or non-action of the Copyright Advisory Group may request in writing to reconsider such action or non-action in writing to the Director of the School, who shall consult with the Copyright Advisory Group in considering the request for reconsideration.
- ii. The resulting decision of the Director of the School may be appealed in writing to the Vice Chancellor of the University within 10 calendar days of the Director of the School's decision.
- iii. Where the action or non-action forming the basis for the dispute is that of the Director of the School rather than the Copyright Advisory Group, appeal may be made in writing directly to the Vice Chancellor of the University.



Section 13: Grievance Procedure

13 Purpose

The grievance process provides a means to resolve disputes, which have not been resolved through the normal process of reasoned discussion. The grievance process is intended to define clearly the matters that are at issue; to assure the staff member that his/her complaint or problem has been presented to and considered by appropriate University officials and bodies; and to assure the University community that decisions involving staff members in their relationship to the University are fully considered.

13.1 Process

- i. Any staff member who has a grievance with respect to appointment, promotion, salary or with respect to such matters as assignment of duties, academic freedom or working conditions and who has been unable to resolve the matter with the immediate supervisor or department head or the Director of the appropriate School shall have the right to appeal in writing to the Vice Chancellor, or where the grievance is against the action of the Vice Chancellor to the President. A petition shall set forth in detail the nature of the grievance and shall state against whom the grievance is directed. It shall contain any data, which the petitioner deems pertinent to the case.
- ii. A Grievance Panel, comprised of members of the Grievances Committee, will decide whether the grievance merits further investigation. The submission of a petition will not automatically result in an investigation or detailed consideration of the grievance. If the Panel determines that a further investigation is not warranted, it shall report that finding to the grievant within thirty days of receipt of the grievance. If the Panel determines that further action is warranted, it will be provided with all



relevant information and will seek to bring about a settlement of the issue. If, in the opinion of the Panel, such a settlement is not possible or is inappropriate, the Panel, within sixty days of receipt of the grievance, will report its findings and recommendations to the Vice Chancellor or president and the parties to the grievance. If the Panel determines that the Vice Chancellor or President should take some action to redress the grievance, the Vice Chancellor or President shall, within thirty days, accept the recommendation(s) of the Panel or reject the recommendations along with the reasons.

13.2 Membership of the Grievance Panel and Committee

A Grievance Panel will consist of three faculty members chosen from among members of the Grievance Committee, normally in rotation. The Committee will consist of at least twelve faculty members holding Tenure or faculty members who have served in a full-time capacity on a continuous basis for Five years or more and will be appointed in August of each year by the Vice Chancellor, except that department chairs and Directors of School shall not be eligible to serve on the Committee. The Vice Chancellor will nominate the chair of the Grievance Committee, who will report annually to the University Board of Management. This annual report will provide a summary of the matters that came before the Committee and the disposition of those matters.



Section 14: Social Media Policy

To provide guidelines for the responsible use of blogs, networking sites and other social media for ADYPU employees.

- i. ADYPU recognizes blogs, networking sites, and other social media (collectively referred to as social media) as possible tools to support the University's educational and operational goals.
- ii. This policy applies to all academic and professional staff employees when they participate in social media as part of their job duties.
- iii. It also applies to staff employees' participation in social media at any time that they give the appearance of speaking on behalf of the University.
- iv. All employees are responsible for the content they publish on social media and should use good judgment.
- v. All employees should be mindful that the things they say or do on social media are publicly available and searchable and may be forever accessible.
- vi. Comments, expressions, and other postings on social media must be honest and respectful of others. It must respect confidential, personal, and proprietary information;
- vii. All employees are reminded that the use of University property is primarily for the purpose of performing University business.
- viii. All employees should make sure they are aware of department/unit specific standards regarding Internet and social media usage on University property and during business hours.



