



QUAID-I-AZAM UNIVERSITY

Application Dossier for Appointment under the TTS System

TO BE FILLED BY THE APPLICANT IN BLOCK CAPITALS

Post Applied for: _____

Department/Institute: _____

*Affix four (04) most
recent passport size
photographs*

A: PERSONAL

Name: _____ Father's Name: _____

Religion: _____ DOB: _____ Age: _____

Domicile: _____ Marital Status: _____ CNIC #: _____

Correspondence / Postal Address: _____

Permanent Address: _____

Email: _____ Telephone (Res): _____ Cell: _____

B: ACADEMIC QUALIFICATION

Degree	University	Subjects	Division	Year
PhD				
MPhil				
MSc				
BSc				
FSc				
Matric				
Others				

C: PhD Details

Main Field: _____

Sub-field: _____

Thesis Title: _____

Date of Completion (DD/MM/YY): _____

D: TEACHING**a: Courses Taught**

Course Title	Credit Hours	PhD/MPhil/MSc

b: New Courses Developed

Course Title	Credit Hours	PhD/MPhil/MSc

E: SERVICE RECORD (Start with your most recent position)

1: Post-PhD Teaching/Research Experience: _____ **Years** _____ **Months** _____ **Days**

Institution	Position Held	Period	
		From	To

2: Pre-PhD Teaching/Research Experience: _____ **Years** _____ **Months** _____ **Days**

Institution	Position Held	Period	
		From	To

3: Postdoctoral fellowships: (Duration of at least six months)

Institution	Position Held	Period	
		From	To

F: RESEARCH SUPERVISION

a: PhDs Produced*: (Extra pages may be added if required) **Total PhDs Produced:** _____

S. No.	Student's Name	Thesis Title	Year
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			

i. PhD thesis currently under review of foreign referees: _____

ii. PhDs produced to date: _____

iii. PhDs under supervision: _____

* A student recommended for the award of degree by the Advanced Studies & Research Board

b: MPhil Produced: (Extra pages may be added if required) **Total MPhils Produced:** _____

S. No.	Student's Name	Thesis Title	Year
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			

i. MPhil produced to date: _____

ii. MPhil students currently under supervision: _____

G: HIGHLIGHTS OF PROFESSIONAL ACHIEVEMENTS

a: List of Publications

1a. Papers published in HEC recognized journals

S #	Name of Author	Complete Name of Journal and Address with ISSN (Print) No.	Title of Publication	Vol. No. & Page No.	HEC Category W/X/Y/Z	Year Published	Impact Factor + Citation (excluding self-citation)
1.							
2.							
3.							
4.							
5.							
6.							
7.							
8.							
9.							
10.							
11.							
12.							
13.							
14.							
15.							

Attach separate sheets of the same format, if required. A SOFT COPY of the same must be forwarded to recruitmentqau@gmail.com for endorsement purposes.

1b. Papers accepted in HEC recognized journals

S. No.	Name of Author	Complete Name of Journal and Address with ISSN (Print) No.	Title of Publication	Category W/X/Y/Z
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				
13.				
14.				
15.				

Attach acceptance letter from editor of the journal.
Attach separate sheets of the same format, if required.

b: Books authored (HEC Recognized)

S. No.	Title of the Book	Year, Publisher
1.		
2.		
3.		
4.		
5.		
6.		

c: Chapters in edited books (HEC Recognized)

S. No.	Title of the Book	Year, Publisher
1.		
2.		
3.		
4.		
5.		

d: Research Projects (in progress)

Project Title	Principal/Co-Principal Investigator	Amount	Sponsoring Agency	Duration

e: Research Projects (completed)

Project Title	Principal/Co-Principal Investigator	Amount	Sponsoring Agency	Duration

f: Industrial Projects Undertaken

Project Title	Principal/Co-Principal Investigator	Amount	Sponsoring Agency	Duration

g: Patents

Patent Name	Patent No/ Certificate No	Year of Patent Obtained	Patent Agency	Amount

h: Conferences Organized

Conference Title	Organizer	Location	Date	Sponsoring Agency

i: Conferences Participated

Conference Title	Organizer	Location	Date	Sponsoring Agency

j: Awards

S. No.	Title of the Award	Organization
1.		
2.		
3.		
4.		
5.		
6.		

k: Others (not covered above) (1000 words maximum)

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F: ADMINISTRATIVE SERVICES RENDERED

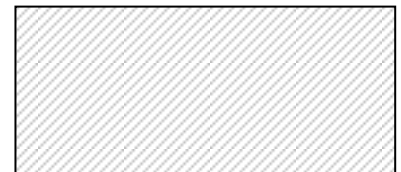
Position	Responsibilities	Period	
		From	To

Two academic references (optional):

1.

2.

Declaration: By signing below, I acknowledge that the above information is true to the best of my knowledge. Any misinformation would render me ineligible for the induction.



