



HIGHER EDUCATION COMMISSION

H-9, Islamabad (Pakistan) Phone: (051) 90802750, Fax: (051) 90802753
E-mail: ismaeel@hec.gov.pk

Muhammad Ismail

Consultant (Quality Assurance Division)

Ref. CON. QA/HEC/TTS-105/01/15

Date: January 20, 2016

Subject: **Guidelines: Applying for Initial Appointment and Promotion of TTS Faculty.**

Reference HEC letter No. DG-QA/TTS-105/HEC/10/2010/495/821 dated Oct 29, 2010.

It has been noticed that while forwarding the recommendations for TTS appointments/promotions the Universities sometime don't provide all the information / documents required for the evaluation of the cases for endorsement. Such a situation entails multiple written / verbal communications between HEC and the Universities. This results in sheer wastage of efforts, time and annoying delays in finalization of the cases, which can be avoided if the requisite information / documents are provided to HEC completely.

Lists of the information/documents required for endorsing the TTS cases are attached herewith for initial appointments and promotion cases as Annexure-I and Annexure-II, respectively. SOP for initial appointment of the faculty members on TTS is attached as Annexure-III

The Universities are requested to forward the TTS endorsement cases as per approved TTS Statutes of the cases, keeping in view the requirements given at Annexure-I and Annexure-II for early finalization.

With kind regards,


(Muhammad Ismail)

Encl: As above

Distribution to:

All VCs/Rectors of Public Sector Universities.

Copy for Information:

- The Executive Secretary to Chairman, Higher Education Commission, Islamabad.
- The Executive Secretary to ED, Higher Education Commission, Islamabad.
- The Director General (Finance), Higher Education Commission, Islamabad.



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Annexure-I

Ref. CON. QA/HEC/TTS-105/12/15

Date: January 20, 2016

Assistant Professor on Tenure Track (Initial Appointments)

1. Duly filled Information Proforma, with one latest passport size photograph (Annexure-IV).
2. Certificate duly signed and stamped by the University authority, that is, Registrar/Director (Annexure-V).
3. Copy of the recommendation by Selection Board for appointment on TTS.
4. Approval of the University Syndicate/BOG/Equivalent Body.
5. Copy of terminal degree (PhD etc.).
6. Copy of Equivalence Certificate of the last terminal Degree (In case of Foreign PhD Degree).
7. University's TTS criteria approved by the University Syndicate/BOG. If not provided, advance increments will not be endorsed.
8. Justification for the award of advance increments to the TTS faculty member in view of the parameters given at clause 2.10.1 (a) of Tenure Track Statutes.
9. Checklist properly filled, duly signed and stamped by the University authority.

Note: Advance Increments can only be awarded at the time of initial appointment based on the factors given in Model Tenure Track Statutes already provided to all public sector universities vide HEC letter No. DG-QA/HEC/TTS-105/08/2011/624/2281 dated 6.09.2011 (Annexure-VI).

Professor/Associate Professor on Tenure Track (Initial Appointments)

1. Duly filled Information Proforma, with one latest passport size photograph (Annexure-IV).
2. Certificate duly signed and stamped by the University authority, that is, Registrar/Director (Annexure-V).
3. Copy of the recommendation by Selection Board for appointment on TTS.
4. Approval of the University Syndicate/BOG/Equivalent Body.
5. List of publications in Journals having Impact factors (Typed form) with ISSN number of each mentioned Journal on HEC prescribed form (Annexure-VII (A)/Annexure-VII (B) as applicable).
6. Two original TRP recommendations by at least two neutral foreign experts in clear context of tenure track appointment on official letter head pad of the expert (Annexure-VIII). Criteria for TRP has already been provided to all public sector universities vide HEC letter No. DG/QA/HEC/2008/40 dated 5.03.2008 (Annexure-IX).
7. Copy of terminal degree (PhD etc.).
8. Copy of Equivalence Certificate of the last terminal Degree (In case of Foreign PhD Degree).
9. University's TTS criteria approved by the University Syndicate/BOG. If not provided, advance increments will not be endorsed.
10. Justification for the award of advance increments to the TTS faculty members in view of the parameters given at clause 2.10.1 (a) of Tenure Track Statutes.
11. Checklist properly filled, duly signed and stamped by the University authority.

