



NEW ERA SENIOR SECONDARY SCHOOL

FACULTY PROMOTION POLICY

1. Introduction

New Era Senior Secondary School is committed to recognizing and rewarding merit, dedication, and professional excellence among its teaching staff. The promotion policy is designed to ensure transparency, fairness, and motivation for continuous professional growth.

2. Objectives

- To provide a clear and structured pathway for career advancement
- To recognize outstanding teaching performance and commitment
- To encourage continuous professional development
- To retain competent and qualified teaching staff

3. Scope

This policy applies to all teaching staff employed at the school, including Primary, Middle, Secondary, and Senior Secondary levels.

4. Eligibility Criteria

A teacher shall be considered for promotion based on:

- Minimum **3–5 years of continuous service** in the school (may vary as per requirement)
- Consistent **performance appraisal ratings**
- Required **academic qualifications and training** as per CBSE norms
- Demonstrated **professional conduct and discipline**

5. Criteria for Promotion

Promotion decisions shall be based on a holistic evaluation including:

- **Academic Performance:** Student results, subject outcomes, and board results
- **Teaching Effectiveness:** Classroom management, innovative pedagogy, use of ICT
- **Professional Development:** Participation in workshops, CBSE trainings, certifications
- **Co-curricular Contribution:** Involvement in school events, clubs, and activities
- **Administrative Responsibilities:** Ability to take up roles like coordinator, HOD, etc.
- **Student & Parent Feedback:** Constructive feedback and engagement
- **Discipline & Regularity:** Attendance, punctuality, and adherence to school norms



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6. Promotion Process

- Annual **performance appraisal** conducted by the school management
- Review by a **Promotion Committee** comprising Principal, Vice Principal, and Academic Director.
- Consideration of **self-appraisal reports and supporting documents**
- Final approval by the **School Management/Trust**

7. Performance Appraisal System

- Annual confidential reports (ACR) / Performance appraisal forms
- Classroom observations and lesson reviews
- Student performance tracking
- Documentation of achievements and contributions

8. Transparency and Fairness

- Clear communication of promotion criteria to all staff
- Equal opportunity without discrimination
- Grievance redressal mechanism for concerns related to promotion

9. Professional Development Support

The school encourages teachers to upgrade their skills through:

- CBSE training programs
- Workshops, seminars, and online courses
- In-house training sessions

10. Review of Policy

This policy shall be reviewed periodically by the management to ensure alignment with CBSE guidelines and institutional goals.

12. Conclusion

The school aims to build a motivated and high-performing teaching workforce by ensuring that promotions are based on merit, dedication, and continuous improvement.

Principal
New Era Sr. Sec. School
Nizampura, Vadodara.