

**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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Name (in block letters): _____ Father's Name (in block letters): _____
Address: i. Name and Address of the Institution Applying for: _____ ii. Address for Correspondence: _____ iii. Permanent Address: _____ iv. Email: _____ v. Telephone (Res.): _____ Cell: _____

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

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: _____
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Declaration: 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: _____

*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.

A- List of Publications in Journals Having IF (Impact Factor)*

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

S.#	Name of Author	Complete Name of Journal and Address with ISSN (Print) No.	Title of the Publication	Vol. No. & Page No.	Year published	Impact Factor

(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. Impact Factor (IF) of a particular Journal can be checked from <http://www.isiknowledge.com>

Declaration:

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Date: ____/____/____ . Signature: _____

B- List of Publications in Journals recognized* by the HEC for the purpose of TTS Appointments in Social Sciences Only

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

Sr. No.	Name of Author	Name of Journal with ISSN (print) No./ISBN No./ other contributions that come under defined categories.	Categorized by HEC as W/X/Y/Z**	Vol. No. & Page No.	Title of the Publication/ others	Year published

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

* Journals recognized by the Higher Education Commission (HEC), for the purpose of TTS appointment. For details you may visit “HEC Recognized Journals” on the website of the HEC: <http://www.hec.gov.pk>

** HEC website may be visited for details about the categorization of Journals and their applications. Also for equivalence of book etc. to publication in recognized Journals, HEC website under ‘Academic Division’ may please be visited.

Declaration:

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: _____

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 & 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 30th 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 .* 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.

Minimum Eligibility Conditions for Faculty Appointment under TTS

Following are the “**Minimum Eligibility Conditions**” which must be considered by the respective Universities before scrutiny of the applications for appointment under Tenure Track System (TTS).

For Assistant Professor

- 📌 **Qualification:** PhD Degree/ Terminal Qualification in the relevant field (from an HEC recognized Institution).
Note: For PhD degree holders from Pakistan the Registrar must certify that the PhD thesis was evaluated by two foreign Experts as per HEC guidelines for award of PhD degree, in case foreign evaluation was not done then the candidate must provide evidence of two publications in Journals recognized by the HEC for the purpose of Tenure Track appointment.

For Associate Professor

- 📌 **Qualification:** PhD Degree/ Terminal Qualification in the relevant field (from an HEC recognized Institution).
- 📌 **Experience:** 6-years Post-PhD or minimum of 4-years of post-PhD experience along with at least 6 years of experience prior to the PhD. (The experience to be counted is to be of teaching/research in a recognized University or a post-graduate Institution or professional experience in the relevant field in a National or International Organization)
- 📌 **Publications:** 10 research publications (with at least 4 publications in the past 5 years) in Journals recognized for the purpose of appointment on Tenure Track by the Higher Education Commission, i.e. research papers published in Journals that fall under the category W, X and Y for Social Sciences (till 30th June 2011) while for Science disciplines papers published in only W category (Impact Factor) Journals.
- 📌 **TRP* Recommendations:** The applicant must have been recommended by at least two neutral foreign experts of TRP, in clear context of Tenure Track **OR** Tenure appointment.

For Professor

- 📌 **Qualification:** PhD Degree/ Terminal Qualification in the relevant field (from an HEC recognized Institution).
- 📌 **Experience:** 11-years Post-PhD or minimum of 7-years of post-PhD experience along with at least 12 years of experience prior to the PhD. (The experience to be counted is to be of teaching/research in a recognized University or a post-graduate Institution or professional experience in the relevant field in a National or International Organization)
- 📌 **Publications:** 15 research publications (with at least 5 publications in the past 5 years) in Journals recognized for the purpose of appointment on Tenure Track by the Higher Education Commission, i.e. research papers published in Journals that fall under the category W, X and Y for Social Sciences (till 30th June 2011) while for Science disciplines papers published in only W category (Impact Factor) Journals.
- 📌 **TRP* Recommendations:** The applicant must have been recommended by at least two neutral foreign experts of TRP, in clear context of Tenure Track **OR** Tenure appointment.

* The Technical Review Panel (TRP) is to be constituted by the University, composed of eminent international academics and researchers in the relevant area, drawn only from technologically advanced countries. Following parameters must be observed while selecting TRP Members for each appointment (Professor /Associate Professor) to be made under TTS.

- i). should not have served as Supervisor/Co-Supervisor of the candidate under review.
- ii). should not have been a student of the candidate.
- iii). should not have been a co-author of the candidate on any publication.
- iv). Must have the rank of an Associate Professor or above in a recognized university or equivalent position in a recognized research organization.
- v). He/She also must not have a lower rank than the applicant.

GUIDELINES

Please make sure that following guidelines are completely followed and all information is provided in strict compliance to these guidelines.

A. For Applicants:

- 1) Please read the form carefully before filling out the application form.
- 2) Please avoid the use of abbreviations and submit a typed form.
- 3) Please provide all information on the Proformae as required.
- 4) Please provide full name of Journals with **ISSN** number along with other details required.
- 5) Endorsement is made by HEC on the basis information provided by the university regarding minimum eligibility conditions therefore; mere endorsement does not guarantee appointment unless the university decides.
- 6) For any query/information regarding appointment process etc. the university (being the appointing authority) you are applying in may please be contacted.
- 7) Please note that the Proformae should be complete in all respect and incomplete Proformae will not be entertained.

B. For University officials:

- 1) Please read the Certificate and Proformae carefully before filling out the Certificate.
- 2) The 'Model Tenure Track Statutes ver. 2.0' must have been formally adopted and implemented through the Statutory Bodies of the respective University for making appointments under TTS.
- 3) Endorsement are made by HEC on the basis of information provided by the university regarding **minimum eligibility conditions** therefore, the entire **onus** rests with the respective university/institution, being the appointing authority, to check that all information provided in each entry of the Proformae against the actual and original documentary evidences and must ensure the conformity of appointment as per Model Tenure Track Statutes ver. 2.0.
- 4) The Certificate must have been properly signed and stamped by the university authority bearing entire onus.
- 5) Once appointments are made through the Statutory Bodies the decisions may be conveyed, with a covering letter, to HEC (QAD) for a one time/initial endorsement of the same. Information/decision must be set through:
 - i) The prescribed Proformae & Certificate duly signed and stamped by the Registrar.
 - ii) Along with properly filled in Proformae (designed by the Finance Division of HEC) against each appointment, which will be sent to the HEC's Finance Division for financial releases, if the case is endorsed. (Please provide **two copies** of filled in Finance Proformae against each appointment).
- 6) Please DO NOT submit or enclose any extra document like C.V., actual publication(s) etc. with this Proformae and Certificate.
- 7) Please note that incomplete Proformae and Certificate will not be entertained.