



National Institute of Social Development Policy on Recruitment Academic Staff Members

Policy Title: Policy on Recruitment Academic Staff Members

Policy Number: 26

Functional Area: Institute Staff

Effective Date: 11.07.2024

Approving Authority: The Governing Council, Director General, ADG, Directors, Heads of Department,

26.1. Rationale and Purpose

The National Institute of Social Development (NISD) is committed to recruiting highly qualified and dedicated individuals to join our academic team. This policy outlines the principles and procedures for the recruitment of temporary assistant lecturers and permanent academic staff members, ensuring a fair, transparent, and merit-based process.

26.2. Objectives

- 26.2.1. Attract and retain highly qualified and experienced academic staff.
- 26.2.2. Ensure a transparent, fair, and equitable recruitment process.
- 26.2.3. Comply with all relevant local and national laws and regulations.
- 26.2.4. Support the academic goals and mission of NISD.

26.3. Principles

- 26.3.1. **Merit-Based Recruitment:** Selection will be based on qualifications, experience, and competencies relevant to the position.
- 26.3.2. **Diversity and Inclusion:** Encourage applications from diverse backgrounds to promote an inclusive academic environment.
- 26.3.3. **Transparency:** Maintain a transparent recruitment process with clear criteria and procedures.
- 26.3.4. **Compliance:** Adhere to all applicable laws, regulations, institutional policies and higher educational policies in the country.

26.4. Recruitment of Temporary Assistant Lecturers

26.4.1 Recruitment Process

26.4.1.1. Identification of Need:

- Departments identify the need for permanent academic staff based on strategic planning, academic goals, and staffing levels.
- Approval for the position must be obtained from the relevant academic authority and the AAB & GC.

26.4.1.2. Job Description and Advertisement:

- Develop a comprehensive job description outlining the qualifications, responsibilities, and expectations for the permanent position.
- Advertise the position widely through academic job portals, professional networks, the NISD website, and other relevant platforms.

26.4.1.3. Application Process:

- Accept applications for a specified period, ensuring all required documents (CV, cover letter, academic transcripts, references, teaching and research statements) are submitted.
- Provide clear instructions for application submission.

26.4.1.4. Shortlisting and Interview:

- Form a diverse selection committee to review applications and shortlist candidates based on the job description criteria.
- Conduct multiple rounds of interviews with shortlisted candidates, including teaching demonstrations and research presentations where applicable.
- Assess candidates on their academic qualifications, research accomplishments, teaching experience, and alignment with NISD's mission and values.

26.4.1.5. Reference and Background Checks:

- Conduct thorough reference checks and background verification for the final candidates to ensure their qualifications and experience.

26.4.1.6. Selection and Appointment:

- Select the most suitable candidate based on overall assessment and reference checks.

- Issue an appointment letter specifying the terms of employment, including responsibilities, probation period, remuneration, and benefits.

26.4.1.7. Orientation and Onboarding:

- Provide an extensive orientation program to introduce the new permanent academic staff member to NISD's policies, culture, and academic environment.
- Ensure the new staff member has access to necessary resources, support, and mentorship for a successful transition.

26.4.2. Compliance and Monitoring

26.4.1. Regulatory Compliance:

- Ensure all recruitment activities comply with relevant local and national laws, regulations, and institutional policies.
- Maintain documentation and records of the recruitment process for auditing and compliance purposes.

26.4.2. Monitoring and Evaluation:

- Regularly review and evaluate the recruitment process to identify areas for improvement.
- Gather feedback from candidates and selection committees to enhance the effectiveness and fairness of the recruitment process.