Date _____ and _____

Place:

Signature of the Applicant

**DEPARTMENTAL PERMISSION CERTIFICATE FOR
PERSON IN GOVERNMENT SERVICE**



Affix your most recent
photograph here.

- (1) (a) Full Name of the advertised post: _____
- (b) Name of Department/Division/Ministry: _____
- (2) (i) Name of candidate: Father's Name: _____
- (ii) CNIC Number: _____
- (iii) Designation (BPS/TTS): _____
- (iv) Present department with complete address: _____

(3) I have applied for the above post on the prescribed form separately. Departmental permission for submission of my application, may kindly be forwarded to the Registrar, Quaid-i-Azam University, Islamabad, closing date for receipt of application by the University is _____.



Dated: _____

Signature of the Applicant

(4) Forwarded: Mr./Miss/Ms/Dr. _____ is employed in this department/institution/organization/university since _____. He/she holds a temporary/permanent/adhoc/contract post under the Federal/Provincial/Semi Government/Government/Autonomous/Corporation (strike out not applicable). His/ her total continuous government service (Federal/Provincial is _____ Years _____ months _____ days.

- (5) The candidate has availed extraordinary leave for _____ Years _____ Months _____ days and/or has availed study leave for _____ Years _____ Months _____ days.
- (6) There is nothing adverse in his / her performance evaluation report (PER) / annual confidential reports/records, antecedents/character, which may render him/her ineligible/unsuitable for the post applied for.
- (7) There is no disciplinary case pending against him/her in the Department/Organization, where he /she is serving.

(to be signed by head of the Department/Division/Ministry (Official stamp must be affixed))



Signature of the Official

Name of the Official: _____

Designation: _____

Department: _____

Address: _____

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

(To be filled by the Applicant)

Terminal Qualification: <u>PHD</u>	Year:	Subject:	
Name and Address of the Institution awarding this terminal degree:			

Name (in block letters):		
Father's Name (in block letters):		
Address:		
i. Name and Address of the Institution Applying for: <u>QUAID-I-AZAM UNIVERSITY, ISLAMABAD-PAKISTAN.</u>		
ii. Address for Correspondence:		
iii. Permanent Address:		
iv. Email:	v. Telephone (Res):	vi. Cell:

Date of Birth:	Age (D/M/Y):
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Nationality: <u>PAKISTANI</u>	CNIC #:
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Post PhD Exp. (D/M/Y):	Pre-PhD Exp. (D/M/Y): <u>NA</u>	Total Exp. (D/M/Y):
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Position applied for (Tick one):	<input type="checkbox"/> Assistant Professor	<input type="checkbox"/> Associate Professor	<input checked="" type="checkbox"/> Professor
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My PhD thesis was evaluated by (Name, Institution, and Place)*:		
i. Name:	Institution:	Country:
ii. Name:	Institution:	Country:
iii. Name:	Institution:	Country:

Declaration:	
I <u>DR.</u> 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
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						

9.						
10.						
11.						
12.						
13.						
14.						
15.						
16.						
17.						
18.						

19.						
20.						

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

* For all Sciences 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:

I DR. 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: _____

B – List of Publications in Journals recognized by the HEC for the purpose of TTS Appointment in Social Sciences Only

(To be filled by the Applicant – For Prof. and Associate Prof. in Social Sciences 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
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					

9.					
10.					
11.					
12.					
13.					
14.					
15.					
16.					
17.					

18.					
19.					
20.					

(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 Choose an item. 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)	Present position of the applicant	<input type="checkbox"/> Assistant Professor	<input type="checkbox"/> Associate Professor <input type="checkbox"/> Professor
	Present status of the applicant	<input type="checkbox"/> Tenure Track	<input type="checkbox"/> Full Tenure*
d)	Departmental Tenure Committee (DTC) Recommendations	<input type="checkbox"/> Associate Professor	<input type="checkbox"/> Professor
		<input type="checkbox"/> Tenure Track	<input type="checkbox"/> 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 _____ under TTS* as (Tick one):			
<input type="checkbox"/> Associate Professor <input type="checkbox"/> Professor			
<input type="checkbox"/> Tenure Track <input type="checkbox"/> Tenured Faculty Member** <input type="checkbox"/> Tenure Track <input type="checkbox"/> 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): <input type="checkbox"/> Associate Professor <input type="checkbox"/> Professor			
Institution & Postal / Official Address:			
Phone #:		Email:	Website:
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 details 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: _____
CNIC #: _____ Subject / 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): **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 requirements 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 and implemented TTS through its Statutory Bodies
- This Proformae / Certificate is accompanied with properly filled in Proformae (2 copies) of the HEC Finance Division for financial releases (which will be forward to, if the case is endorsed)

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: QUAID-I-AZAM UNIVERSITY Location: ISLAMABAD, PAKISTAN.

Date: _____ Checked By: _____ Designation: REGISTRAR

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 website: <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 University 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 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 be 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 completed 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 of 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 publications(s) etc. with this Proformae and Certificate.
- 7) Please note that incomplete Proformae and Certificate will not be entertained.