



TAPMI

MANIPAL

(A constituent unit of MAHE, Manipal)



January 3, 2024
FAC-WL/2024

Faculty Workload Policy

Preamble

The TAPMI Vision - 2030 envisages a great emphasis on academic research. There are high expectations from our faculty, with respect to publishing in quality publications. Going forward, research visibility and outcomes would be the major vehicle to enhance our national rankings and making our presence felt in global rankings. Surely quality faculty publications have a big role to play. With the emergence of NIRF in business school ranking scenario in recent years the number of publications and other research measurement metrics such as citation count play an increasingly important role. At the same time a model b-school faculty needs to perform well on the dimensions of teaching, research and administration.

Considering the increasingly competitive landscape with the emergence of many new IIMs and leading private b-schools, competition has become extremely tough. B-schools needs to review periodically where they stand with respect to positions among b-schools, faculty performance as also to benchmark performance standards periodically. With research as a key performance indicator, it is proposed to introduce track system available to faculty to make best use of their talents while balancing everchanging and emerging institutional needs.

The proposed tracks and the explanatory notes are listed below. This office order supersedes the Research Band requirement.

Table 1
Research Track

Index	Research Track
Teaching	90 hours
Expected Research outcome	Minimum 600 research points in 4 years. In this category, 600 research points can be met through ABDC "A*" and/or "A" and/or "B" category journal publications. However, there is a cap of two "B" category publications.

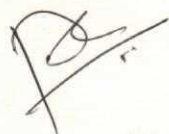
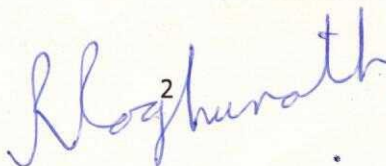
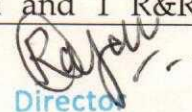
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Entry requirement*	Should have met Band A requirements in the past and/or have the potential (demonstrate a pipeline of research papers, papers under initial submissions, R&Rs, working/conference papers, research grants etc.) to meet the expectations of "Research Track".
Administration	Low (Program/ Area Chairs, IT, Library, Hostel, Disciplinary, YLP and LADC)
Track Performance Assessment	Performance to be evaluated every 2 years. (i) To continue in this category: 200 research points from "A" category or above and 1 R&R in an A*/ A/B category journal. (ii) If (i) is not met, the faculty will be assigned to either Research cum Teaching Track /Clinical Teaching Track - 1 / Clinical Teaching Track - 2 categories based on review committee assessment and final decision of the Director.

Table 2
Research cum Teaching Track

Index	Research cum Teaching Track
Teaching	150 hours
Expected Research outcome	Minimum 400 research points in 4 years. In this category, 400 research points can be met through ABDC "A*" and/or "A" and/or "B" and/or "C" and/or non-ABDC Scopus indexed (Q1 and/or Q2) category journal publications. However, there is a cap of 5 "C" and/or non-ABDC Scopus indexed (Q1 and/or Q2) category publications.
Entry requirement	Should have met Band A or B requirements in the past and/or have the potential (demonstrate a pipeline of research papers, papers under initial submissions, R&Rs, working/conference papers, research grants etc.) to meet the expectations of "Research cum Teaching Track".
Administration	Medium (Branding and PR, Program/ Area Chairs and Quality Cell)
Track Performance Assessment	Performance to be evaluated every 2 years. (i) To continue in this category: 200 research points from ABDC "A*" and/or "A" and/or "B" and/or "C" and/or non-ABDC Scopus indexed (Q1 and/or Q2) category journal and 1 R&R in an

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	<p>A*/A/B/C category journal (subject to the cap of 5 on number of "C" category journals).</p> <p>(ii) If (i) is not met, the faculty will be assigned to either Clinical Teaching Track - 1 / Clinical Teaching Track - 2 categories based on review committee assessment and final decision of the Director.</p>
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Table 3
Clinical Teaching Track 1

Index	Clinical Teaching Track 1
Teaching	180 hours
Expected Research outcome	<p>Minimum 200 research points in 4 years.</p> <p>In this category, 200 research points can be met through ABDC "A*" and/or "A" and/or "B" and/or "C" and/or non-ABDC Scopus indexed (Q1-Q3) category journal publications.</p>
Entry requirement	Should have fully or partially met the requirements Band B or C in the past.
Administration	<p>High</p> <p>(COE, EEP, Admissions and FDP, Centers of Excellence and Student Activities)</p>
Track Performance Assessment	<p>Performance to be evaluated every 2 years.</p> <p>(i) To continue in this category: 100 research points from ABDC "A*" and/or "A" and/or "B" and/or "C" and/or non-ABDC Scopus indexed (Q1-Q3) category journal publications, and</p> <p>(ii) Demonstrate very high level of performance in senior administrative roles.</p> <p>(iii) If (i) and (ii) are not met, the faculty will be assigned to Clinical Teaching Track - 2 categories based on review committee assessment and final decision of the Director.</p>

