



UNIVERSITY GRANTS COMMISSION

COMMISSION CIRCULAR NO: 14/2016

No. 20, Ward Place
Colombo 07

September 28, 2016

Vice Chancellors of Universities
Rectors of Campuses
Directors of Institutes

APPOINTMENT TO THE POST OF VICE - CHANCELLOR

Your attention is invited to Commission Circular No. 880 dated 15.08.2006 as amended by Establishments Circular Letter No. 15/2006 dated 11.12.2006 on the above matter.

The University Grants Commission, at its 948th meeting held on 08.09.2016, having considered the procedure followed in making appointment to the post of Vice Chancellor, decided to include further instructions to be used in the instances where there are candidates securing equal number of votes for the 1st, 2nd or 3rd place at the election, and also to add several steps to certain other guidelines.

Accordingly, the amended scheme for appointment to the post of Vice Chancellor is given below;

1. Applications/Nominations for the post shall be invited by a notice published in the newspapers.
2. The Council of the University shall appoint a suitable Search Committee comprising three (03) senior academics in the rank of Professor or above to search for and encourage eminent persons to apply. At least one of the members of the Search Committee should be a full time Dean of the University.
3. The applicant shall be requested to submit a statement of vision for development of the University, a brief account of what he/she proposes to achieve if appointed to the post of Vice-Chancellor and a full Curriculum Vitae including the date of birth of the applicant.
4. Where the present incumbent is an applicant, he./she shall give a report highlighting accomplishment during his/her first period of office, in addition to the documents mentioned in para. 3 above.
5. The Council shall appoint an Evaluation Committee comprising three (03) Council Members, none of whom intends to be applicants or nominees for the post of Vice-Chancellor in order for reporting the assessment of qualifications, professional experience and vision statement of each applicant, to the Council.
6. The Secretary to the Council shall ensure that copies of all the documents submitted by the applicants as per paragraphs 3 and/or 4 above are duly circulated among all the Council members and the Observer appointed by the UGC, along with the notice of holding a Special Council meeting for election of the next Vice Chancellor, at least three (3) days prior to the date of election.

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7. The Secretary to the Council shall make a request to the UGC for the appointment of an Observer of the UGC well in advance of holding the election.
8. All eligible applicants for the post of Vice Chancellor shall be invited for a brief presentation of minimum ten (10) minutes duration to the Council prior to commencing the election. Since the Council has to nominate 03 candidates, a ballot paper should be prepared containing the names of all eligible applicants and the final determination shall be by the Council voting by secret ballot. Each Council member is entitled to cast 03 votes for 03 different candidates. If a Council member is a candidate, he/she is not eligible to vote.
9. At the election, if two or more candidates secure equal number of votes, for the first, second or third place, Council has the power to call for another vote. The subsequent vote should be limited to the candidates who have secured equal number of votes and it should be taken immediately after announcement of the results of the previous vote.
10. The names of the three (03) persons securing the highest number of votes along with the documents mentioned in paras. 3 and 4 above shall be forwarded to the Commission. If it is decided to rank the three names to be forwarded, the ranking shall be made in the order of highest number of votes secured.
11. Where the advertisement fails to find three applications, the process shall begin afresh by publishing the advertisement more widely. This shall be repeated until three persons are identified for transmission to the UGC.

Provisions of this Circular will be effective from 03.10.2016 and Commission Circular No. 880 dated 15th August 2006 and Establishments Circular Letter No. 15/2006 dated 11th December 2006 will accordingly be rescinded from that date.

Please take action accordingly.


Professor Mohan de Silva
Chairman

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 2. Chairman's Office/UGC
 3. Vice-Chairman/UGC
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 5. Secretary/UGC
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 7. Registrars of Universities
 8. Accountant/UGC
 9. Bursars of Universities
 10. Librarians/SAL/AL of the Higher Educational Institutions /Institutes
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