- ix. Personal use of the Internet including social media on University property or during business hours must not involve unprofessional or inappropriate content.
- x. It must not interfere with employment responsibilities and productivity.
- xi. Employees must not disclose or post confidential information on social media. Employees must not use trademarks, logos, copyrighted, or other proprietary information of the University in personal blogs, personal postings, or other social media.
- xii. Employees must not use social media to harass, threaten, discriminate, or disparage employees or others affiliated with the University.
- xiii. Employees must not communicate with their co-workers about the terms and conditions of their employment through social media, and that these exchanges may be protected by law.
- xiv. Employees' communications on social media should be consistent with the University's policies, standards, and principles and should not denigrate or insult others.
- xv. Managers and supervisors should consult with Registrar's Office before providing employment references for current or former staff through social media.
- xvi. Employees should not request, pressure, or require employees or others to share passwords to social media.
- xvii. Employees should not be pressured or required by a staff employee to 'friend' or otherwise establish an online or social media relationship.



- xviii. Employees should be cautious and exercise good judgment when communicating on social media with employees, students, alumni or others of the University.

- xix. The University may require employees to remove posts that violate this policy or applicable law.

- xx. Employees who violate this policy may be subject to corrective action up to and including termination of employment.



Section 15: Workplace Attire

15. Workplace Attire

Workplace attire must be neat, clean, and appropriate for the work being performed and for the setting in which the work is performed. Regardless of dress, all staff must carry or wear the ADYPU identification badge at all times while at work which should be prominently displayed.

- i. Staff is expected at all times to present a professional, business like image to visitors, students and the public. Acceptable personal appearance, like proper maintenance of work areas, is an ongoing requirement of employment with ADYPU.
- ii. At its discretion, schools/entities/departments/units may allow staff to dress in a more casual fashion than is normally required. On these occasions, employees are still expected to present a neat appearance and are not permitted to wear ripped or disheveled clothing, athletic wear or similarly inappropriate clothing.
- iii. Any staff member who does not meet the standards set by his or her school/entity/department/unit will be required to take corrective action, which may include leaving the premises to change clothing. Hourly-paid staff will not be compensated for any work time missed because of failure to comply with designated workplace attire standards.

15.1 Rationale for Workplace Attire

There are two business-related reasons for implementing workplace attire guidelines:



- i. To present or create a professional or identifiable appearance for visitors, students or the public; and
- ii. To promote a positive working environment and limit distractions caused by provocative or inappropriate dress.

15.2 Addressing Workplace Attire and Hygiene Problems

Enforcing Workplace Attire policy can present delicate challenges. Violations of the policy can range from inappropriate clothing items to offensive perfumes and body odor. If a staff member comes to work in inappropriate dress, the typical response is to require the staff member to go home, change and return to work. Problems with hygiene can be more difficult to address and remedy. If a staff member's poor hygiene is at issue, the supervisor should discuss the problem with the staff member in private to prevent unnecessary embarrassment and should point out specific problems to be corrected. The same approach can be used with a staff member who wears too much perfume or cologne. If the problem persists, supervisors should follow the normal corrective action process for repeated standards of conduct and behavior infractions.



Section 16: Conflict of Interest

16. Outside Activities and Conflict Of Interest

This policy on outside activities applies to all faculty members, including all academic administrators who hold faculty rank. The professional capabilities of University faculty members allow them to make significant contributions to the larger society of which ADYPU is apart. The University encourages faculty members to participate in activities beyond the campus community. Such involvement may not only benefit society but may also enhance the prestige and visible contribution of the University.

When hiring a person to a full-time position, the University presumes that it has engaged the individual for his or her teaching, and for professional and other University-related activities. Outside activities must therefore be clearly subordinate to and must not interfere with the individual's Teaching, Research, and Service obligations to the University.

- i. Faculty holding full-time appointments may not hold full-time appointments of any type in any other organization, nor may they hold faculty appointments at other educational institutions. Part-time and Visiting Faculty may hold multiple appointments but must disclose any other educational appointments at the time of their initial appointment.
- ii. Professional activities conducted by faculty members outside the University are a privilege, not a right, and must not interfere with a faculty member's University responsibilities. Faculty may be permitted up to twenty percent (20%) of professional effort for activities beyond the scope of their primary faculty duties involving teaching and research. Effort devoted to administrative activities, in contrast, is not associated with any privilege to engage in outside activities and, consequently, faculty with substantial effort devoted to administration have less time potentially available for extramural activities.



