COMMUNICATION PATHWAY FOR FACULTY & STAFF ACHIEVEMENTS SUBMISSION

The Protocol & Public Relations (P&PR) Department at International Islamic University Islamabad (IIUI) has established a structured communication pathway for faculty and staff to share their academic, research, and professional achievements for official recognition and dissemination. This pathway ensures that notable accomplishments are properly vetted, documented, and promoted through IIUI's official channels while maintaining institutional integrity and communication standards. Faculty members and administrative staff are encouraged to submit their achievements following the guidelines outlined in this policy.

To facilitate transparency and verification, all submissions must be sent via email to iiuipublicrelations@iiu.edu.pk, with the immediate line manager (Chairperson/Head of Department for faculty or Director/Supervisor for administrative staff) and the In-Charge, Protocol & Public Relations (incharge.protocol@iiu.edu.pk) CC'd.

The following sections outline the submission process, required information, CC-ing protocol, review criteria, and conditions under which the P&PR Department may decline a news item.

Protocol & Public Relations Department (P&PR), International Islamic University Islamabad (IIUI).

1. SUBMISSION CHANNELS

Faculty members and staff can share their achievements through the following designated communication channels:

- **Official Email:** Submissions must be sent to the P&PR Department at **iiuipublicrelations@iiu.edu.pk**.

- **Departmental Liaison Officers:** Each department/unit should designate a liaison officer responsible for gathering and submitting achievements in a structured manner.

2. REQUIRED INFORMATION FOR SUBMISSION

To ensure clarity and verification, all submissions must include:

1. **Title of the Achievement** (e.g., "Dr. [Name] wins a prestigious award [Title])

2. **Brief Description** (150-200 words explaining the achievement)

3. **Date of Achievement**

4. **Relevant Supporting Documents/Links** (if applicable)

5. **Official Verification** (Endorsement from the relevant line manager such as a Chairperson or Director)

3. CC-ING PROTOCOL & PUBLIC RELATIONS

To ensure transparency and verification, faculty and staff submitting their achievements must *CC their immediate line managers and the In-Charge of Protocol & Public Relations.*

Submission Instructions:

- **Send the achievement details to: iiuipublicrelations@iiu.edu.pk**

- *CC the following:*

  - **Your Immediate Line Manager:**

    - Faculty members must CC their *Chairperson/Head of Department (HoD).*

    - Administrative & support staff must CC their *Director/Immediate Supervisor* (e.g., Director HR, Director Finance, etc.).

  - *In-Charge of Protocol & Public Relations:* **incharge.protocol@iiu.edu.pk**

- The email must include an attachment (Word document or PDF) containing all relevant details.

- If there are any pictures, they must be attached separately in the same email.

- The subject line should clearly indicate the nature of the achievement (e.g., "Project Won – Dr. [Name]" or "Faculty Award – Prof. [Name]").

- Incomplete submissions or those lacking necessary details may be returned for clarification before processing.

Escalation Guidelines:

- If the Chairperson/Director deems the achievement significant for faculty-wide or institutional recognition, they may forward it to the *Dean* (for faculty achievements) or *Vice President (Administration & Finance)* (for administrative achievements).

- High-profile achievements requiring university-wide attention may be forwarded to the *President's Office.*

This structured process ensures that achievements are properly vetted before reaching the P&PR Department, reducing redundancy and ensuring the credibility of submissions.

4. P&PR DEPARTMENT'S RIGHT TO DECLINE NEWS ITEMS

The P&PR Department reserves the right to decline or withhold publication of any submitted achievement under the following conditions:

A. Lack of Institutional Significance

- The achievement does not align with IIUI's academic, research, or administrative goals.

- Personal career advancements (e.g., an individual securing admission into a foreign PhD program) that do not directly contribute to IIUI's reputation.

B. Insufficient Verification or Lack of Authenticity

- Unverified or self-proclaimed achievements without supporting documents.

- Claims that require fact-checking but lack evidence or credible sources.

C. Conflict with Institutional Policies or Ethical Standards

- Achievements related to political endorsements, religious sectarianism, or controversial affiliations.

- Activities that misrepresent IIUI's official stance or compromise academic integrity.

D. Overlapping or Repetitive Announcements

- If similar achievements have already been covered in a recent publication (e.g., multiple faculty members presenting at the same conference).

- Routine activities that do not qualify as noteworthy achievements (e.g., mere participation in a workshop without a significant contribution, departmental meetings, GRC, BoS and BoF proceedings, etc.).

E. Space, Time and Relevance Constraints

- Once a submission is approved, it may take a few days to appear on all official forums due to content scheduling and publication protocols.

- Submissions made on Fridays will be processed after the weekend, and their publication should be expected by Tuesday at the latest.

- P&PR reserves the right to prioritize certain news items due to space limitations in newsletters, websites, or social media.

- Faculty and staff may send a courteous reminder to P&PR if their submitted news has not been published within four working days of submission. However, frequent follow-ups before this timeframe should be avoided *unless* the matter is time-sensitive.

- Once a reminder is sent, please wait for one day for a response from the P&PR team.

- Achievements may be scheduled for publication at a later date depending on current media priorities.

F. Feedback & Continuous Improvement

- To ensure the efficiency and accessibility of this communication pathway, P&PR will conduct periodic feedback assessments.

- A feedback proforma will be shared with faculty and staff two to three months after the implementation of this policy, allowing them to share their experiences.

- Thereafter, biannual feedback cycles will be conducted to refine the process further.

- Faculty and staff will be informed via official communication channels whenever feedback collection is open.

- For any immediate concerns or suggestions outside of these review periods, faculty and staff may contact incharge.protocol@iiu.edu.pk and iiuipublicrelations@iiu.edu.pk