

# Revised Policy

## INTERIM PLACEMENT OF FRESH PHDs PHASE-II (2023)



(NATIONAL ACADEMY OF HIGHER EDUCATION)  
HIGHER EDUCATION COMMISSION, ISLAMABAD

1. **Short Title:** This program will be called “Interim Placement of Fresh PhDs (IPFP), Phase-II”.
2. **Background:** The IPFP was established in 2009, and last revised in 2019. The core objective of the program is to assist fresh PhD graduates in acquiring the competencies and professional characteristics required for effective teaching and research and ultimately for success in the academic profession.
3. **Objectives:** The Fellowship program has four inter-related objectives:
  - a. **Opportunity for Fresh PhDs:** The primary objective is to create an opportunity for fresh PhDs to obtain academic experience and mentorship, for one year, in public sector universities, prior to their formal entry into the academic job market.
  - b. **Opportunity for Universities:** A related objective is to support universities in their recruitment processes, by enabling them both to introduce their campuses to emerging scholars and reducing their eventual search costs. Subject to availability of vacant positions at the department of placement of the IPFP Fellow, host institutions are encouraged to advertise regular faculty positions during the term of the Fellowship in order to provide an opportunity to the IPFP Fellows. IPFP Fellow may apply, if eligible and compete for regular faculty positions on merit as per the recruitment rules of the Host Institution.
  - c. **Gap Assessment and Feedback:** Third, the Fellowship is preceded by a gap assessment exercise both to identify optimal capacity building investments, and to provide feedback to universities on the strengths and weaknesses of their PhD programs.
  - d. **Capacity Building:** Finally, the Fellowship includes an intensive capacity building program designed to equip the Fellows with skills required to become effective teachers, researchers, or university administrators, and thus enhance the probability of future success in academic life.
4. **Position Title:** The selected candidates will carry the title of “IPFP Fellow” throughout the period of their Fellowship i.e., NFDPA and subsequent placements.
5. **Experience weightage:** One year’s IPFP Fellowship would be counted equivalent to professional experience of Assistant Professor.
6. **Remuneration and Benefits:** In line with international practice, the remuneration of the IPFP Fellow is fixed between the salary of regular faculty members (Assistant Professors) and the stipend provided to graduate students.
  - a. **Amount:** For IPFP Phase-II, the revised remuneration is fixed at PKR 150,000 per month for the duration of the placement.
  - b. **Additional Benefits:** The program will facilitate the participation of incumbents in voluntary benefit schemes that would be transferable to regular academic positions, including a voluntary pension scheme (VPS) and a voluntary health insurance scheme.
7. **Scope of Work:** Universities may assign a teaching load of up to one full course per semester to IPFP Fellows. The remaining time will be allocated to research and professional development.
8. **Host Institutions:** IPFP Fellows may be placed in the public sector HEIs and federal or provincial government post-graduate colleges.
9. **Eligibility criteria:** Individuals who fulfil the following conditions may apply for selection as IPFP Fellows:

- a. *Pakistani/AJK nationality.*
- b. *Age at the time of applying should not be over 40 years.*
- c. *Holder of a PhD degree from a HEC-recognized university (Pakistani or foreign) completed within the two years preceding the advertisement. Scanned copies of HEC attested PhD degree, and/or an equivalence certificate issued by the HEC Equivalence Cell must be uploaded together with the application.*
- d. *Should have published at least two research publications in HEC-recognized or indexed journals.*
- e. *Individuals holding regular faculty positions are not eligible. However, those holding irregular or contract positions (or other sub-optimal jobs) in universities or elsewhere may apply, and if selected, will have to resign, and submit a clearance certificate from their previous employer. Exceptions are non-gazetted employees (i.e., below BPS-17), who wish to retain their lien.*

**10. Submission of Application:** All submissions will be online on the HEC e-Portal (<http://eportal.hec.gov.pk/ipfp>) and should include the following information and supporting documents (which should also be uploaded directly to the e-portal):