- iii. In no case may such activities be carried on either directly or by implication in the name of the University without the consent of the Director of the School, who shall from time to time report such arrangements to the Vice Chancellor. Consent should be requested through the Director of School. Faculty members shall not use the name Ajeenkya DY Patil University in connection with outside activities in a manner that implies the University's sanction or support, unless the required consent has been obtained. Failure to comply with this policy or to disclose outside activities or interests may lead to disciplinary sanctions up to and including termination of faculty appointment.
- iv. When responding to inquiries in their fields of professional competence or acting as private citizens on issues of general public interest, faculty members may use their academic titles for purposes of identification but should make it clear that they speak, write, and act for themselves and not for the institution.



Section 17: Remunerated Outside Activities

17. Remunerated Outside Activities

University policy permits faculty members to engage in remunerated outside activities that are related to their professional interests and development, provided those activities:

- i. Do not interfere with regular University duties and do not involve, on average, more than one 20% of their active time during periods when the University is employing the individual on a full-time basis;
- ii. Do not utilize University materials, facilities or resources except as specifically authorized by the appropriate Department Head and Director of the School;
- iii. Do not compete with the work of the University, and are not otherwise contrary to the best interest of the University;
- iv. Do not convert confidential information or trade secrets of the University to their personal gain or advantage or to the gain or advantage of others; and
- v. Do not entail a reduction in workload.
- vi. Consulting, in some instances, may also constitute a business interest requiring disclosure and approval when the entity for which the employee consults also transacts business with the University or is in competition with the University, or where the consultation itself competes with the work of the University.



17.1 Non-Remunerated Professional Activities

Faculty members are encouraged to contribute their professional expertise for the advancement of their academic discipline and/or for the benefit of society in general. Such non-remunerated professional activities may be considered favorably in tenure and promotion decisions. Therefore, faculty members should report all such non-remunerated professional activities as part of the annual performance review.

17.2 Other Non-Remunerated Outside Activities (Volunteerism)

ADYPU encourages its employees to participate in voluntary activities that benefit our community and society at large. However, the choice whether or not to participate in any particular volunteer activity, or none at all rests solely with the individual employee. In an attempt to document its positive impact on the community, the University may request that faculty members report the extent of their involvement in volunteer activities. Faculty members are expected to limit the total extent of their volunteer activities so that they do not interfere with regular University duties.

17.3. Conflict of Interest

- i. A Conflict of Interest policy is to set forth the applicable provisions and assist a faculty member in avoiding improper outside influences in institutionally-related decisions and activities, or use his or her position or the property of the University for personal, financial, or political gain.
- ii. A conflict of interest occurs when any faculty member engages in those economic activities or when a faculty member maintains an interest or relationship, which prevents him or her from exercising independent judgment in the best interests of the University.



- iii. A faculty member must disclose to his or her Department Head all-relevant facts related to activities, which might involve a conflict of interest. Likewise, when seeking external support for a project, faculty must disclose actual or potential conflict of interest.
- iv. It is the policy of ADYPU that it's Faculty and Staff conduct the affairs of the University in accordance with the highest ethical and legal standards. To avoid a conflict between personal or professional interests and University interests, individuals must not be in a position to act on behalf of or make decisions for the University if their personal economic gain or interest may directly or indirectly influence, or have the appearance of influencing, the performance of their ADYPU duties.
- v. Good judgment of Faculty and Staff is essential, and no list of rules can provide direction for all the varied circumstances that may arise. If a situation raising questions of Conflict of Interest or Conflict of Commitment arises, Faculty and Staff are urged to discuss the situation with their supervisor or the Director of School. Access to information collected in connection with this Policy will be limited to those with a need to know and will be shared in accordance with University policy.

17.4 Conflict of Commitment

- i. The ADYPU Faculty and Staff owe their primary professional allegiance to the University; their primary commitment of time and intellectual energies is to the education, research and other programs supporting the University's mission. A Conflict of Commitment occurs when a Staff or Faculty member's professional loyalty is not to ADYPU because the time devoted to outside activities adversely affects their capacity to meet University responsibilities.
- ii. Attempts to balance University responsibilities with outside activities – such as consulting, government service, public service, or pro bono work – can result in conflicts regarding allocation of time and energy. Conflicts of Commitment usually involve issues



of time allocation. Whenever an individual's outside consulting activities exceed permitted limits, a Conflict of Commitment exists.