Note: Advance Increments can only be awarded at the time of initial appointment based on the factors given in Model Tenure Track Statutes already provided to all public sector universities vide HEC letter No. DG-QA/HEC/TTS-105/08/2011/624/2281 dated 6.09.2011 (Annexure-VI).

Muhammad Ismail

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Consultant (Quality Assurance Division)

Annexure-II

Ref. CON. QA/HEC/TTS-105/12/15

Date: January 20, 2016

Professor/Associate Professor (Promotion)

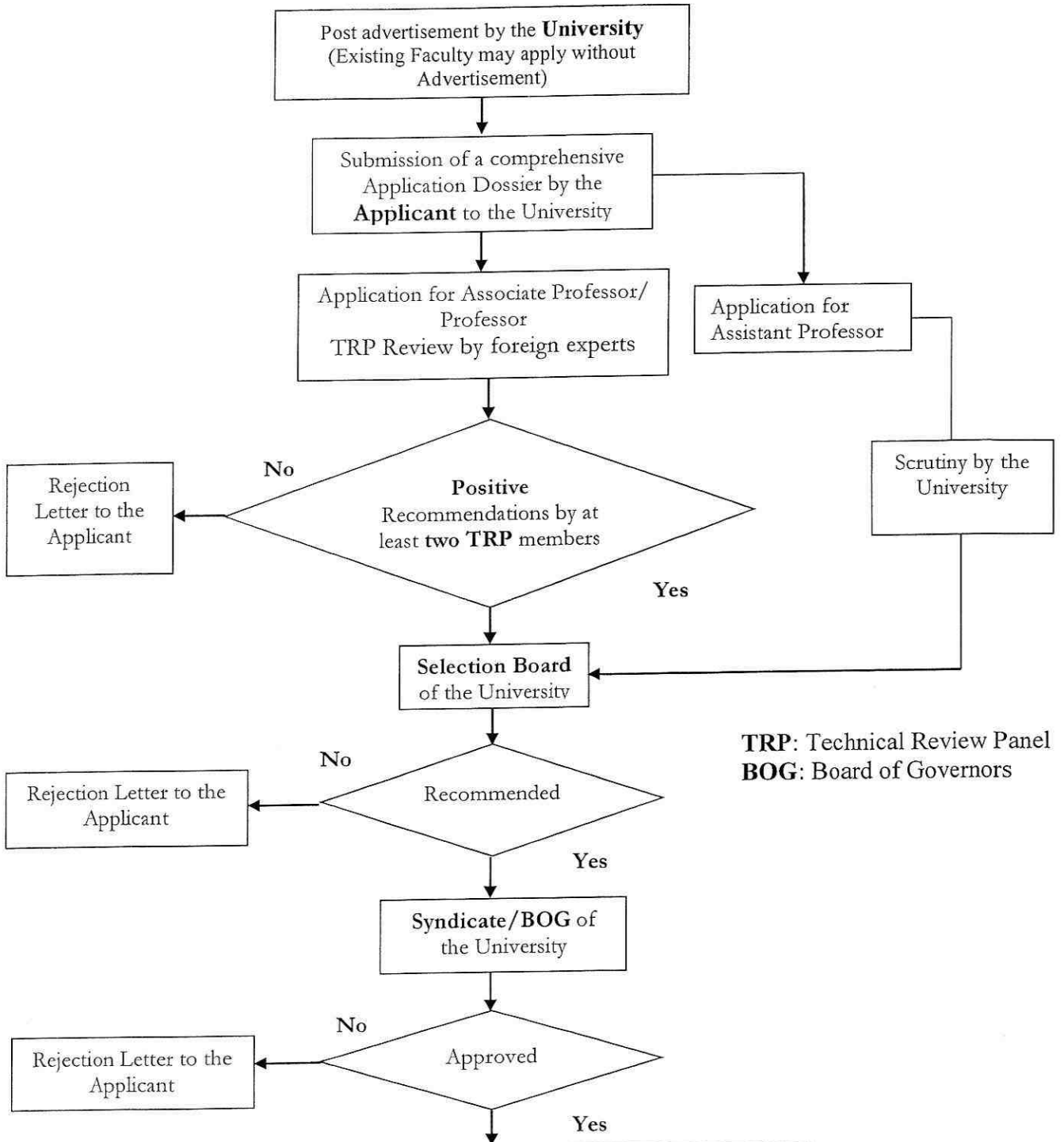
1. Duly filled Information Proforma, with one latest passport size photograph (Annexure-IV).
2. Certificate duly signed and stamped by the University authority, that is, Registrar/Director (Annexure-V).
3. Copy of the recommendation by Selection Board for promotion.
4. Approval of the University Syndicate/BOG/Equivalent Body.
5. List of publications in Journals having Impact factors (Typed form) with ISSN number of each mentioned Journal on HEC prescribed form (Annexure-VII (A)/Annexure-VII (B) as applicable).
6. Two original TRP recommendations by at least two neutral foreign experts in clear context of tenured appointment on official letter head pad of the expert (Annexure-VIII). Criteria for TRP has already provided to all public sector universities vide HEC letter No. DG/QA/HEC/2008/40 dated 5.03.2008 (Annexure-IX).
7. Minutes of Departmental Technical Review Committee (DTRC) report.
8. Mid-term Review and Final Review Reports.
9. Achievements during probation period under TTS.
10. Copy of terminal degree (PhD etc.).
11. Copy of Equivalence Certificate of the last terminal Degree (In case Foreign PhD Degree).
12. Checklist properly filled, duly signed and stamped by the University authority.