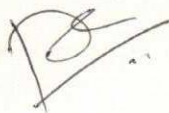
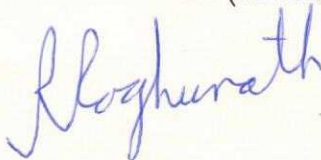
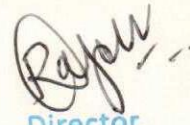
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Table 4
Clinical Teaching Track 2

Index	Clinical Track 2
Teaching	>210 hours
Expected Research outcome	Minimum 80 research points in 4 years. In this category, 80 research points can be met through ABDC "A*" and/or "A" and/or "B" and/or "C" and/or non-ABDC Scopus indexed (Q1-Q3) category journal publications.
Entry requirement	Faculty who have demonstrated very high quality of teaching and administrative prowess and prefer to contribute in these areas.
Administration	Low (Program/ Area Chairs, IT, Library, Hostel, Disciplinary, YLP and LADC)
Track Performance Assessment	Performance to be evaluated every 2 years. (i) To continue in this category: 40 research points from ABDC "A*" and/or "A" and/or "B" and/or "C" and/or non-ABDC Scopus indexed (Q1-Q3) category journal publications, and (ii) Demonstrate very high level of performance in senior administrative roles. (iii) If (i) and (ii) are not met, the faculty will be reviewed by the review committee headed by the Director for continuation in the employment. If there is no compelling case or reason for faculty members inability to meet the expectations, they will be discontinued from the engagement with TAPMI, Manipal.

Note:

1. The policy comes into effect from April 1, 2024. The initial assignment of tracks will be done by the Director in consultation with the three Deans and the respective Area Chair.
2. Switching between the tracks is permitted at end of two years. The faculty aspiring to switch tracks must demonstrate the ability to meet the expectations outlined for the track to which the faculty is aspiring to move.
3. The annual teaching load of faculty members within each track will be decided by the Area Chair in consultation with the Dean (Academics).

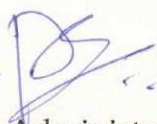




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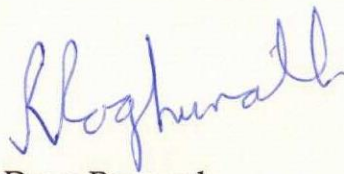
4. Faculty in RT and RCT track who exceed their respective minimum annual teaching workload requirement will be eligible for compensation of an additional workload upto 30 hours according to the prevailing CPMS policy. Payment for these extra 30 hours will be made upon fulfilment of the respective track requirements and average feedback of the faculty should be above 8.0. Allocation of the additional teaching will be based on consultation between the faculty and area chair. Followed by a recommendation to the dean academics who will then seek approval of the Director.
5. Publications are required to be in the TAPMI listed Field of Research (FoR) as listed in Annexure 1. The spirit of academic research is that it enriches faculty teaching. Hence, faculty are encouraged to publish in their core areas of teaching.
6. The positions of Deans, Associate Deans, Chairpersons – PGP and PACE will not be under the purview of the classification. Their teaching load and the research expectations will be decided by the Director in consultation with the Deans and Associate Deans at the beginning of the Academic Year (AY).
7. As per prevailing practice, all ABDC B and C rated journals must be Scopus (Q1 – Q3) indexed.

Performance Assessment:

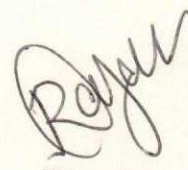
The prevailing practice entails bi-annual review of the performance of faculty members. The track performance assessment will be carried out every two years by a review committee chaired by the Director and comprising of Dean – Academics, Dean – Research, and the Area – Chair. The first such assessment will be held April 2026. Based on such assessment a faculty member may continue in the same track or assigned to other tracks. Where faculty members are unable to meet the track requirements for two consecutive two-year cycles, their performance will be reviewed by the review committee headed by the Director for continuation of employment. If there is no compelling case or reason for faculty members inability to meet the expectations, they will be discontinued from engagement with TAPMI, Manipal. We trust the policy offers clarity and the required thrust for faculty members to pursue higher levels of academic excellence.



Dean - Administration



Dean-Research



Director



Field of Research [FoR] – Relevant to TAPMI

3501 Accounting, auditing and accountability	3502 Banking, finance and investment	3503 Business systems in context	3505 Human resources and industrial relations	3506 Marketing
3507 Strategy, management and organisational behaviour	3509 Transportation, logistics and supply chains	3801 Applied economics	3802 Econometrics	3803 Economic theory
	3899 Other economics	4609 Information systems	4905 Statistics	
4801 Commercial law	3508 Tourism	3504 Commercial services	3502 Other commerce, management, tourism	

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