- iii. Faculty and Staff intending to engage in an activity that involves significant effort outside of the University and that may present a Conflict of Commitment must have written approval from the relevant department chair, center director, and Director of the School.

17.5 Conflict of Interest

- i. Considerations of personal gain must not influence the decisions or actions of individuals in discharging their University responsibilities. Such incentives might create a perception of impropriety and, therefore, require that such conflicts be identified, and then managed, reduced or eliminated.
- ii. The following activities are examples of situations that may raise questions regarding an apparent or real Conflict of Interest:
 - a. Undue personal gain from University funds or resources
 - b. Excessive or unauthorized use of University time or resources for professional, charitable or community activities
 - c. Exploitation of students for private gain
 - d. Compromise of University priorities due to personal financial considerations
 - e. Unfair access by an outside party to ADYPU programs, services, information or technology



- f. Selection of an entity as a University vendor by an individual who has a personal or economic interest in that entity; this includes engaging a relative as an independent contractor, subcontractor or consultant

18. Appropriate Use of University Resources

University resources are to be used only in the interest of the University. Faculty and Staff may not use University resources, including facilities, personnel, equipment or confidential information, as part of their outside consulting activities or for any other non-University purposes. Inappropriate use of University resources includes, but is not limited to, the following:

- i. A Faculty member assigning his or her students, Staff or postdoctoral scholars University tasks to advance the Faculty member's own monetary interest rather than to advance the scholarly field or educational needs
- ii. Granting external entities access to ADYPU programs, resources, services, information or technology for purposes outside the University's mission
- iii. Offering inappropriate favors to outside entities in an attempt to unduly influence them in their dealings with the University
- iv. Using for personal gain, or granting others unauthorized access to confidential information acquired through conduct of University business or research activities
- v. Situations that May Create a Conflict of Interest



19. Outside Professional Activities

- i. Staff - An Outside Professional Activity is any paid or volunteer activity undertaken by a Staff member of ADYPU outside the scope of his or her regular University duties. Outside Professional Activities may include participation in professional, civic or charitable organizations, such as consulting, working as a technical or professional advisor or practitioner, or holding a part-time job with another employer, whether working in one's University occupation or another.
- ii. Outside Professional Activities that use University resources or an individual's time on the job, thereby competing with the University or conflicting with the performance of the job, present a Conflict of Interest and are not permitted. Activities that present a potential Conflict of Interest require the written permission of the supervisor or department/unit head. Permission is given if the activity does not compete with University activities, result in undue personal gain, or interfere with the performance of the Staff member's University duties.
- iii. Faculty - A full-time appointment conveys an obligation for a Faculty member to have a significant physical presence on campus, to be accessible to students and Staff, to carry his or her share of committee responsibilities, to meet any assigned obligations and to be available to interact with ADYPU colleagues, unless the relevant department chair and/or Director of school has granted specific prior approval for extended or frequent absences from campus. Activities such as pro bono work, government service in the public interest and any outside employment unrelated to the Faculty member's University responsibilities must be managed so they do not take precedence over a Faculty member's primary commitment to the University.
- iv. Significant management roles (those that involve substantial supervision of the work of others and/or day-to-day responsibility for operating decisions) in private business typically are demanding both in terms of time and energy.



- v. Because full-time Faculty are expected to devote their primary energies and professional interests to their University obligations, they may not accept significant managerial responsibilities as part of their outside professional activities. It will be necessary for a Faculty member to obtain the permission of his or her chair and Director of School and may require an unpaid leave of absence from his or her University responsibilities in order to take on a significant management role in an outside entity.
- vi. Certain Outside Professional Activities, such as submitting or directing a program of research or scholarship at another institution that could be conducted appropriately at ADYPU, can generate conflicts regardless of the time involved.
- vii. Faculty Use of Students in Outside Professional Activities
- viii. Student involvement in Faculty enterprises may provide the potential for substantial benefits to the education and career development of the student. Such involvements need to be guided to avoid conflicts of interest or interference with the student's primary educational and research duties. Students and Faculty need to sign the Student-Faculty Agreement before engaging in these activities and provide a copy to the Director of School. This includes both paid and unpaid engagements. The Director's office will maintain a list of students involved and will query these students on a biannual basis for the duration of the work to assure that students are engaged voluntarily in meaningful work that does not interfere with their academic progress. In addition, students working for Faculty enterprises must complete an annual conflict of interest disclosure process
- ix. Faculty Use of Staff in Outside Professional Activities
- x. It may be appropriate for Staff to assist Faculty members in their Outside Professional Activities, depending upon the nature and extent of the Staff involvement on an incidental or infrequent basis. However, because such involvement is a potential source of conflict between Faculty members and their Staff, any Staff involvement must be approved by the relevant department chair, Director of School and discussed with the Staff person.



