



UNIVERSITY GRANTS COMMISSION

COMMISSION CIRCULAR NO. 14/2019

No. 20, Ward Place
Colombo 07

December 09, 2019

Vice Chancellors of Universities
Rectors of Campuses
Directors of Institutes

**APPOINTMENT OF NOMINEES BY THE UNIVERSITY GRANTS COMMISSION FOR THE
SELECTION COMMITTEES FOR THE POST OF PROFESSOR/ASSOCIATE PROFESSOR BY OPEN
ADVERTISEMENT/MERIT PROMOTION**

Your attention is invited to the form annexed to the Commission Circular No. 846 of 14.07.2004, Establishments Circular Letter No. 10/2010 of 01.12.2010 and UGC Letter No. UGC/HR/2/3/85 of 06.12.2010 on appointment of UGC nominees for the Selection Committees for the posts of Professor/Associate Professor, and Commission Circulars No. 11/2019 of 08.11.2019 and 11/2019(ii) of 27.11.2019 with regard to the Scheme of Recruitment/Promotion for the post of Associate Professor/Professor.

2. In terms of the provisions of Commission Circulars No. 11/2019 and 11/2019(ii), one nominee of the Commission shall be a member of the Screening Committee. Thus, when requesting UGC to appoint its Nominees for the Selection Committees for the posts of Professor/Associate Professor by open advertisement/merit promotion the **New Form (Annex I)** enclosed herewith shall be used.

3. The Commission at its 1023rd meeting held on 05.12.2019 decided that the "Role, Powers, Functions and Responsibilities of the UGC Nominees to the Screening Committee and Selection Committee for appointment/promotion to the Posts of Associate Professor/Professor" shall be informed to such UGC Nominees as an Annexure when notifying their appointment by the UGC. Such Annexure is given as **Annex II** to this Circular, only for information of the Higher Educational Institutions/Institutes.

4. Further, when requesting UGC Nominees for the Selection Committees for the Deputy Librarian/Librarian posts as well the Annex I form may be used appropriately.

5. Establishments Circular Letter No. 10/2010 of 01.12.2010 and UGC Letter No. UGC/HR/2/3/85 of 06.12.2010 are rescinded with the implementation of this Circular.

6. Please take action accordingly.


Professor Mohan de Silva
Chairman

Copies: 1. Secretary/ Ministry of Higher Education, Technology and Innovations
2. Chairman's Office/UGC
3. Vice-Chairman/UGC

4. Members of the UGC
5. Secretary/UGC
6. Registrars of Universities
7. Deans of Faculties
8. Accountant/UGC
9. Bursars of Universities
10. Librarians/SAL/AL of the Higher Educational Institutions /Institutes
11. Deputy Registrars/ Snr. Asst. Registrars/Asst. Registrars of Campuses/Institutes
12. Deputy Bursars/Snr. Asst. Bursars/ Asst. Bursars of Campuses/Institutes
13. Internal Auditor/UGC
14. Govt. Audit Superintendents of Universities
15. Snr. Asst. Int. Auditors of HEIs
16. Secretaries of Trade Unions
17. Auditor -General

File No. UGC/HR/2/3/106(XI)

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1. Name of the Higher Educational Institution/Institute :
2. Name and the Present Post of the Applicant :
3. Post Applied and the Department :
4. Name of the Faculty :
(If the presently attached Department and Faculty are different, such Department, Faculty and HEI shall be separately mentioned)
5. Whether provisions of Commission Circulars No. 11/2019 and 11/2019(ii) are applicable:

Yes/ No

6. Names of persons appointed as relevant Selection Committee Members/External Subject Experts/Panel Members :

(a) Nominees of the Council : 1.

2.

(b) Nominees of the Senate : 1.
(Screening Committee Member, if applicable)

2.

(c) External Subject Experts : 1.

2.

(d) Panel Members : 1.

2.

3.

7. Names of Referees, mentioned by the Applicant, if any: 1.

2.

Date :

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Vice-Chancellor/ Director

Role, Powers, Functions and Responsibilities of the UGC Nominees to the Screening Committee and Selection Committee for appointment/promotion to the Post of Associate Professor/Professor

According to the Commission Circular No. 11/2019, the UGC Nominees have an important and active role to play in the process of selection and making recommendations to the posts of Associate Professor/Professor.

The Commission Nominees participate in the selection process at two stages: (1) Screening Committee (one of the nominees), (2) Selection Committee (both nominees).

(1) At Screening Stage

The selection process begins with all valid applications for appointment/promotion being examined by a Screening Committee consisting of three members. The Screening Committee has one nominee of the Commission (out of the two Commission nominees to the Selection Committee). The other two are a nominee of the Senate of the relevant university and the Dean of the relevant Faculty.

The Commission's nominee's role is not that of an observer. He/she is a member of the Screening Committee which has been given a clear mandate by the Commission Circular No. 11/2019.

The mandate and role of the Screening Committee are defined in pages 3 and 4 of the Annex I of to the Commission Circular No. 11/2019 (ii).

The Commission nominee to the Screening Committee should be fully aware of his/her important role in the selection process and is therefore expected to study carefully the mandate and powers of the Screening Committee as given in the above mentioned Annex I and the Marking Scheme stipulated in that Annex I.

(2) At the Selection Committee

- i. There are two nominees appointed to the Selection Committee by the Commission. At least one of the two Commission nominees should be an expert in the broad area of the professorship applied by the applicant/s. Their role is not that of observers. They are members of the Selection Committee with a clear and distinct mandate.
- ii. Powers, functions and responsibilities of UGC nominees at the Selection Committee are:
 - (a) ***To ensure that procedures specified in the relevant Commission Circulars and the Marking Scheme are properly, diligently, fairly, and without bias or prejudice are adhered to by Panel Members, External Subject Experts, and the Selection Committee.***
 - (b) The Vice-Chancellor of the university concerned shall make available to the UGC nominees all documents relating to the application(s), including all the publications, at least two weeks before the Selection Committee meeting.

- (c) The two Commission nominees are members of the Selection Committee and the Selection Committee's powers, functions and responsibilities are specified in the Annex I of the Commission Circular No. 11/2019 (ii).
 - (d) The Commission nominees to the Selection Committee should be fully aware of their important role in the selection process and are therefore expected to study carefully the mandate and powers of the Selection Committee as given in the above Annex I to the Commission Circular No. 11/2019(ii) and the Marking Scheme stipulated in it.
- iii. A summary of Powers, Functions and Responsibilities of the Selection Committee of which the two UGC nominees are members is given below:
- (a) Awarding marks to the candidate's presentation on a scale of 10.
 - (b) Examining all the documents, namely the application, reports of the Screening Committee, External Subject Experts, and the Panel in order to see whether the External Subject Experts and the Panel have properly followed the Marking Scheme and have not violated any of its provisions by demonstrating bias, prejudice or non-adherence to the provisions of the Marking Scheme.
 - (c) The Selection Committee has the authority to adjust the marks awarded by the External Subject Experts and the Panel if any provision(s) of the Marking Scheme is (are) violated.
 - (d) The Selection Committee should explain such adjustment of marks and communicate it to the Council of the relevant university in an Annexure to its recommendation.
- iv. After the Selection Committee meeting, the two Commission nominees should, either jointly or separately, send their observations to the Council through the Vice-Chancellor with copies to the Commission.