- i.** Curriculum vitae on the standard format, including:
  - (a) *A Statement of Purpose (of no more than 150 words),*
  - (b) *A list of publications (online link to the publications is mandatory), and*
  - (c) *Abstract of PhD dissertation.*
- ii.** Scanned copies of the following:
  - (a) *HEC attested PhD degree or equivalence certificate (in case of foreign PhD)*
  - (b) *Other degrees or certificates*
  - (c) *CNIC*
- iii.** Three letters of reference, including one from the PhD supervisor. Applicants who obtained their PhD from another country must submit at least one letter of reference from an international referee.
- iv.** HEC scholars must submit an NOC from the HEC scholarship section.
- v.** Selection of Test Centre

**11. Procedure for Selection and Placement:** The following are the key steps in the process of selection and placement of IPFP Fellows:

- a. *Submission of complete application on the HEC portal.*
- b. *Preliminary scrutiny of the applications to ensure conformity with the eligibility criteria.*
- c. *Pre-assessment test for eligible applicants.*
- d. *Declaration of pre-assessment result on HEC/NAHE website*
- e. *Participation in a training under National Faculty Development Program (NFDP), organized by NAHE (National Academy of Higher Education) for top 350 applicants who achieve a minimum score i.e. 50% in the pre-assessment test in order of the merit.*
- f. *Announcement of the list of successful graduates of the NFDP.*

- g. *Circulation of the list of successful NFDP graduates to all public sector universities and HEIs, post-graduate colleges of federal, GB, AJK, and provincial governments.*
- h. *IPFP Fellows will be facilitated placement at a host institution within Six months of completion of their NFDP training program, after which they will not be eligible for placement.*

12. **Capacity Building:** Only top 350 shortlisted applicants will undergo training in an integrated capacity building program, with the following components:

a. **NFDP:** A mandatory training program of up to four-week period, will be given prior to the placement.

b. **Continuous Professional Development (CPD):** Undertaking regular online activities recommended by NAHE during the period of the Fellowship.

c. **Mentorship:** Assignment of a faculty mentor at the host university for guidance on major career-related issues. The mentors may also assist the Fellow through network development activities, e.g., interactions throughout the year with relevant private and public sector institutions, participating in job fairs.

d. **Assistant Mentors/Junior Instructorship:** Top performing IPFP Fellows from each cohort may be trained and engaged to work as Assistant Mentors/Junior Instructors for succeeding batches of NFDP. This will expand the pool of indigenous trained resources trained by eminent National/International trainers. Remuneration of these fellows will be fixed to maximum of Rs. 100,000 /- per workshop up to a four-week period.

13. **Placement:** IPFP Fellows will be encouraged to follow up on the information circulated by NAHE and get in touch with public sector HEIs and post-graduate colleges to identify potential host institutions.

a. Once the consent is received from a potential host institution, NAHE will issue placement offers to the IPFP Fellows after confirmation of their willingness to join that institution under IPFP.

b. IPFP Fellows will join the host institution within one month failing which placement offer will stand cancelled automatically.

c. As soon as HEC receives the joining report in original, it will process payment of monthly remuneration.

d. IPFP Fellows may not change their host institution without *prior* permission from the HEC as well as both the host institutions.

e. **Validity Period for Placement at Host Institution:** IPFP Fellows will be facilitated placement at a host institution within Six months of completion of their NFDP training program, after which they will not be eligible for placement.

14. **Duration of IPFP Assignment:** The duration of IPFP placement will be one year from the date of joining. The host institution may extend the affiliation as per their recruitment rules without any financial liability on part of HEC.

a. IPFP Fellows may avail paid leave during their placement period as per leave rules of the host institution, with the prior approval of Host Institution under intimation to HEC. However, such leave shall not exceed one month period in any case whatsoever.

b. In case of family leave or prolonged illness (*beyond one month*), the IPFP Fellow may obtain leave without pay, upon recommendation of the faculty supervisor by the host institution under intimation to HEC. Such leave shall not be treated as part of the regular assignment period to be counted as placement period and the total paid period will remain the same i.e. one year.