20. Telecommuting

- i. ADYPU considers telecommuting to be a viable work option in certain circumstances which, when properly implemented and administered, benefits both the University and the telecommuter. The University defines telecommuting as the substitution of telecommunication technologies, including, but not limited to, telephones, computers, and electronic for travel to the University's offices. A telecommuter is an employee who works for the University from a home, or other remote office, for some part of the regularly scheduled workweek.
- ii. Telecommuting does not change the basic terms and conditions of employment with the University. All University employees, including telecommuters, are subject to the University's employment policies and procedures.
- iii. The telecommuter's work schedule must be approved by the supervisor. The telecommuter agrees that he or she will be readily accessible during scheduled work hours while working from his or her home office or any other remote office. A telecommuter must complete a daily time sheet. A telecommuter must also take his or her required breaks and must obtain pre-approval to work any overtime in accordance with University policy.

21. Solicitation and Distribution

- i. In order to maintain and promote efficient operations, and security, the University has established rules applicable to all employees, which govern solicitation, distribution of written material and entry into premises and work areas.



- ii. No employee shall solicit or promote support for any cause or organization (e.g., fundraisers) during his or her working time and/or during the working time of the employee or employees at whom such activity is directed without authorization from the appropriate Director of School.

- iii. No employee shall distribute or circulate any printed or written non-University, non-work material in work areas at any time during his or her working time and/or during the working time of the employee or employees at whom such activity is directed.

- iv. Under no circumstances will non-University employees be permitted to solicit or distribute written materials for any purpose on the University's premises without prior authorization.



Section 18: Cessation of Employment & Termination

22.1 Resignation

A staff member may resign or retire from the University by giving the amount of written notice specified below or such greater period of notice as may be specified in the staff member's contract of employment. The University may consent to a shorter period of notice on a case-by-case basis. However once the staff has resigned he/she is not eligible for availing any vacation or any kind of leave during the notice period. All such leaves taken will be treated as Leave Without Pay.

	Period of continuous service	Notice Period
Academic Staff	Up to one year	30 days
	One year-three years	30 days
	Three years to five years	45 days
	Five years to seven years	60 days
	Above seven years	90 days
Professional staff		
HEO One to Five	One year and above	08 days
HEO Six-Eight	Three years and above	15 days
HEO Eight-Ten	Five years and above	30 days



22.2 Termination

The University may terminate the employment of a member of Academic or Professional staff by giving the following period of written notice.

Period of Continuous Service	Notice Period
Up to 1 year	7 days
Over 1 year and up to 3 years	14 days
Over three years and up to five years	21 days
Over 5 years	30 days

A staff member's employment may be terminated by the University at any time without notice if the staff member engages in Serious Misconduct. The University may substitute payment in lieu of all or any part of any period of notice of termination or direct the staff member to not attend for duty. Payments in lieu of notice will be calculated at the staff member's Salary as at the date of cessation of employment.

22.3 Termination of Employment

If the corrective action is unsuccessful or the problem is so severe as to render corrective action inappropriate or impractical, termination of employment can occur. The supervisor will recommend whether to terminate or retain the employee. Any decision to terminate an employee must be reviewed with the



Director of concerned School prior to the employee being informed of that fact. If termination is being contemplated, the supervisor should contact Director of School as early as possible for guidance.

22.4 Exit Interview and Exit Interview Report

A departmental interview should be held with each terminating employee before the employee leaves the University. The reasons for exit interviews are:

- i. To identify the reasons for the termination.
- ii. To assure that department and University property, such as keys and identification cards are returned.
- iii. To assure that department signature authority and/or systems access is discontinued, as appropriate.
- iv. To assure that department and Personnel records are complete.

