



HIGHER EDUCATION COMMISSION

H-9, Islamabad (Pakistan) Phone: (051) 90802750, Fax: (051) 90802753
E-mail: ismaeel@hec.gov.pk

Muhammad Ismail

Consultant (Quality Assurance Division)

Ref. CON. QA/HEC/TTS-137/320

Date: December 04, 2017

Subject: **Early Appointment/Promotion on the Basis of Post PhD Experience-TTS Faculty.**

1. It is informed that HEC Competent Authority has been pleased to approve the minutes of the 6th Tenure Track System Review Committee Meeting held on October 04, 2017 including the following recommendation on the subject matter:

“Appointment/Promotion on the basis of Post Ph.D. experience before joining TTS.

- (a) For Assistant Professor to Associate Professor: An assistant professor who has completed a total of six years Post-PhD period as full time faculty member in HEC recognized higher education institution(s)/ Reputed Research organization(s), including minimum three years on TTS, and has also successfully completed mid-term review may be considered for appointment as associate professor provided he/she meets the other requirements to become eligible as associate professor on TTS.
- (b) For Associate Professor to Professor: A faculty member who joined TTS as associate professor and has completed eleven years Post-PhD period as full time faculty member in HEC recognized higher education institution(s)/Reputed Research Organization(s), including minimum two years on TTS as associate professor, and has also successfully completed mid-term review may be considered for appointment to professor provided he/she meets the other requirements to become eligible for professor on TTS.
- (c) The IPFP and Post-Doc experience (maximum one year) can be counted as valid experience for the purpose of the above sub-clauses clauses.
- (d) It is however, clarified that Post-PhD/Pre-TTS service, as per sub-clauses (a) and (b) above, shall not be considered/counted for any financial benefit.
- (e) This provision is available to the faculty inducted before the date of issuance of the letter in this regard”.

With kind regards,

Muhammad Ismail
(Muhammad Ismail)
04/12/17

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All Public Sector Universities/DAIs

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Muhammad Ismail
Consultant (Quality Assurance Division)

Ref. CON. QA/HEC/TTS-137/321
Date: December 04, 2017

Subject: **Early Appointment/Promotion on the Basis of Exceptional Performance-TTS Faculty**

1. It is informed that HEC Competent Authority has been pleased to approve the minutes of the 6th Tenure Track System Review Committee Meeting held on October 04, 2017 including the following recommendation on the subject matter. "Criteria for faculty members seeking early appointment/promotion on the basis of exceptional performance:

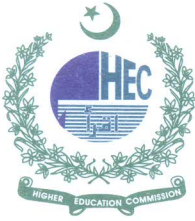
(a) An Assistant Professor on TTS applying for an early appointment/promotion to the Associate Professor on the basis of exceptional performance should have:

- i. Completed a successful mid-term review (mandatory).
- ii. Spent minimum four years as Assistant Professor on TTS.
- iii. Published research papers:
 - A. **Natural Sciences:** Minimum 20 papers in ISI Web of Science impact factor (W-Category) journals having Q1 quartile in category.
 - B. **Engineering and Medical Sciences:** Minimum 15 papers in ISI Web of Science impact factor (W-Category) journals having Q1 quartile in category.
 - C. **Social Sciences:** Minimum 10 papers in ISI Web of Science impact factor (W-Category) journals having Q1 quartile in category OR two HEC recognized books published by internationally renowned publishers (s).
- iv. **Successfully produced/supervised:**
 - A. Two PhDs as Supervisor, after joining TTS.
 - B. [1 PhD and 10 MPhil/MS OR 20 MPhil/MS] theses, as Supervisor, after joining TTS.
- v. Secured at least one Research Grant of not less than Rs.1.5 Million, after joining TTS, from sources other than parent University/Institution.
- vi. Secured at least one Productivity Award from PCST in A/B Category (Natural and Engineering Sciences) / HEC / National/International Awards (Natural, Engineering and Social Sciences) while being on TTS.

(b) An Associate Professor on TTS applying for an early appointment/promotion to the Professor on the basis of exceptional performance should have:

- i. A Tenure to apply for the post of Professor on exceptional basis (mandatory).
- ii. Spent minimum three years as Associate Professor on TTS.

