Guidelines for the Promotion of Faculty and Scientific Workers in the Equivalent Category

The following guidelines for promotions from the ranks of Assistant Professor to Associate Professor, Associate Professor to Professor (hereafter called faculty) and for the others with equivalent ranks in the Institute are hereby framed as follows:

1. To be considered for promotion to
   - **Associate Professor**: the candidate should have completed at least 3 years of service as Assistant Professor,
   - **Professor**: the candidate should have completed at least 4 years of service as Associate Professor, and
   - **Faculty Equivalent Category**: the candidate should have completed at least 4 years of service in the present designation.

   After completion of required years of service in the present designation as mentioned above, the candidate would apply immediately for promotion to the Professor-in-Charge of the respective division/Head, SOC & OR Division along with all relevant information. The proforma for the application for a review is available in the ISI website.

2. The date of first time review of a newly appointed candidate will be mentioned in his/her appointment letter. For the first review of such a candidate in ISI he/she can apply for promotion to the next higher category on or after the date of review mentioned in his/her appointment letter.

3. The Director’s Office will communicate the result of the review to the candidate.

4. In case a candidate is not promoted, he/she may apply for the next review only after one year from the date of his/her previous application.

5. Each application will be screened by an appropriate Divisional Screening Committee (to be set up by the Director) consisting of Professor-in-Charge/Head, SOC & OR Division and Heads of the Units under the Division or their nominees (at the level of Professor), External Experts and two representatives from other Divisions. The Screening Committee may take the feedback of the Professors of the Division through Professor-in-Charge/Head, SOC & OR Division of the concerned Division. Taking an overall view, the Screening Committee would recommend to the Director a list of candidates in whose cases further processing is called for.

This is issued in supersession of all previous guidelines regarding promotions of faculty and equivalent categories.

*Since for the Scientific Workers (Faculty) in the equivalent categories, the approval of IISc. pay scales is still pending with the Government, the requirement for promotion to these categories will remain 4 years as before.*

Copy to: All Professors-in-Charge
         Heads of Centres
         Heads of Units
         Head of SOC & OR Division
         Head, C.S.C.
         Director’s Office.
A Candidate seeking the promotion to the next higher category may apply with a forwarding letter along with the following documents.

A. Updated Bio-data consisting of the following information:

Page 1 of the Bio-data should be prepared according to the proforma provided. From page 2 onwards complete the rest of the Bio-data according to the following guidelines.

For items 1 (a), (b), (c) provide information only for the period from your last promotion or recruitment whichever is later.

1. (a) List your published/accepted papers. This list should be sub-divided into those which are published / accepted in refereed journals and those which are published / accepted in proceedings of conferences. In case of books, list separately, authored research monographs, authored text books, edited monographs, and edited conference proceedings. Technical Reports/Project Reports/Book Chapters etc. should be separately listed. When listing project reports, the industry / funding agency and the period when it was carried out must be clearly mentioned.

(b) Provide the details of your teaching activities, including guidance of Ph.D. students and project/dissertation supervision. Information on the courses taught by you including research courses, both in and outside ISI, with number of lectures given by you for each course, may be reported. Details of training programmes conducted including both general and in-plant training programmes must be provided. For these programmes please provide the subject taught and the number of hours of lecture.

(c) Provide the details of your activities under the following heads:

(i) Academic administration;
(ii) Important professional/editorial work including invited talks and panel discussions;
(iii) Design, development and maintenance of computer software / web sites;
(iv) Professional awards / honours received;
(v) Externally funded Project work as Principal Investigator/Co-Principal Investigator;
(vi) Organization of general and in-plant training programmes;
(vii) Any other relevant information (e.g. member of government committees)

(d) Provide

(i) A summary of your research contributions or consultancy work indicating the general direction during the period of consideration (around one page); and
(ii) A plan of your future research or consultancy work over the next five years (around one page).

2. Provide the names of four referees from outside the Institute who are knowledgeable about your work.

B. Enclose a copy of each of your five most significant (in your judgment) publications/project reports, since your last promotion or recruitment whichever is later.

Provide electronic versions of your Bio-data and reprints / preprints of your publications. If you cannot provide electronic copies of your reprints/preprints, please provide six hard copies of each.

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