The Exit Interview Report should be completed by all terminating employees and their supervisors. No certificates or relieving letter is to be issued without the Exit Interview Report.

22.5. Confidentiality

- i. "Confidential Information" is defined as proprietary (owning or holding exclusive rights to something) or non-public oral and written information or machine readable information belonging to the university accessible to an employee through the course of their employment at the university. Examples include: financial, student, human resources/payroll records, legal documents and scientific or other kind of data.



- ii. Confidential information (verbal, written, or machine readable) is accessible to employees through the course of employment at the university, is proprietary or non-public information of the university, and is considered confidential. All confidential information should be maintained by all employees in a manner, which ensures its privacy and safety.
- iii. During the course of employment, employees may have access to confidential information. Information should be solely used for the purposes of performing his/her various services for the university and for no other purpose. Employees should not use confidential information in any manner that is to the competitive advantage of, or otherwise adverse or detrimental to the university. Employees shall not disclose any confidential information related to university matters to any person who does not have a legitimate need to know. Employees should take all reasonable steps to protect confidential information from disclosure, e.g., password protecting computers and/or storing/filing confidential paperwork in a locked drawer, etc. Employees should not electronically forward or store confidential information so as to give access to those without a legitimate need to know. It is not appropriate to have discussions about confidential information in open areas (e.g. cafeteria, hallways, etc.) where individuals who do not have a need to know this information could overhear the conversation.
- iv. Employees who disclose confidential information to those without a legitimate need to know or who disclose confidential information observed or heard without proper authorization may be subject to corrective action up to and including termination.
- v. If an employee overhears or observes another employee sharing or discussing confidential information in an inappropriate area, the Registrar's Office or Director of School should be contacted. They are responsible for investigating the allegations.



23. Amorous Relationships

- i. ADYPU is committed to providing a harassment free environment for all faculty, staff and students. A sense of fairness by supervisors and teaching faculty is a fundamental prerequisite for fulfilling the University mission of teaching, research and public service. This policy reinforces the institution's commitment to provide a safe and amicable workplace for all employees.
- ii. When one party has a professional relationship towards the other, or stands in a position of authority over the other, even an apparently consensual amorous relationship may lead to sexual harassment or other breaches of professional obligations. The University prohibits all faculty and staff from pursuing amorous relationships with anyone whom they are currently supervising or teaching.
- iii. The university management also strongly discourages amorous relationships between faculty or administrators and students and/or employees whose work they supervise. Anyone involved in an amorous relationship with someone over whom he or she has supervisory power must recuse himself or herself from decisions that affect the compensation, evaluation, employment conditions, instruction, and/or the academic status of the subordinate involved.
- iv. Any individual in authority who is or has been involved in an amorous relationship with a person whom they may be called upon to evaluate must promptly report this fact to his or her supervisor. The supervisor will then arrange to see that the individual in authority does not evaluate nor participate in discussions and decisions that affect the compensation, evaluation, employment conditions, instructions, and/or academic status of the subordinate involved. Any individual who violates this policy is subject to disciplinary action commensurate with the offense.
- v. Each school of the university will establish a reporting process such that any person who believes that a faculty member, administrator, or any other



employee is involved in an amorous relationship with a person under his/her direct authority or supervision will have an avenue for reporting the perceived relationship.

24. Disruptive Behavior

- i. This policy ensures protection from disorderly, disruptive, or obstructive actions, which interfere with academic pursuits of teaching, learning, and other campus activities.
- ii. All segments of the academic community are under a strong obligation and have a mutual responsibility to protect the campus from disorderly, disruptive, or obstructive actions, which interfere with academic pursuits of teaching, learning, and other campus activities.
- iii. Any student, faculty member, administrator, or employee, acting individually or in concert with others, who obstructs or disrupts, or attempts to obstruct or disrupt any teachings, research, administrative, disciplinary or public service activity or any other activity authorized to be discharged or held on any campus of the University System is considered by the university to have committed an act of gross irresponsibility and shall be subject to disciplinary procedures, possibly resulting in dismissal or termination of employment.

