

**INFORMATION REQUIRED BY THE HEC FOR ENDORSEMENT OF FACULTY APPOINTMENTS
UNDER TENURE TRACK STATUTES**

(To be filled by the Applicant)

Terminal (final) Qualification: _____ Subject/Area of Specialization: _____ Address of University/Institution awarding the terminal degree: _____ _____	Passport size photograph
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Name (in block letters):	Father's Name (in block letters):
Address:	
i. For Correspondence: _____ _____	
ii. Permanent Address: _____ _____	
iii. Email: _____ iv. Telephone (Res.): _____ (Off.) _____ (Mobile) _____	
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 Experience (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: _____	
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	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/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.

Declaration:

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Date: ____/____/____ . Signature: _____

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

A) To be filled by the Registrar:

- a) Full Name of candidate: _____
- b) Name of Institute where this candidate has applied: _____
- c) Post applied for (Tick One) Associate Professor Professor
- d) Type of appointment(Tick One): Tenure Track Full Tenure*

B) Recommendation of the Reviewer:

- 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:

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 signature & Official Stamp)

A). Personal Information of the Candidate:

Candidate's Name _____ Father's Name: _____

NIC #. _____ Subject/Area of Specialization: _____

Department in which the appointment is to be made _____

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.
- Has got the required number of Publications in Journals recognized by the HEC for the purpose of TTS appointments. **
- Candidate meets the requirement of publications, in the last five years, in journals recognized by the HEC for the purpose of TTS appointments.**
- Has got the required experience at Post-PhD / Post-PhD + Pre-PhD level.
- Candidate has been recommended by two neutral foreign experts of TRP in, clear context of Tenure Track OR Tenure appointment. ***
- The Institution has properly adopted TTS through its Statutory Bodies:

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 2010, 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 2010) 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 2010) 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.

ADDRESS SLIP (TO BE FILLED BY CANDIDATE)

Name of Applicant : _____

Father's Name : _____

Postal Address: _____

Contact No: _____

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Name of Applicant : _____

Father's Name : _____

Postal Address: _____

Contact No: _____

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