



**POLICY ON
PERFORMANCE-BASED
APPRAISAL (PBA)
OF FACULTY MEMBERS**

1. PREAMBLE

The University recognizes that faculty members contribute to institutional excellence through diverse forms of academic engagement including teaching, research, innovation, consultancy, professional service, institutional development, industry engagement, and community outreach.

As a multidisciplinary university, the institution acknowledges that excellence is demonstrated differently across disciplines and career stages. Therefore, a uniform and restrictive performance expectation may neither be equitable nor conducive to fostering academic excellence.

The University, therefore, adopts a Performance-Based Appraisal (PBA) system that provides multiple pathways for faculty members to demonstrate their achievements and contributions. The PBA framework is intended to recognize merit, encourage continuous professional growth, support annual increment and incentive decisions, and facilitate institutional excellence through evidence-based assessment.

The PBA system shall function as a developmental and enabling mechanism rather than a punitive instrument.

2. PURPOSE

The objectives of this Policy are to:

- Recognize and reward faculty achievements and excellence.
- Promote a culture of continuous improvement and professional growth.
- Encourage innovation in teaching, research, consultancy, and institutional development.
- Support evidence-based decisions relating to annual increments and performance incentives.
- Identify developmental needs and facilitate mentoring, counselling, training, and capacity-building interventions.
- Align faculty contributions with the strategic goals and vision of the University.

3. SCOPE

This Policy shall apply to all faculty members of the University, including:

- Professors
- Associate Professors
- Assistant Professors
- Professors of Practice
- Research Faculty

4. GUIDING PRINCIPLES

The Performance-Based Appraisal framework shall be guided by the following principles:

4.1 Diversity of Contributions

The University recognizes that faculty members contribute differently depending upon their discipline, expertise, experience, and assigned responsibilities.

4.2 Multiple Pathways to Excellence

Faculty members may demonstrate excellence through any combination of approved performance indicators including teaching, research, innovation, consultancy, industry engagement, institutional service, academic leadership, professional activities, and societal contributions.

4.3 Evidence-Based Assessment

Only verifiable contributions supported by appropriate documentary evidence shall be considered for appraisal.

4.4 Developmental Orientation

The appraisal process shall focus on professional growth, recognition, mentoring, and improvement.

4.5 Transparency and Fairness

The appraisal process shall be transparent, objective, and equitable across disciplines.

5. PERFORMANCE APPRAISAL FRAMEWORK

The University shall maintain a Performance-Based Appraisal Form consisting of approved performance indicators and rubrics covering, but not limited to:

A. Teaching and Learning Practices

- Innovative teaching practices
- Student learning outcomes
- Course outcome attainment
- Industry participation in teaching
- E-content development
- Professional development in teaching

B. Research and Scholarly Contributions

- Research publications
- Books and book chapters
- Research projects
- PhD supervision
- Editorial and reviewer responsibilities

C. Innovation and Consultancy

- Patents, copyrights, and designs
- Consultancy assignments
- Funded projects
- Industry collaborations

D. Academic Leadership and Institutional Contribution

- Administrative responsibilities
- Academic governance
- Accreditation and quality initiatives
- Professional society activities

E. Outreach and Community Engagement

- Extension activities
- Invited lectures
- Community service
- Industry and societal engagement

The specific metrics, weightages, rubrics, and scoring procedures shall be notified separately by the University and may be revised from time to time.

6. PERFORMANCE SCORING

The appraisal score shall be computed based on the approved rubric and evaluation framework.

The maximum score and performance indicators shall be prescribed by the University through the approved PBA format.

A faculty member shall be assessed based on actual achievements and documented evidence submitted during the appraisal period.

7. PERFORMANCE CLASSIFICATION

Faculty performance shall be classified as follows:

Score (%)	Grade	Performance Level
85 and above	A+	Outstanding
70 – 84	A	Excellent
50 – 69	B	Meets Expectations
Below 50	C	Development Required

For the purpose of institutional recognition and incentives, the University may identify top-performing faculty members based on overall scores and other approved criteria.

8. MINIMUM PERFORMANCE BENCHMARK

A minimum score of 50% of the total attainable score shall constitute the institutional performance benchmark.

Faculty members securing 50% or above shall be deemed to have met the expected performance standards of the University.

Faculty members securing below 50% shall be categorized as “Development Required” and shall be provided appropriate developmental support.

9. DEVELOPMENTAL SUPPORT MECHANISM

Faculty members obtaining less than 50% of the total score shall be encouraged to participate in a Faculty Improvement Plan (FIP).

The FIP may include:

- Mentoring by senior faculty members
- Professional counselling and guidance
- Faculty Development Programmes (FDPs)

- Research and publication support initiatives
- Teaching-learning enhancement workshops
- Industry immersion or internship opportunities.
- Any other developmental interventions recommended by the Dean.

The objective of such interventions shall be faculty development and capacity enhancement.

10. ANNUAL INCREMENTS

The Performance-Based Appraisal outcome shall constitute one of the inputs for annual increment decisions.

Faculty members obtaining the institutional benchmark score of 50% or above shall normally be eligible for consideration for annual increments, subject to compliance with applicable University rules and service conditions.

11. PERFORMANCE INCENTIVES AND REWARDS

The University may institute performance incentives, awards, and recognitions based on appraisal outcomes.

Such incentives may include:

- Performance-linked monetary incentives
- Faculty Excellence Awards
- Research Excellence Awards
- Teaching Excellence Awards
- Innovation and Consultancy Awards
- Community Impact Awards
- Certificates of Recognition

The criteria and quantum of incentives shall be determined separately by the University.

12. APPRAISAL PROCESS

The appraisal process shall normally comprise the following stages:

Stage I – Self-Appraisal:

Submission of performance data and supporting evidence by the faculty member.

Stage II – Verification

Verification of claims and supporting documents by the designated authority.

Stage III – Review

Review by the Head of Department and/or Dean.

Stage IV – Appraisal Committee Evaluation

Assessment and scoring by the duly constituted Appraisal Committee. The Appraisal Committee shall be constituted at the School level.

Composition of the committee:

School Faculty Appraisal Committee (SFAC)

1. Chair Person-School Dean (concerned)
2. Member-One external senior faculty member (Academic/Research)
3. Member-HOD/One senior Professor from another department within the School
4. Member-HOD/One senior Professor from another department/School
5. Member-Vice Chancellor's representative
6. Member-HR representative (non-voting)

Stage V – Approval

Approval by the Competent Authority.

13. ROLES AND RESPONSIBILITIES

Faculty Member

- Submit accurate and complete information
- Provide documentary evidence
- Participate in developmental activities wherever required

Head of Department

- Review and verify submissions
- Provide constructive feedback
- Recommend developmental interventions

Dean

- Review performance outcomes
- Facilitate mentoring and capacity building
- Recommend institutional support mechanisms

Appraisal Committee

- Evaluate submissions objectively
- Ensure fairness and consistency
- Recommend performance grades

Human Resources Department

- Maintain appraisal records
- Coordinate implementation of appraisal outcomes

Competent Authority

- Approve final appraisal outcomes
- Approve incentives, recognitions, and developmental recommendations

This Policy shall be reviewed periodically, normally once every three years, or earlier if required, to ensure alignment with institutional priorities, regulatory requirements, and best practices.



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