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


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,

[Signature]

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

Post advertisement by the University
(Existing Faculty may apply without Advertisement)

Submission of a comprehensive Application Dossier by the Applicant to the University

Application for Associate Professor/Professor
TRP Review by foreign experts

Application for Assistant Professor

Scrutiny by the University

No

Positive
Recommendations by at least two TRP members

Yes

Selection Board of the University

No

Rejection Letter to the Applicant

Yes

Recommended

Syndicate/BOG of the University

No

Rejection Letter to the Applicant

Yes

Approved

*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.
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 will 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 Federal Minister for Education
- The Vice Chancellor, UET, Islamabad
- The Director General, HEC, Islamabad
HIGHER EDUCATION COMMISSION
Phone: 051-9258745, Fax: 051-9040557
Sector H-9, Islamabad

Ms Zia Batool
Director General QA
(Quality Assurance Department)

Ref: DG/QA/HEC/2008/10
Dated: March 06, 2009

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 & L.E., HEC, Islamabad
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):

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/promotion (as applicable).

4. Approval of the University Syndicate/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-VI (A)/Annexure-VI (B) as applicable).

6. Copy of terminal degree (PhD etc.).

7. Copy of equivalence certificate of the last terminal Degree (In case of foreign PhD).

8. University’s TTS criteria approved by the Syndicate/BOG (if not provided earlier). If not provided, advance increments will not be endorsed.

9. Justification for award of advance increments to the TTS faculty member.

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).

11. **Minutes of Departmental Technical Review Committee (DTTRC) report.

12. **Mid-term Review and Final Review Reports.

13. **Achievements during probation period under TTS.

14. Copy of appointment order and joining report.

YES  NO  N/A

---

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/its. 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)

<table>
<thead>
<tr>
<th>Terminal (final) Qualification:</th>
<th>Year:</th>
<th>Subject/Program:</th>
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</thead>
</table>

Specialization: Name and Address of the Institution awarding this terminal degree:

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<th>Contact Information:</th>
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<tbody>
<tr>
<td>i. Name and Address of the Institution:</td>
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<td></td>
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<td>ii. Address for Correspondence:</td>
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<tr>
<td>iii. Permanent Address:</td>
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<td>iv. Email:</td>
<td>v. Telephone:</td>
<td>Cell:</td>
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**Date of Birth:** ___ / ___ / ___ (D/M/Y)  
**Age:** ___ / ___ / ___ (D/M/Y)

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<tr>
<th>Nationality:</th>
<th>CNIC No:</th>
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<tr>
<th>Post PhD Experience (D/M/Y):</th>
<th>Pre PhD Experience (D/M/Y):</th>
<th>Total Exp. (D/M/Y):</th>
</tr>
</thead>
</table>

Position applied for (Tick one):  
- □ Assistant Professor  
- □ Associate Professor  
- □ Professor

My PhD thesis was evaluated by (Name, Institution, and Place)*:

i) Name: Institution: Country:  
ii) Name: Institution: Country:  
iii) Name: Institution: Country:

*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.

**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 false 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 Proforma and Certificate are not properly filled in.
List of Publications in Journals Having IF (Impact Factor)* for Science Disciplines only

(To be filled by the Applicant - For Prof. and Associate Prof. only)

<table>
<thead>
<tr>
<th>S.#</th>
<th>Name of Author</th>
<th>Complete Name of Journal and Address with ISSN (Print) No.</th>
<th>Title of the Publication</th>
<th>Vol. No. &amp; Page No.</th>
<th>Date published</th>
<th>Impact Factor</th>
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(Please attach separate list on the same format, if required)

* For all Science Disciplines publications only in Impact Factor (IF) Journals are acceptable for appointment under TTS. IF of a particular Journal can be checked from [http://www.isiknowledge.com](http://www.isiknowledge.com)

**Declaration:**

I, Dr./Mr./Ms. __________________________ hereby solemnly declare that all the information provided by me for appointment under TTS is correct and true in all respects. If the information is 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 Proforma and Certificate are not properly filled in.
List of Publications in HEC Recognized Journals for TTS Appointments in Social Sciences Disciplines Only

(To be filled by the Applicant - For Prof. and Associate Prof. in Social Sciences only)

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Name of Author</th>
<th>Name of Journal with ISSN (print) No./ISBN No./ other contributions that come under defined categories.</th>
<th>Categorized by HEC as X/Y/Z*</th>
<th>Vol. No. &amp; Page No.</th>
<th>Title of the Publication/others</th>
<th>Date published</th>
</tr>
</thead>
</table>

(Please attach separate list on the same format, if required)

*For journal information, please refer: http://www.hec.gvu.pk/journals

Note: Attach the equivalence certificate of book, patent etc.

Declaration:

I, De/Mr./Ms. __________________________ hereby solemnly declare that all the information provided by me for appointment under TTS is correct and true in all respects. If the information 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 Proforma 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):  
   - [ ] 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:

"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***."  

b) Declaration of 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.

Date: ____/____/_____  SIGNATURE WITH OFFICIAL STAMP: ________________________________

---

* For details see "Model Tenure Track Statutes" on the HEC website may be visited: [HEC Website](http://www.hec.gov.pk/its)

** 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 evaluators is not acceptable.
Annexure-V

FOR OFFICIAL USE ONLY / NOT FOR THE APPLICANTS

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):

1. Certified that the Candidate:

   a) Holds a PhD degree/Terminal Qualification in the relevant field from HEC recognized University / Institution.

   □ YES □ NO □ N/A*

   b) Has got the required number of Publications in Journals recognized by the HEC for the purpose of TTS appointments.

   □ YES □ NO □ N/A*

   c) Meets the requirement of publications, in the last five years, in journals recognized by the HEC for the purpose of TTS appointments.

   □ YES □ NO □ N/A*

   d) Has got the required experience at Post-PhD or Post-PhD + Pre-PhD.

   □ YES □ NO □ N/A*

   e) Two TRP reports recommended by two neutral foreign experts in, clear context of Tenure Track OR Tenure appointment.

   □ YES □ NO □ N/A*

2. The Institution has properly adopted and implemented TTS through its Statutory Bodies

   □ YES □ NO □ N/A*

Declarations:

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: __/__/____

* 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.