Farman Ullah Anjum  
Director General (Quality Assurance Division)  

Ref. DG. QA/HEC/TTS-105/05/09-86  
Date: June 14, 2018  

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


2. 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. Besides, sometimes pre-mature or non-deserving cases are forwarded to HEC, this results in sheer wastage of efforts, time and annoying delays in finalization of the cases. Such a situation can be avoided, if the requisite information/documents of only deserving cases are provided to HEC completely.

3. 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.

4. The HEC Competent Authority has advised the universities to constitute the University TTS Committees in order to properly scrutinize the TTS appointment/promotion cases before placing them in the Selection Board and Syndicate/BOG. Such committees may comprise of 3-4 TTS faculty members well versed with the provisions of HEC TTS Statutes ver 2.0 and other TTS guidelines provided by HEC from time to time.

5. Above said in view, it is requested that the Notifications regarding constituting the TTS Standing Committees may be forwarded to HEC for record.

6. This is issued with the approval of the HEC Competent Authority.

With kind regards,

(Farman Ullah Anjum)

Encl: As above

Distribution to:
- All VCs/Rectors of Public Sector Universities.
- All Registrars 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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GUIDELINES OF INITIAL APPOINTMENTS ON TTS

Assistant Professor
1. Duly filled TTS faculty Information Proforma, with one latest passport size photograph.
2. Certificate duly signed and stamped by the Registrar/Director University/DAIs/Center.
3. Copy of the minutes of Selection Board meeting recommending the appointment on TTS duly signed by Registrar.
4. Copy of the minutes of University Syndicate/BOG/Equivalent Body meeting approving the appointment duly signed by Registrar.
5. Justification for granting TTS advance increments as per HEC criteria. If not provided, advance increments will not be endorsed.
6. Copy of HEC attested terminal degree (PhD etc.).
7. Copy of Equivalence Certificate of the last terminal degree (In case of Foreign PhD Degree).
8. Notification of Initial appointment and joining report on tenure-track system (not the offer letter).
9. Checklist properly filled, duly signed and stamped by the Registrar/Director University/DAI/Center.

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.

Associate Professor/Professor

The cases for initial appointments of Associate Professors/Professors should be processed through DTREC and Selection Board for recommendation and approval by the Syndicate/Senate/BOG for approval before referring the case to HEC for endorsement.

Following documents are to be provided to HEC for endorsement of initial appointments as Associate Professor/Professor.
1. Certificate duly signed and stamped by the registrar/Director University/DAIs/Center.
2. Copy of the minutes of DTREC.
3. Copy of the minutes of Selection Board meeting recommending the appointment on TTS duly signed by Registrar.
4. Copy of the minutes of University Syndicate/BOG/Equivalent Body meeting approving the appointment duly signed by Registrar.

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5. List of publications in Journals having Impact factors (Typed form) with ISSN number of each mentioned Journal on HEC prescribed form. For Science disciplines only W category/Impact Factor Journals ISI Indexed (JCR) are acceptable. For social sciences disciplines paper published in W category and HEC recognized X and Y Category journals are acceptable.

6. Minimum two positive original TRP reports from two neutral foreign experts (by origin and residence) in clear context of tenure-track appointment on official letter head pad of the expert (The foreign expert is required to be from an academically/technologically advanced country). Each member of TRP:
   a. Should be from academically/technologically advanced countries.
   b. Should be an active researcher working in a university/research organization.
   c. Should not have been Student/Supervisor/Co-Supervisor of the Candidate.
   d. Should not have been a co-author of the candidate on any publication.
   e. 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.
   f. Must be a foreigner (by residence & origin)

7. Copy of HEC attested terminal degree (PhD etc.).
8. Copy of Equivalence Certificate of the last terminal degree (In case of Foreign PhD Degree).
9. TTS advance increment criteria approved by the 6th tenure-track Review Committee Meeting approved by the University Syndicate/BOG. If not provided, advance increments will not be endorsed.
10. Justification for granting TTS advance increments as per HEC criteria. If not provided, advance increments will not be endorsed.
11. Notification of Initial appointment and joining report on tenure-track system (not the offer letter).
12. Checklist properly filled, duly signed and stamped by the University authority (Registrar/Director).

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.
GUIDELINES FOR PROMOTIONS/APPOINTMENTS TO ASSOCIATE PROFESSOR/PROFESSOR

Professor/Associate Professor (Promotion)

1. Certificate duly signed and stamped by the registrar/Director University/DAIs/Center.
2. Copy of the minutes of Selection Board meeting recommending the appointment/promotion on TTS duly signed by Registrar.
3. Copy of the minutes of University Syndicate/BOG/Equivalent Body meeting approving the appointment/promotion duly signed by Registrar.
4. List of publications in Journals having Impact factors (Typed form) with ISSN number of each mentioned Journal on HEC prescribed form. For Science disciplines only W category/Impact Factor Journals ISI Indexed (JCR) are acceptable. For social sciences disciplines paper published in W category and HEC recognized X and Y Category journals are acceptable.
5. Minimum two positive original TRP reports from two neutral foreign experts (by origin and residence) in clear context of tenured/tenure-track appointment/promotion on official letter head pad of the expert (The foreign expert is required to be from an academically/technologically advanced country). Each member of TRP:
   a. Should be from academically/technologically advanced countries.
   b. Should be an active researcher working in a university/research organization.
   c. Should not have been Student/Supervisor/Co-Supervisor of the Candidate.
   d. Should not have been a co-author of the candidate on any publication.
   e. 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.
   f. Must be a foreigner (by residence & origin)
6. Minutes of Departmental Tenure Review Committee (DTRC). Composition of the DTRC is given below:
   a. The Chairman of the department will be head of the DTRC.
   b. The committee shall consist of all tenured faculty members of the department.
   c. Till such time as there are less than five tenured faculty members, the committee shall consist of:

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Annexure-II

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1. All Professors of the department.
2. If the number of Professors in the department is less than five then the Professors and Associate Professors shall comprise the committee.
3. If the total number of Professors and Associate Professors is less than 5 then the Vice Chancellor will appoint remaining members from the list of experts in that discipline on recommendation of the concerned Dean.
4. Any faculty member whose case is under review in the DTRC will not attend the meeting during the review of his/her case.

7. Mid-term Review and Final Review Reports.
8. Achievements during probation period under TTS.
9. Copy of HEC attested terminal degree (PhD etc.).
10. Copy of Equivalence Certificate of the last terminal degree (In case Foreign PhD Degree).
11. Checklist properly filled, duly signed and stamped by the University authority (Registrar/Director).
12. Notification of Initial appointment and joining report on tenure-track system (not the offer letter).
13. Proposed date of promotion/notification of promotion on Tenure-track System

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

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