

Cluster Implementation Policy for Faculty of Commerce & Management Studies



Faculty of Commerce and Management Studies

University of Kelaniya

Approved by:

Faculty Quality Assurance Cell: 07th July 2023

Faculty Board: Meeting No. 296 on 9th August 2023

University QA Center:

Senate:

Policy Name: Cluster Implementation Policy for Faculty of Commerce & Management Studies

Policy No. KLN/FCMS/P-QA/23/2

Effective from: 1st August 2023

Applicability: All academic and research activities of FCMS

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The purpose of clustering

1. To identify the teaching/ research disciplines of each faculty member
2. To use for teaching, examination works, paper moderation, and exam/ thesis supervision
3. To identify the staff to fill the temporary needs of another department of the faculty
4. To enhance the research/ teaching collaborations among the faculty members

Criteria

1. The maximum number of clusters to serve one member is limited to two.
2. One cluster is based on the terminal degree (Doctoral qualification), and those who do not have a terminal degree shall classify based on the highest educational qualification (Master's or Bachelor's degree).
3. The other cluster is based on the second-highest educational qualification or a recognized professional qualification (The list of professional qualifications approved by the senate for Master's degree enrollment is considered). If the member has served for the particular discipline for more than 5 years, including the most recent two academic years, the respective member is clustered under that discipline considering the number of years of experience, even with no relevant educational qualification.

Main clusters of FCMS

The 7 clusters are identified based on the main disciplines of degree programs offered by FCMS.

1. Accounting
2. Finance & Economics
3. Marketing
4. Human Resource Management
5. Entrepreneurship
6. Technology and Decision Science
7. Management

Implementation of the clusters

Assigning the faculty members to clusters

- Each existing faculty member will be assigned to a cluster considering the criteria stated above
- The cluster of new faculty members recruiting from 01.01.2024 will be identified at the recruitment, and it will be communicated to them by the Head of the Department in writing.
- The cluster/clusters of each faculty member will be included in their profile on the faculty website.

Role of clusters at the recruitment and carder position determination

- The Faculty will identify the number of carder positions required for each cluster based on the information provided by the Head of the Departments by considering the number of credits offered in each cluster and the number of undergraduates in the relevant degree programme.
- Faculty will calculate the gap between the available number of faculty members of each cluster and the total number required for each cluster as required
- New carder positions will be identified as a total and for each cluster separately.
- Advertisements for recruitment will be prepared considering the clusters to be filled. The recruitment will identify with the department/s which has the requirement.
- The Head of the Department will guide the newly appointed members to continue their higher studies and teaching in their respective clusters.

The procedure of implementing the clusters into the academic activities

Teaching:

- Each course module in the curriculum will fall under one of the clusters identified, and each department should communicate the subject allocations for the clusters to the faculty QA unit.
- Subjects will be assigned to the faculty members by considering their first and second clusters. No faculty member will be assigned to a subject outside of their cluster.
- If a faculty member is not available in a particular department for a selected cluster, a faculty member can be selected from another department from the relevant cluster with the consent of the Head of the Department considering the workload of the relevant faculty member.
- When visiting staff is appointed, their cluster will be identified based on the cluster allocation criteria stated above.

Exam Paper Setting & Moderation:

- In the exam paper setting and moderation, the same subject allocation procedure will be used. The exam paper setter and the moderator must be in the subject cluster for which the examination paper is set.

Thesis supervision and examination:

- Supervisors and examiners for the thesis should be appointed based on the subject clustering.

Changing the original cluster

- A cluster assignment can be changed with a mutual agreement between the HoD and the individual staff member with a valid justification based on the abovementioned criteria.
- If there is an urgent requirement in the department to fill a vacancy in a cluster but no provisions for new recruitment, HoD can propose to change the existing cluster of a faculty member subject to the approval of the department meeting considering the academic/professional qualifications of such member.
- Any change must be approved in the department meeting, tabled in the faculty board, and communicated to the faculty QA Cell.

Annexures

Annexure 1: Main cluster document

Annexure 2: Sub-cluster document