15. **Responsibilities of HEC:** HEC will pay a fixed remuneration of PKR 150,000 per month for a period of not more than 12 months from the date of joining to IPFP Fellows. The remuneration amount will be released in two tranches in favour of the head of the host institution; the first tranche will be paid in advance for six months. Whereas, the second tranche, covering the remaining six months, will be released upon receipt of satisfactory performance report from the host institution. The funds for the program will be provided from HEC's recurring budget head, "IPFP program".

16. **Responsibilities of IPFP Fellows:** The responsibilities of IPFP Fellows include but are not limited to teaching undergraduate as well as graduate courses as assigned by the concerned academic department at the host institution. However, the teaching load should be less than that of fulltime faculty members in order to allow them to sustain their research momentum. Currently, the expected teaching load is one course per semester.

a. **Contribution to Host Institution:** More generally, IPFP Fellows are expected to contribute actively to the academic mission of the university, in all three traditional areas, i.e., teaching, research, and service to the institution, and make meaningful contribution to the academic life of the host institution, including through participation in conferences, seminars, or workshops.

b. **Research:** IPFP Fellows are expected to be active researchers and submit their work for publication in academic journal articles or in the form of occasional papers, monographs, book chapters, or books, at a pace consistent with future tenure requirements.

c. **Research Record:** IPFP Fellows are expected to maintain a research log (e.g., a laboratory notebook and/or other comparable research records), which will remain the property of the host institution upon the termination of the Fellowship. The records should provide evidence of adherence to the research standards of the host institution, including, e.g., standards on research ethics (especially with regard to research on human subjects or living entities), use of hazardous substances (e.g., isotopes, chemicals, or infectious agents), and on use of published or unpublished material.

d. **Professional Conduct:** IPFP Fellows are expected to conform to the highest standards of academic conduct, including responsible conduct in research, teaching, and public behaviour, exhibit collegial conduct towards others, including members of their department, other faculty members, personnel of research laboratories, students, or other members of the academic community, and comply with all applicable university policies and applicable terms of sponsored support agreements.

17. **Responsibilities of the Host Institutions:** Host institutions will accept IPFP Fellows on merit, and provide them with adequate office space, research facilities, access to laboratories, libraries, and other research facilities, and access to capacity enhancement programs and learning opportunities at par with those available to other faculty members.

a. **Timely Payments:** Host institutions will ensure the release of remuneration on monthly basis in a timely manner.

b. **Opportunity for Regular Employment:** Subject to availability of vacant positions at the department of placement of the IPFP Fellows, host institutions are encouraged to advertise regular faculty positions during the term of their Fellowship to provide an opportunity to the IPFP Fellows.

IPFP Fellows may apply, if eligible and compete for regular faculty positions on merit as per the recruitment rules of Host Institution.

c. **Mentoring:** The host institution is responsible for appointing a senior faculty member as a mentor of each IPFP Fellow, in order to provide guidance on career related issues.

d. **Maintenance and Reporting of Records:** The host institution will designate a focal point responsible for maintaining the updated records of IPFP Fellows. The focal point will be required to submit six-monthly performance reports along with expenditure utilization statements on IPFP Fellows to NAHE.

e. **In the Event of Termination:** In the event of the premature termination of the contract, due to resignation, termination, or otherwise, the payment of remuneration will be stopped forthwith by the host institution and reported to NAHE.

f. **Refund of Unspent Remuneration:** In case of resignation or premature termination of the contract, due to any reason whatsoever, the IPFP Focal Point shall immediately arrange refund of the unspent balance pending out of the released remuneration against the concerned IPFP Fellow(s). The refund (*through cross cheque in favour of D.G. Finance HEC*) must be reached at HEC within a period of 15 days following the resignation or termination of an IPFP Fellow.

18. **Termination:** The appointment of an IPFP Fellow may be terminated during the contract period because of resignation, loss of funding support, or dismissal for just cause. "Just cause" includes poor performance, work-related misconduct, violation of university policies, or other serious reason as determined by the university. In case, an IPFP Fellow is appointed to a faculty position or any other job during the Fellowship period, he/she would be allowed to leave the position on formal request to HEC through the concerned office of the respective institution.