

## **Rotation Policy**

### **For Deans, Chair of Schools, and Head of Departments (HODs)**

#### **Effective Date:**

#### **1. Introduction**

This Rotation Policy for the positions of Deans, Chairs of Schools, and Head of Departments (HODs) at Dr. C. V. Raman University is designed to promote leadership diversity, professional development, and institutional continuity while ensuring that individuals in these key administrative roles have opportunities for growth and fresh perspectives. This policy outlines the procedures, criteria, and guidelines for rotating these positions.

#### **2. Positions Covered**

**2.1. Dean:** This policy covers Deans of University or Faculties responsible for overseeing academic affairs within their respective units.

**2.2. Chair of School:** This policy covers Chairs of academic schools or departments within university or faculties.

**2.3. Head of Department (HOD):** This policy covers the Heads of individual academic departments within schools or University.

#### **3. Rotation Process**

**3.1. Eligibility:** Individuals holding the positions of Dean, Chair of School, or Head of Department are eligible for rotation.

**3.2. Term Limits:** The standard term for these positions is 3 years. After completing a term, individuals may choose to seek reappointment or participate in the rotation process.

**3.3. Rotation Schedule:** The rotation schedule will be determined by the university leadership, taking into consideration factors such as departmental needs, leadership performance, and the strategic goals of the institution.

**3.4. Notification:** Individuals eligible for rotation will be informed in writing by the Dr. C. V. Raman University, Khandwa administration at least one month prior to the end of their term.

## **Dr. C.V. Raman, University, Khandwa**

**3.5. Application:** Individuals interested in continuing in their roles may submit a formal application for reappointment. A selection committee will review the applications and make recommendations to the university leadership.

**3.6. Rotation Pool:** Individuals interested in serving in these leadership positions may express their interest and submit their qualifications to the university's HR department.

**3.7. Selection Committee:** A selection committee consisting of representatives from the faculty, staff, and administration will be responsible for evaluating candidates and recommending appointments.

**3.8. Appointment:** The university leadership will make the final decision on appointments, considering the recommendations of the selection committee.

### **4. Criteria for Selection**

**4.1. Qualifications:** Candidates for leadership positions must possess the necessary academic qualifications, leadership skills, and administrative experience.

**4.2. Institutional Goals:** The alignment of candidates' vision and leadership styles with the strategic goals and mission of the university will be a crucial factor in the selection process.

**4.3. Diversity and Inclusion:** The University is committed to promoting diversity and inclusion in leadership positions. Efforts will be made to ensure that a diverse pool of candidates is considered.

**4.4. Performance:** Current leaders seeking reappointment will be evaluated based on their performance during their previous term.

### **5. Transition Planning**

**5.1.** Outgoing leaders are expected to work closely with their successors to ensure a smooth transition of responsibilities and institutional knowledge.

**5.2.** The university will provide training and support to both incoming and outgoing leaders during the transition process.

### **6. Appeals Process**

## **Dr. C.V. Raman, University, Khandwa**

Individuals who are not selected for reappointment or rotation may request a review of the decision through an established appeals process outlined in the university's policies and procedures.

### **7. Review and Revision**

This Rotation Policy will be periodically reviewed and updated as necessary to ensure its effectiveness and alignment with the university's strategic goals.