Note: Advance Increments cannot be awarded at the time of promotion.


(Muhammad Ismail)

SOP – for Initial appointment on Tenure Track System at Public Universities/HEIs

Annexure-III



TRP: Technical Review Panel
BOG: Board of Governors

*Decisions conveyed to HEC (QAD) on the prescribed Proformae along with other requisite information, Certificate and Checklist duly signed and stamped by the Registrar/Director.

Note: As precondition for appointment the 'Model Tenure Track Statutes ver. 2.0' must have been formally adopted and implemented through the Statutory Bodies of the University for making appointments under TTS.



HIGHER EDUCATION COMMISSION

Phone: 051-90401100, Fax: 051-90401102

Sector H-9, Islamabad

(zbatool@hec.gov.pk)

Ref: DG-QA/HEC/ TTS-105/08/2011/624/2281

Dated: September 06, 2011

Ms Zia Batool
Director General
(Quality Assurance Department)

Subject: Grant of advance increments to TTS faculty member during services.

My Dear Vice Chancellor,

Instances are coming to the notice of HEC wherein tenure track faculty members are being considered for the grant of Advance Increments [in terms of provision under section 2.10.1] during tenure track service, after their initial appointment on TTS. It is to clarify that the grant of the advance increments under TTS may only be considered and decided at the time of initial appointment with the recommendation of the Selection Board and approval of the Syndicate/BOG of the University, as per procedures given in the model Tenure track Statutes version 2.0 clause 2.10.1 and shall not remain open for reconsideration during tenure track services. The advance increments can be awarded in fractional number and may be based on the factors given in clause 2.10.1(a).

During the tenure track service, a faculty member is entitled and may only be considered for following awards as per existing provisions under sub section (d) of section 2.10.2.4 of tenure track statutes:

- i. One annual increment determined by the pay scale of the post to which the faculty member is appointed
- ii. Performance based pay increment determined by an evaluation of the performance report of the faculty member for the previous service year. The performance based pay increments may be based on the factors listed in the annual assessment report.
- iii. Honorarium to be given that may be based on factors listed in the annual assessment report. An honorarium is applicable only for a particular service year.

