



MEASI Institute of Management

Recruitment and Selection Policy for Visiting Faculty and Professor of Practice (PoP)

Preamble:

In pursuit of academic excellence and organizational integrity, MEASI Institute of Management (hereafter referred to as "the Institute") establishes this Recruitment and Selection Policy for Faculty and Staff Members. Recognizing the critical role played by faculty and staff in shaping the educational journey of our diverse student body, this policy is designed to uphold principles of fairness, transparency, diversity, and meritocracy.

As a leading coeducational institution dedicated to fostering a culture of innovation, ethics, and leadership in business education, the Institute is committed to recruiting and retaining a talented and diverse community of faculty and staff members. We recognize that the success of our institution hinges on the caliber and commitment of our employees, who serve as mentors, guides, and administrators in our academic and administrative endeavours.

This policy aims to provide clear guidelines and procedures for the recruitment and selection of faculty and staff members, ensuring compliance with relevant laws, regulations, and accreditation standards. By adhering to best practices in recruitment and selection, the Institute seeks to attract individuals of exceptional competence, integrity, and dedication who will contribute to the fulfilment of our mission and vision.

We affirm our commitment to promoting equal opportunities for all qualified candidates, irrespective of gender, race, ethnicity, religion, nationality, disability, or other protected characteristics. Through inclusive and unbiased recruitment processes, we strive to build a workforce that reflects the diversity of our student body and the broader society, enriching the learning and working environment for all members of the MEASI community.

In implementing this policy, the Institute will uphold the highest standards of professionalism, ethical conduct, and confidentiality throughout the recruitment and selection process. We will provide support and resources to hiring committees and



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administrators involved in recruitment activities, fostering a culture of excellence and continuous improvement in our human resource practices.

Ultimately, this Recruitment and Selection Policy underscores the Institute's commitment to excellence in education, research, and service, as we endeavour to nurture the talents and aspirations of our students and contribute positively to the advancement of management education and practice.

Scope

The scope of this policy encompasses all activities related to the recruitment and selection of faculty and staff members of MEASI Institute of Management. It applies to:

- Visiting faculty and PoP positions.
- Recruitment processes for both academic and non-academic roles.
- Internal and external recruitment procedures.
- All stages of the recruitment and selection process, from job vacancy identification to final hiring and on boarding.

Objectives

The objectives of this policy are to:

1. **Attract and Retain Talent:** Ensure MEASI Institute of Management attracts and retains highly qualified, diverse, and talented individuals who contribute to the institution's mission and goals.
2. **Ensure Fairness and Equity:** Promote fairness, transparency, and equity in all recruitment and selection activities to create a diverse and inclusive work environment.
3. **Maintain High Standards:** Uphold high standards of academic and professional excellence by ensuring that recruitment and selection processes align with the institution's strategic goals and academic standards.
4. **Enhance Efficiency:** Streamline recruitment and selection processes to ensure timely and cost-effective hiring practices.
5. **Comply with Legal and Regulatory Requirements:** Ensure all recruitment activities comply with relevant laws, regulations, and institutional policies.

Purpose



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The purpose of this policy is to:

- **Provide Guidance:** Offer clear and comprehensive guidelines for conducting recruitment and selection processes to ensure consistency and professionalism across the institution.
- **Support Strategic Goals:** Align recruitment and selection activities with MEASI Institute of Management's strategic objectives, including enhancing academic reputation and operational efficiency.
- **Facilitate Decision Making:** Provide a structured framework for decision-making during the recruitment process, ensuring decisions are based on merit and organizational fit.
- **Promote Diversity and Inclusion:** Foster a diverse and inclusive workplace by implementing recruitment strategies that attract candidates from various backgrounds and experiences.
- **Protect the Institution:** Minimize the risk of legal challenges related to recruitment and selection by adhering to best practices and legal standards Implementation.

Recruitment Process

1. **Job Analysis and Planning**
 - Conduct a thorough job analysis to define roles and responsibilities.
 - Develop job descriptions and specifications based on the analysis.
2. **Advertising and Sourcing**
 - Use various channels to advertise vacancies, including internal postings, external job boards, professional networks, and academic publications.
 - Implement outreach strategies to attract a diverse pool of candidates.
3. **Application and Screening**
 - Establish standardized criteria for screening applications.
 - Utilize applicant tracking systems to manage and review applications.
4. **Interview and Selection**
 - Form selection committees comprising diverse members.
 - Conduct structured interviews using competency-based questions.



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- o Include additional assessment methods, such as teaching demonstrations for faculty positions or skills tests for staff roles.

5. Decision Making and Offer

- o Ensure selection decisions are based on predefined criteria and merit.
- o Provide timely and constructive feedback to all candidates.
- o Extend formal offers to successful candidates, detailing terms of employment.

On boarding and Integration:

1. Orientation Programs

- o Develop comprehensive orientation programs to integrate new hires into the institution.
- o Include information on institutional policies, culture, and expectations.

2. Mentorship and Support

- o Assign mentors to new faculty and staff to support their transition and professional development.
- o Provide ongoing training and development opportunities.

Monitoring and Evaluation

1. Continuous Improvement

- o Regularly review and update recruitment policies and procedures.
- o Collect feedback from candidates and hiring committees to identify areas for improvement.

2. Performance Metrics

- o Track key performance indicators such as time-to-hire, cost-per-hire, and candidate satisfaction.
- o Analyze diversity metrics to ensure progress towards inclusivity goals.

Principles

Equal Opportunity: MEASI Institute of Management is committed to providing equal employment opportunities to all individuals without discrimination based on race, colour,



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religion, gender, sexual orientation, national origin, age, disability, or any other characteristic protected by applicable laws and regulations.

Merit-Based Selection: Recruitment and selection decisions will be based on the qualifications, skills, experience, and potential of the candidates to contribute effectively to the goals and objectives of the institution.

Transparency: The recruitment process will be transparent, with clear communication of job requirements, selection criteria, and expectations to all candidates.

Fairness: All candidates will be treated fairly and impartially throughout the recruitment and selection process, with decisions based solely on job-related factors and criteria.

Confidentiality: Confidentiality will be maintained throughout the recruitment process to safeguard the privacy of candidates and sensitive information.
