

**INFORMATION REQUIRED BY THE HEC FOR ENDORSEMENT OF FACULTY APPOINTMENTS  
UNDER TENURE TRACK STATUTES**

(To be filled by the Applicant)

Terminal (final) Qualification: _____ Year: _____ Subject: _____ Name and Address of the Institution awarding this terminal degree: _____	Passport size photograph
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<b>Name (in block letters):</b> _____ <b>Father's Name (in block letters):</b> _____
<b>Address:</b> i. Name and Address of the Institution Applying for: _____ ii. Address for Correspondence: _____ iii. Permanent Address: _____ iv. Email: _____ v. Telephone (Res.): _____ Cell: _____

<b>Date of Birth:</b> ___/___/___ (D/M/Y).	<b>Age:</b> ___/___/___ (D/M/Y)
<b>Nationality:</b> _____	<b>National ID:</b> _____

<b>Post PhD Experience (D/M/Y):</b> _____ <b>Pre PhD Experience (D/M/Y):</b> _____ <b>Total Exp. (D/M/Y):</b> _____
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<b>Position applied for (Tick one):</b> <input type="checkbox"/> Assistant Professor. <input type="checkbox"/> Associate Professor <input type="checkbox"/> Professor
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<b>My PhD thesis was evaluated by (Name, Institution, and Place)*:</b> i) Name: _____ Institution: _____ Country: _____ ii) Name: _____ Institution: _____ Country: _____ iii) Name: _____ Institution: _____ Country: _____
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<b>Declaration:</b> I Dr/Mr./Ms. _____ hereby solemnly declare that all the entries/information provided by me for appointment under TTS is correct and true in all respects. If it is found fake or having incorrect information, at any point of time, the undersigned is liable for the penalty to be decided by the competent authority and my appointment may be cancelled.  Date: ___/___/___ Signature: _____
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\*This information needs to be provided only by those candidates who are applying for the post of Assistant Professor having a PhD Degree from Pakistan.





**PROFORMA FOR OBTAINING OPINION OF MEMBERS OF TECHNICAL REVIEW PANEL (TRP)\* FOR APPOINTMENT ON TENURE TRACK SCHEME**

**A) Basic Information regarding the applicant and appointment: (To be filled by the Registrar)**

- a) Full Name of candidate: \_\_\_\_\_
- b) Name of Institute where this candidate has applied: \_\_\_\_\_
- c) Post recommended for (Tick One)             Associate Professor       Professor
- d) Type of appointment(Tick One):             Tenure Track       Full Tenure\*

**B) Recommendation of the Reviewer: (To be filled by the Reviewer /TRP Member)**

- a) Brief Report of the strength of the candidate and basis of the recommendations being made:  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
- b) Recommendations:  
 I recommend appointment of Dr./Mr./Ms \_\_\_\_\_ under TTS\* as (Tick one):  
                           Tenure Track Appointment                             Tenured Faculty Member\*\*

**C) Personal information of the Reviewer: (To be filled by the Reviewer /TRP Member)**

NAME: \_\_\_\_\_ DESIGNATION: \_\_\_\_\_  
 NATIONALITY: \_\_\_\_\_ FIELD OF STUDY: \_\_\_\_\_  
 ACADEMIC POSITION (Tick one):             Associate Professor       Professor  
 INSTITUTION & POSTAL/OFFICIAL ADDRESS: \_\_\_\_\_  
 \_\_\_\_\_  
 Ph # \_\_\_\_\_ E-Mail ID: \_\_\_\_\_ Website: http:// \_\_\_\_\_

**Declaration:**

This is to certify that the undersigned has evaluated the dossier of the candidate, stated above, with dedication and professional honesty without any personal/professional prejudice and biasness.

SIGNATURE WITH OFFICIAL STAMP: \_\_\_\_\_

\* For detail the “Model Tenure Track Statutes” on the HEC website may be visited: <http://www.hec.gov.pk>

\*\* Tenure Track and appointment as a tenured faculty member are two different things. Being on Tenure Track means that one holds the promise to be granted permanent Tenure. This means that a person on Tenure Track, during the next 4 years, has the potential to do good research, establish a research group and demonstrate research excellence in order to secure Tenured Status.

**CERTIFICATE/CHECKLIST**

(To be filled in by the University Officials (Registrar) with proper signature &amp; Official Stamp)

**A). Personal Information of the Candidate:**

Candidate's Name \_\_\_\_\_ Father's Name: \_\_\_\_\_

NIC #. \_\_\_\_\_ Subject/Area of Specialization: \_\_\_\_\_

Post Recommended by the Competent Authority \_\_\_\_\_

Appointment approved by the Competent Authority as (Tick only one):

 Tenure Track Appointment Tenured Faculty Member**B). Descriptions** (Based on "Minimum TTS Eligibility Conditions" for each appointment):**YES NO N/A\***

- |  |                          |                          |                          |
|--|--------------------------|--------------------------|--------------------------|
| • Candidate holds a PhD degree/Terminal Qualification in the relevant field from HEC recognized University / Institution.  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| • Has got the required number of Publications in Journals recognized by the HEC <u>for the purpose of TTS appointments.</u> **   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| • Candidate meets the requirement of publications, in the last five years, in journals recognized by the HEC <u>for the purpose of TTS appointments.</u> **  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| • Has got the required experience at Post-PhD / Post-PhD + Pre-PhD level.  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| • Candidate has been recommended by two neutral foreign experts of TRP in, clear context of Tenure Track OR Tenure appointment. ***  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| • The Institution has properly adopted and implemented TTS through its Statutory Bodies  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| • This Proformae/Certificate is accompanied with properly filled in Proformae (2 copies) of the HEC Finance Division for financial releases (which will be forwarded to, if the case is endorsed). | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

**Declaration:**

This is to certify that all the entries/checklists are duly checked and verified by the undersigned against the original documentary evidences of the applicant and all information provided are correct/true to the best of my knowledge and belief.

University/Institution: \_\_\_\_\_ Location: \_\_\_\_\_

Date: \_\_/\_\_/20\_\_ . Checked By: \_\_\_\_\_ Designation: \_\_\_\_\_

Signature with Official Stamp: \_\_\_\_\_

\*Tick where not applicable e.g. publications/ experience for Assistant Professor is N/A

\*\*Journals Recognized for the purpose of TTS appointment are the Journals that fall under the category W, X and Y for Social Sciences; upto June 30<sup>th</sup> 2011, while for Science disciplines only W category (Impact Factor) Journals are acceptable. For further details about "HEC Recognized Journals" see HEC Web site: [http://: www.hec.gov.pk](http://www.hec.gov.pk). Impact Factor Journal may be checked at [www.isiknowledge.com](http://www.isiknowledge.com).

\*\*\* Each appointment of Professor and Associate Professor must have been recommended positively by at least two TRP Members, drawn only from „technologically advanced countries“. The other parameters given in the Model TTS, in this regard, (same is given below on the next page) should strictly be observed while selecting members of the TRP (Technical Review Panel).

**Note:** Details about Minimum Conditions are given on the next page. All the appointments must be in conformity to these Minimum Conditions. The actual documentary evidences, checked by the University against the stated minimum conditions/ parameters, must be in record of the respective University which will be checked / verified by HEC at any point of time or during physical verification.