As regards above admissible pay increases during service, it is further clarified that HEC shall bear the financial impact of one annual increment only and universities will have to bear the financial impact of the performance based increment and the honorarium allowed in terms of the provisions of the tenure track statutes.

With kind regards,

(Ms Zia Batool)

All Vice Chancellors
Public Sector Universities of Pakistan

Copy to:

- * The Director General, HEC, Islamabad
- * The Managing Director, QAA, HEC Islamabad
- * The Director, Quality Assurance, HEC Islamabad
- * The Director, Quality Assurance, HEC Islamabad



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Ms Zia Batool
Director General QA
(Quality Assurance Department)

Ref: DG/QA/HEC/2008/40

Dated: March 05, 2008

Subject: APPROVAL OF PANEL OF EXPERTS FOR CONSTITUTION OF TECHNICAL REVIEW PANEL

This is to clarify on the subject of TTS that in order to approve the TRP (Technical Review Panel) members for particular subjects, the Universities may provide the names of foreign experts with a list of 10 most recent publications of each member in order to facilitate the accurate evaluation of TRP.

The aforementioned decision is taken in addition to criteria stated in the Model Tenure Track Statutes regarding formation of Technical Review Panel (TRP) quoted below:

- Each member of TRP:
- Should not have served as Supervisor/Co Supervisor of the candidate under review.
 - Should not have been a student of the candidate.
 - Should not have been a co-author of the candidate on any publication.
 - Must have the rank of an Associate Professor or above in a recognized university or equivalent position in a recognized research organization. He/She also must not have a lower rank than the applicant.
 - Must be a foreign (resident & origin).

With kind regards,

(Ms Zia Batool)

Distribution:

To the Registrars,
of All Public Sector Universities.

Cc-

Prof. Dr. Riaz Hussain Qureshi, Advisor (QA&IE), HEC, Islamabad.

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CHECKLIST

(To be filled in by the University Official (Registrar/Director) with proper signature & Official Stamp)

Name of University/Institution: _____

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

Tenure Track Appointment Tenured Faculty Member

B Descriptions (Please attach the documents as described below and tick the relevant box):

	<u>YES</u>	<u>NO</u>	<u>N/A</u>
1. Duly filled Information Proforma with one latest passport size photograph (Annexure-IV).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Certificate duly signed and stamped by the University authority, that is, Registrar/Director (Annexure-V).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Copy of the recommendation by Selection Board for appointment/promotion (as applicable).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Approval of the University Syndicate/Equivalent body.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. *List of publications in Journals having Impact Factors (typed form) with ISSN number of each mentioned Journal on HEC prescribed form (Annexure-VI (A)/Annexure-VI (B) as applicable).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Copy of terminal degree (PhD etc.).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Copy of equivalence certificate of the last terminal Degree (In case of foreign PhD).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. University's TTS criteria approved by the Syndicate/BOG (if not provided earlier). If not provided, Advance increments will not be endorsed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Justification for award of advance increments to the TTS faculty member.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. *Two original TRP recommendations by at least two neutral foreign experts in clear context of tenure track appointment on official letter head pad of the expert (Annexure-VII).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. **Minutes of Departmental Technical Review Committee (DTRC) report.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. **Mid-term Review and Final Review Reports.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. **Achievements during probation period under TTS.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14. Copy of appointment order and joining report.	<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 information provided is correct/true to the best of my knowledge and belief.

Name: _____

Designation: _____

Signature with Official Stamp: _____

Date: ____/____/____

* For endorsement of Associate Professor and Professor.

