

Form -04: Faculty

1. Provide summary of the core business school's facultyⁱ in Table 4.1.

Table 4.1. Summary of business schools' faculty

	Business Administration	Public Administration	Management Sciences	Commerce	Others	Total
PhD						
18 years of education (MS/MPhil/MBA/MPA/M.Com)						
16 years of education (Bachelors/Masters)						
Others (professional qualifications, industry work experience)						
Total						

2. Provide detailed information about permanent/regularⁱⁱ core business school faculty teaching core business courses in Table 4.2.

Table 4.2. Permanent/regular faculty teaching core business courses

No.	Designation	ID /C NIC	Name	Gender	Origin (rural/urban)	Academic degree	Country (where studied)	Degree awarding institution	Area of specialization	Experience with higher education (years)	Experience industry (years)	Core area of teaching	Course load per semester	No. of courses taught in the program ⁱⁱⁱ	Teaching in program ^{iv}

3. Provide detailed information about permanent/regular faculty teaching support courses (e.g. English, Statistics, Mathematics, History etc.) in Table 4.3. Only include the faculty members who have taught on a regular basis in the last three years.

Table 4.3. Permanent/regular faculty teaching support courses

No.	Designation	ID /C NIC	Name	Gender	Origin (rural/ urban)	Academic degree	Country (where studied)	Degree awarding institution	Area of speciali- zation	Experi- ence with higher education (years)	Experi- ence industry (years)	Core area of teachi- ng	Course load per semester	No. of courses taught in the program	Teachi- ng in progra- m

4. Provide detailed information of faculty workload over the last two semesters in Table 4.4. Include details related to their programs under accreditation and all other programs. Please follow the same order as Table 4.2 and Table 4.3.

Table 4.4. Faculty workload

S. No.	Designation	Name	Name of course taught ^v (in the program and all others)	No. of thesis supervised (PhD, Masters, Bachelors)	Administrative responsibility

5. For each program under accreditation, provide a list of the courses taught during the last two semesters and the name of the faculty members teaching the course in Table 4.5.

Table 4.5. Details of courses taught during the last two semesters

Course name	Last semesters' faculty (write names in appropriate column)			Current semesters' faculty (write names in appropriate column)		
	Permanent	Adjunct	Visiting	Permanent	Adjunct	Visiting

6. Provide the policy of faculty planning, including faculty workload and responsibility allocations as Appendix- 4A.

7. Provide record of the stability of the core business school faculty in Table 4.6(only include the core business school’s faculty, listed in Q-2).

Table 4.6. Faculty stability

	Year t	Year t-1
Total faculty		
Resigned		
Retired		
Terminated		
New induction		

1. t represents the latest year for which data is available. Please replace column headers with actual years.

8. Provide faculty-to-student ratio of last three years in Table 4.7. Repeat the formula for Year (t-1) and Year (t-2).

Table 4.7. Faculty to student ratio

	Total students enrollment (Proformae3- Q1)			Permanent FTE ^{vi}			Adjunct FTE ^{vii}			Visiting FTE ^{viii}			Faculty-to-student ratio ^{ix}		
	Year t	Year t-1	Year t-2	Year t	Year t-1	Year t-2	Year t	Year t-1	Year t-2	Year t	Year t-1	Year t-2	Year t	Year t-1	Year t-2
Bachelors/ Masters (16 years education)															
18 years education (MS/ MPhil / MBA/ MPA/ M.Com)															
PhD															

1. t represents the latest year for which data is available. Please replace column headers with actual years.

9. What is the ratio of gender mix in the faculty at the business school? Provide details in Table 4.8. Is there any policy that the university has adopted to promote faculty diversity? What progress has been made to achieve the diversity?

