



**D. Y. PATIL
EDUCATION SOCIETY
DEEMED TO BE UNIVERSITY**

KOLHAPUR

NAAC with 'A⁺⁺' Grade in 3rd Cycle

Diamond: QS I-GAUGE Indian University Ratings

Faculty Appraisal and Promotion Policy



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**D. Y. PATIL EDUCATION SOCIETY (DEEMED TO BE UNIVERSITY),
KOLHAPUR**

Faculty Appraisal and Promotion Policy

Effective Date: 25/03/2025

Approved By: University Council

Review Date: Not later than 3 years

1. Purpose

This policy establishes a transparent, merit-based framework for the periodic appraisal and promotion of faculty members. It aims to:

- Evaluate and recognize academic, research, and administrative performance.
 - Encourage professional development and scholarly contributions.
 - Ensure consistency and fairness in the career progression of faculty members at the University.
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2. Scope

This policy applies to all regular full-time and part-time faculty members across all departments and schools at the University. It covers:

- Faculty Appraisals (annual or biannual performance evaluations).
 - Promotion procedures and criteria for advancement from Assistant Professor to Associate Professor and from Associate Professor to Professor, along with any additional designations in accordance with guidelines of UGC, relevant Statutory bodies and University.
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3. Guiding Principles

- **Merit and Transparency:** Appraisals are based on clearly defined performance metrics, including teaching effectiveness, research output, administrative contributions, and community engagement.
 - **Consistency and Equity:** The process shall be uniformly applied across all departments and faculty ranks, ensuring equal opportunities and recognition for all.
 - **Professional Development:** Continuous improvement, active research, participation in Faculty Development Programs, and contributions to academic and institutional development are encouraged.
 - **Feedback and Improvement:** Constructive feedback will be provided to all faculty members to support their professional growth.
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4. Appraisal Process

4.1 Annual Performance Review

- **Frequency:** Faculty members are appraised annually.
- **Evaluation Criteria:**
 - **Teaching:** Effectiveness, student feedback, curriculum development, and innovative pedagogy.
 - **Research:** Publications, research grants, conference presentations, and patents.
 - **Service:** Contributions to university committees, community engagement, administrative roles, and mentorship.
 - **Professional Development:** Participation in workshops, conferences, and continued education.
 - **Administrative Engagement:** Nature of interaction and communications with University bodies and/or stakeholders
- **Self-Assessment:** Faculty members are required to submit a self-assessment report summarizing achievements, challenges, and future objectives.
- **Review Panel:** A departmental appraisal committee, comprising senior faculty members, will evaluate performance against predefined criteria and validate recommendations. The pre-defined criteria will be validated by the Institutional Quality Assurance Cell and approved by the Office of the Vice Chancellor.

4.2 Feedback and Development

- **Feedback Session:** Each faculty member will have a formal feedback session with the Head of Department/Dean to discuss strengths, areas for improvement, and professional development plans.
 - **Documentation:** All appraisals, self-assessment reports, and feedback session outcomes will be documented and filed with the Office of Academic Affairs.
 - **Improvement Plans:** In cases where performance falls short of institutional expectations, individual improvement plans (IIPs) will be devised with specific targets and timelines.
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5. Promotion Process

5.1 Eligibility and Criteria

- **Minimum Qualifications:** Promotions are aligned with norms of UGC, NMC, INC, AICTE and other bodies and University norms, requiring a combination of teaching experience, research achievements, and service contributions.
- **Performance Benchmarks:** Clear benchmarks include quality of publications, successful research projects, teaching evaluations, participation in student activities, and evidence of leadership roles within the institution.

- **Peer and External Evaluations:** In some cases, external experts in the field may be invited to review research contributions and academic excellence.

5.2 Promotion Procedure

- **Application/Nomination:** Faculty seeking promotion, or departments nominating faculty members, must submit a promotion dossier including CV, self-nomination/statement, and supporting evidence (research publications, teaching awards, etc.).
- **Evaluation Committee:** A Promotion Review Committee, will be constituted to evaluate the dossier in accordance with standardized criteria.
- **Recommendations:** The committee will forward recommendations to the Academic Council, which makes the final promotion decision based on merit and documented achievements.
- **Notification:** Successful candidates will receive formal notification, and any necessary changes in designation or employment terms will be implemented promptly.

5.3 Appeals and Grievances

- **Appeals Process:** Faculty members may appeal promotion decisions in accordance with the University's grievance procedures.
 - **Mediation:** In cases of dispute, the University encourages mediation to address concerns in an equitable and transparent manner.
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6. Roles and Responsibilities

- **Faculty Members:**
 - Prepare comprehensive self-assessments and maintain records of teaching, research, and service activities.
 - Actively engage in professional development and respond constructively to feedback.
 - **Department Heads/Deans:**
 - Ensure timely and fair performance evaluations, maintain accurate records, and support faculty professional growth initiatives.
 - **Promotion and Appraisal Committee:**
 - Oversee the appraisal process, ensure evaluations are objective and transparent, and make recommendations for promotions based on established criteria.
 - **Office of Academic Affairs:**
 - Facilitate the overall appraisal and promotion process; organize meetings, collate reports, and maintain archival records.
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7. Policy Review and Amendments

This policy will be reviewed every three years or as needed to incorporate changes in institutional priorities and external regulatory requirements. Feedback from faculty and stakeholders will be integral to refining the process and ensuring fairness and excellence in academic advancement.

Registrar

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