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Consultant (Quality Assurance Division)

- iii. Publications Requirements:
 - A. **Natural Science:** Minimum 40 papers in ISI Web of Science impact factor (W-Category) journals having Q1 quartile in category.
 - B. **Engineering and Medical Science:** Minimum 30 papers in ISI Web of Science impact factor (W-Category) journals having Q1 quartile in category.
 - C. **Social Sciences:** Minimum 20 papers in ISI Web of Science impact factor (W-Category) journals having Q1 quartile in category OR four HEC recognized books published by internationally renowned publisher (s).
- iv. **Successfully produced/supervised:**
 - A. Five PhDs, as Supervisor, after joining TTS.
 - B. [2PhD and 30 MPhil/MS OR 50 MPhil] theses, as Supervisor, after joining TTS.
- v. Secured at least two Research Grants of not less than Rs. 1.50 Million each (one of them should be as Associate Professor), after joining TTS, from sources other than parent University/Institution.
- vi. Secured minimum three Productivity Awards from PCST in A/B category (Natural and Engineering Sciences) while being on TTS.
- vii. Won at least one award (Civil/HEC/PAS/HEC recognized International) OR has an international patent/HEC recognized innovation.

2. An Associate Professor/Professor can be appointed as "tenured" Associate Professor/Professor if he/she meets the criteria prescribed for appointment on Exceptional basis. In such case the university will first get the case endorsed by HEC and then make the appointment.

3. Any case processed for early appointment must be clearly mentioned in Departmental Technical Review (DTRC) report, TRPs, Selection Board recommendations and Syndicate's approval.

With kind regards,

Muhammad Ismail
(Muhammad Ismail)

4/12/17

The Vice Chancellors:

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Consultant (Quality Assurance Division)

Ref. CON. QA/HEC/TTS-137/322

Date: December 04, 2017

Subject: **Timely Processing of TTS Promotion Cases**

1. It is informed that HEC Competent Authority has been pleased to approve the minutes of the 6th Tenure Track System Review Committee Meeting held on October 04, 2017 including the following recommendation on the subject matter:

- (a) For appointment/promotion to Associate Professor: On completion of six year probation period as assistant professor, University must finalize his/her case for appointment/tenure as associate professor for which the evaluation process must be initiated soon after completion of five and a half years. After six years, if the decision is not taken, all the financial cost will be borne by the university itself for assistant professor on tenure track.
- (b) For Appointment/promotion to Professor: On completion of four year probation period as Associate Professor, University must finalize his/her case for appointment/tenure for which the evaluation process must be initiated soon after completion of three and a half years. After four years, if the decision is not taken, all the financial cost will be borne by the university itself for associate professor on tenure track.

With kind regards,

Muhammad Ismail

(Muhammad Ismail)

04/12/17

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Muhammad Ismail

Consultant (Quality Assurance Division)

Ref. CON. QA/HEC/TTS-137/323

Date: December 04, 2017

Subject: **Post-Tenure Review of Professors**

It is informed that HEC Competent Authority has been pleased to approve the minutes of the 6th Tenure Track System Review Committee Meeting held on October 04, 2017 including the following recommendation on the subject matter:

“As per TTS Statutes ver. 2.0 clause 2.10.2.3, Self-Assessment Report shall be completed by every tenured faculty member. Therefore, all tenured professors should also go through post-tenure annual reviews for the continuity of the prescribed additional benefits of TTS till retirement. The annual increase in their pay shall also be linked with their performance”.

With kind regards,

Muhammad Ismail
(Muhammad Ismail)

04/12/2017

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Muhammad Ismail

Consultant (Quality Assurance Division)

Ref. CON. QA/HEC/TTS-137/324

Date: December 04, 2017

Subject: **Payment of Remuneration to the Faculty Appointed on TTS on Holding Additional Duties in the Universities**

It is informed that HEC Competent Authority has been pleased to approve the minutes of the 6th Tenure Track System Review Committee Meeting held on October 04, 2017 including the following recommendation on the subject matter:

“Since the Tenure Track salary is all inclusive, no other payment related allowances (PhD allowance, medical allowance, orderly allowance etc.) are allowed for faculty on Tenure Track system. However, for the other facilities and additional benefits for TTS faculty, the universities may take the decisions with the approval of statutory body (Syndicate/BOG/ Senate as applicable)”.