Table 4.8. Gender mix

Gender	Number		
	Permanent/Regular	Adjunct	Visiting
Male			
Female			

10. Describe the faculty selection and hiring process and attach the policy for the recruitment and selection of the faculty as Appendix-4B. What are the key factors that attract high quality faculty to the School? Can the School recruit faculty of a quality which is consistent with the strategy and program requirements? Explain the process of selection of full time, visiting and adjunct faculty separately.
11. Describe the processes for retention and promotion of the faculty members and attach any relevant policy document as Appendix-4C.
12. Describe the processes for annual evaluation and assessment of the faculty members and attach any relevant policy document as Appendix-4D.
13. Summarize the strategic plan for the future development of the faculty.
14. Describe the faculty participation in the school's academic and strategic decision making processes.
15. Provide the list of professional trainings/workshops organized by core business faculty in the last three years in Table.4.9.

Table 4.9. Training/workshops organized by the core business faculty

S. No	Date of workshop/Training	Name of faculty trainer	Title of the workshop/training	Venue	No. of participants

16. Attach the schools 'policy for faculty consultancy and trainings as Appendix -4E.
17. Provide the list of faculty consultancy projects carried out by the core business faculty in the last three years in Table.4.10.

Table 4.10. Consultancy projects of core business faculty

S. No	Name of faculty	Name of project	Name of client	Start and end date	Name of all partners in the project

18. Provide a list of other outside activities of the core business faculty in Table 4.11 (Note: Do not include R &D activities which are covered in detail in proforma -05)

Table 4.11. Outside activities of core business faculty

Date	Name of faculty	Brief description of the activity

19. Do faculty members participate in academic and professional organizations? Also provide the policy of increasing faculty exposure to the corporate world and to social organizations as Appendix-4F.
20. Provide a list of all professional memberships of core business faculty in Table 4.12.

Table 4.12. Professional memberships of core business faculty

S. No	Name of faculty	Professional qualification	Valid since (year)	Valid till (years)

21. Provide the list of international faculty members (if any). Also provide the policy of increasing international exposure of faculty as Appendix-4G.

ⁱ Core business faculty: Faculty with terminal degree in business, management and related areas and teaching core business courses

ⁱⁱ Permanent / Regular faculty: Qualified academic staff employed on a permanent basis (remaining contract duration at least two more years) and for whom the institution is the sole or principal employer. Numbers should relate to core faculty members only. A permanent faculty member who is on reduced workload because of personal work life balance or continued education will be counted towards FTE.

% non-nationals: Double passport holders should always be counted as nationals, if one of the passports is the domestic one.

% core faculty with foreign experience: % of core faculty (excluding foreign only passport holders) with significant professional/work experience or study abroad (e.g. a complete degree) which entailed living abroad for at least 1 full year (i.e. not made up of part years).

Adjunct faculty: Teaching staff for whom the School is not the primary employer or who work for the School on a part-time basis under a permanent or an occasional contract

Visiting professors in current year: Academic staff that are core faculty at another academic institution and visit the School to teach for a specific semester.

ⁱⁱⁱ No. of courses taught in the program: If the course load of a faculty member is 4 courses and he/she teaching 3 courses in BBA and 1 course in MBA , there should be two entries for the same faculty member specifying different program name in the column “Teaching in program”

^{iv} Teaching in program: BBA/MBA/MS/MPhil/PhD/BS(A&F)/other.

^v Include all courses taught in the program under accreditation and all other programs. Place an asterisk * before the courses of the program under accreditation.

^{vi} Permanent FTE= $\sum(\text{No. of courses taught by permanent/regular faculty in the program/course load per semester})$

^{vii} Adjunct FTE= $\sum(\text{No. of courses taught by adjunct faculty in the program/course load per semester})$

^{viii} Visiting FTE= $\sum(\text{No. of courses taught by visiting faculty in the program/course load per semester})$

^{ix} Faculty-to-student ratio (for a program)

(Total number of students enrolled in the degree program / [Permanent FTE+ Adjunct FTE + (Visiting FTE/3)]).