** Only for Professor/Associate Professor (promotion cases)

Note: Advance increments can only be awarded at the time of initial appointment based on the factors given in Model Tenure Track Statutes available at www.hec.gov.pk/tts. Furthermore, Advance Increments **cannot** be awarded at the time of promotion

**INFORMATION PROFORMA FOR ENDORSEMENT FOR INITIAL
APPOINTMENT/PROMOTION OF FACULTY ON TTS**

(To be filled by the Applicant)

Terminal (final) Qualification: _____ Year: _____ Subject/Program: _____ Specialization: _____ Name and Address of the Institution awarding this terminal degree: _____	Passport size photograph
Name (in block letters): _____ Father's Name (in block letters): _____	
Contact Information: i. Name and Address of the Institution: _____ ii. Address for Correspondence: _____ iii. Permanent Address: _____ iv. Email: _____ v. Telephone: _____ Cell: _____	
Date of Birth: ___/___/___ (D/M/Y). Age: ___/___/___ (D/M/Y)	
Nationality: _____	CNIC No: _____
Post PhD Experience (D/M/Y): _____ Pre PhD Experience (D/M/Y): _____ Total Exp. (D/M/Y): _____	
Position applied for (Tick one): <input type="checkbox"/> Assistant Professor. <input type="checkbox"/> Associate Professor <input type="checkbox"/> Professor	
My PhD thesis was evaluated by (Name, Institution, and Place)*: i) Name: _____ Institution: _____ Country: _____ ii) Name: _____ Institution: _____ Country: _____ iii) Name: _____ Institution: _____ Country: _____	
<small>*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.</small>	
Declaration: I Dr/Mr./Ms. _____ hereby solemnly declare that all the information provided by me for appointment/promotion under TTS is correct and true in all respects. If the information is found fake or incorrect, 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: _____	

TTS cases cannot be processed, if the Proformae and Certificate are not properly filled in.

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

A)	Basic Information regarding the applicant and appointment: (To be filled by the Registrar)
a)	Full Name of candidate: _____
b)	Name of Institution where this candidate has applied: _____
c)	Post recommended for (Tick One) <input type="checkbox"/> Associate Professor <input type="checkbox"/> Professor
d)	Type of appointment(Tick One): <input type="checkbox"/> Tenure Track <input type="checkbox"/> 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: <p align="center">"Please Attach a brief report on teaching, experience, scholarship, Research or other creative work and service including community service of the candidate on your official letter head pad duly signed and stamped***".</p>
b)	Declaration of Recommendations: I recommend appointment of Dr./Mr./Ms _____ under TTS as (Tick one): <input type="checkbox"/> Tenure Track Appointment <input type="checkbox"/> 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): <input type="checkbox"/> Associate Professor <input type="checkbox"/> 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.
	Date: ___/___/___ SIGNATURE WITH OFFICIAL STAMP: _____ dd mm yyyy

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

** 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.

*** TRPs on plain paper and without date, signature and stamp by the foreign evaluator is not acceptable.

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CERTIFICATE

(To be filled in by the University Official (Registrar/Director) with name, signature & Official Stamp)

A). Personal Information of the Candidate:

Candidate's Name _____ Father's Name: _____

CNIC #. _____ Subject/Program: _____

Area of Specialization: _____

Post Recommended by the Competent Authority: Assistant Professor. Associate Professor Professor

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*

1- Certified that the Candidate:			
a) Holds a PhD degree/Terminal Qualification in the relevant field from HEC recognized University / Institution.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b) Has got the required number of Publications in Journals recognized by the HEC for the purpose of TTS appointments. *	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c) Meets the requirement of publications, in the last five years, in journals recognized by the HEC for the purpose of TTS appointments.*	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d) Has got the required experience at Post-PhD or Post-PhD + Pre-PhD.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e) Two TRP reports recommended by two neutral foreign experts in, clear context of Tenure Track OR Tenure appointment. *	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2- The Institution has properly adopted and implemented TTS through its Statutory Bodies	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Declaration:

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

University/Institution: _____ Location: _____

Name: _____ Designation: _____

Signature with Official Stamp: _____

Date: ___/___/___
dd mm yyyy

* 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.