With kind regards,

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(Muhammad Ismail)
04/12/17

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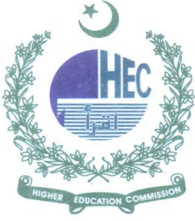
Date: December 04, 2017

Subject: **Transfer of Faculty Members Appointed on TTS from One University to Another**

1. It is informed that HEC Competent Authority has been pleased to approve the minutes of the 6th Tenure Track System Review Committee Meeting held on October 04, 2017 including the following recommendation on the subject matter.
2. If a faculty member on TTS in a (Parent) University desires to join another (Host) University on TTS in the same designation, he/she may be allowed to transfer, subject to mutual agreement between the two universities after getting NOC from parent University and getting selected by the host university through selection board and approval of statutory body. The host university is required to provide following documents to HEC (QAD) for getting the salary of the faculty member transferred from parent to host university:
 - a. NOC from the parent university
 - b. Fresh faculty information Proforma, duly filled signed & stamped by the Registrar of Host University.
 - c. Minutes of the meetings of Selection Board and Syndicate/BOG reflecting the selection of the concerned faculty by the host university.
 - d. Service record of the faculty member in the parent university.
 - e. Annual Review Reports
 - f. Mid-term Review Report
 - g. DTRC recommendation
 - h. Relieving order from Parent University
 - i. Last Pay Certificate (LPC) from the parent university
3. The duration of the tenure track/tenured service in the parent university shall be counted for the pay increments/promotion of the faculty member.
4. An Assistant professor cannot apply for transfer from one university to another before the completion of mid-term review. If an assistant professor is transferred after mid-term review then he/she has to complete at least three years of service as assistant professor in the host university for getting appointment/promotion/tenure.

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Consultant (Quality Assurance Division)

5. An associate professor/professor on tenure track, transferred to another university, has to complete four years of service in the host university as associate professor/professor after transfer before getting appointment/promotion /tenure provided he/she does not reach the age of superannuation.

6. A tenured faculty member does not require an NOC for transfer in the same rank. However, he/she has to forward following documents to HEC, if transferred, for transfer of the salary to the host university:

- a. Fresh faculty information Proforma, duly filled signed & stamped by the Registrar of Host University.
- b. Minutes of the meetings of Selection Board and Syndicate/BOG reflecting the selection of the concerned faculty by the host university.
- c. Service record of the faculty member in the parent university.
- d. Annual Review Reports
- e. DTRC recommendation
- f. Relieving Order from Parent University
- g. Last Pay Certificate (LPC) from the parent university

With kind regards,

Muhammad Ismail
(Muhammad Ismail)

04/XII/17

The Vice Chancellors:

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Muhammad Ismail

Consultant (Quality Assurance Division)

Ref. CON. QA/HEC/TTS-137/326

Date: December 04, 2017

Subject: **Applying for Higher Position-TTS Faculty**

It is informed that HEC Competent Authority has been pleased to approve the minutes of the 6th Tenure Track System Review Committee Meeting held on October 04, 2017 including the following statement:

“If a faculty member on tenure track chooses to apply against an advertised TTS/BPS position (before completing his/her track/probation period) in the same university, he/she would be required to resign from the university service before applying for the higher positions”.

is recommended to be modified as follows:

“If a faculty member on tenure track system chooses to apply against an advertised higher TTS/BPS position (before completing his/her track/probation period) in the same or any other university, he/she would be required to resign from the university service before applying for the higher position. Such a resignation shall be accepted only if the faculty member is finally selected for the advertised higher position”.

With kind regards,

ismael
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04/12/17

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Consultant (Quality Assurance Division)

Ref. CON. QA/HEC/TTS-137/328

Date: December 04, 2017

Subject: **Criteria for Award of Advance Increments at the Time of Initial Appointment**

It is informed that HEC Competent Authority has been pleased to approve the minutes of the 6th Tenure Track System Review Committee Meeting held on October 04, 2017 including the following recommendation on the subject matter:

“A faculty member at the time of initial appointment can be awarded increments as per the attached criteria (**Annexure-I**). The number of increments will be recommended by the Selection Board and approved by the Syndicate/BOG on the basis of the additional achievements of the faculty member beyond the already prescribed conditions for appointment as Assistant Professor, Associate Professor and Professor (as applicable)”.

With kind regards,

Muhammad Ismail
(Muhammad Ismail)
04/12/17

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Approved Criteria for Award of Advance Increments for TTS Faculty

Ser	Parameters	Designation	Social Sciences/ Architecture		Engineering/IT/Medical Computer Sci		Basic Sciences	
			0.5 Inc	1st Adv Inc	2nd Adv Inc	0.5 Inc	1st Adv Inc	2nd Adv Inc
1	Publications	Professor		4 (w.x.y cat)	13 (w.x.y cat)		6 (w cat ISI indexed)	17 (w cat ISI indexed)
		Assoc Prof		3 (w.x.y cat)	11 (w.x.y cat)		4 (w cat ISI indexed)	13 (w cat ISI indexed)
		Asst Prof		2 (w.x.y cat)	5 (w.x.y cat)		2 (w cat ISI indexed)	9 (w cat ISI indexed)
		Professor		06 - 11 y	above 11 years		06 - 11 y	above 11 years
2	Experience (in Years)	Assoc Prof		05 - 09 y	above 9 years		05 - 09 y	above 9 years
		Asst Prof	2 years +	03 - 05 y	above 5 years		03 - 05 y	above 5 years
3	Supervision (Students)	Professor		1 PhD or 5 MPhil/MS	-		2 PhD or 10 MPhil/MS	4 PhD or 15 MPhil/MS
		Assoc Prof		1 PhD or 4 MPhil/MS	-		2 PhD or 8 MPhil/MS	3 PhD or 10 MPhil/MS
		Asst Prof		1 PhD or 3 MPhil/MS	-		1 PhD or 6 MPhil/MS	2 PhD or 8 MPhil/MS
		Professor		Rs. 4M - 5M	More than Rs. 5 M		Rs. 4M - 5M	More than Rs. 8 M
4	Funds	Assoc Prof		Rs. 3M - 4M	More than Rs. 4 M		Rs. 3M - 4M	More than Rs. 6 M
		Asst Prof		Rs. 2M - 3M	More than Rs. 3 M		Rs. 3M - 5 M	More than Rs. 5 M
5	Market Factor	Market Factor to be recommended by the Department (with evidence) to Registrar/HR Dte Duly approved by Competent Authority						

Note: 1. The stated parameters are above the minimum qualifying requirements for appointment in a specific cadre.

2. Advance Increments are allotted at the time of Transfer/Appointment on TTS to the max of 4 only. For each parameter max of 2 adv increments can be recommended except additional 0.5 increments i.e. 2.5 can be granted in market factor under special circumstances.

3. Grant of advance increment in the parameter of Students Supervision will be subject to approved HEC PhD supervisor status of faculty member.

4. For Asst Prof in the field of Art, Design and Architecture in lieu of research publications, 2 national or 1 international exhibitions/competitions for Arts, Design and Architecture will qualify for 01 adv inc and in case of more max of 2 adv increments can be suggested.

5. For Assoc Prof & Prof in the field of Art, Design and architecture in lieu of research publications, 7 & 9 exhibitions respectively at national or international level with two or more new works in each exhibition will merit 01 adv inc and more than this can be benefit for 2 adv inc for Arts & Design discipline only.

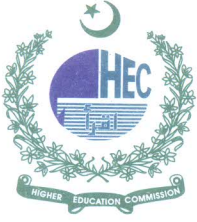
6. For Assoc Prof & Prof in lieu of research publications, 4 & 6 national or international architectural design competitions or design excellence awards will merit 01 adv inc and more than this can be benefited for 2 advance increments for Architectural & Town Planning discipline only.

7. A sum of pre & post PhD experience will be considered as total experience to calculate for advance increments.

8. Books may be considered for extra increments in case of Humanities/Social Sciences/Managements Sciences/Art, Design & Architecture etc.

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Muhammad Ismail

Consultant (Quality Assurance Division)

Ref. CON. QA/HEC/TTS-137/329

Date: December 04, 2017

Subject: **Clarification Regarding Leave Policy for Tenure-track and Tenured Faculty Members**

1. It is informed that HEC Competent Authority has been pleased to approve the minutes of the 6th Tenure Track System Review Committee Meeting held on October 04, 2017 including the following recommendation on the subject matter:
2. An Assistant Professor appointed on Tenure Track System can avail Post-Doc leave up to one year after completion of first successful mid-term review but once only as assistant professor. However, the salary during leave should be paid according to the current status of the faculty member.
3. Sabbatical leave is allowed for only tenured associate professors and professors, provided that the University has sabbatical leave policy in practice.
4. A faculty member on Tenure Track System could avail maternity leave as per government rules. However, the tenure clock should be stopped for six months for each grant of maternity leave for a maximum of one year during whole TTS service. In this case, an assistant professor can submit her evaluation dossier after six (instead of five and half) years and associate professor/professor can submit the dossier after four (instead of three and half) years. The university decisions about the appointment/promotion/tenure of the faculty member in such cases be made in six and a half & four and a half years, respectively.
5. Payment of salary during maternity leave will be as per university leave rules.

With kind regards,

mismail
(Muhammad Ismail)

04/12/17

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Muhammad Ismail

Consultant (Quality Assurance Division)

Ref. CON. QA/HEC/TTS-137/330

Date: December 04, 2017

Subject: **Provision of DTRC Reports to Foreign Referees (TRP Members) for Evaluation of TTS Faculty**

It is informed that HEC Competent Authority has been pleased to approve the minutes of the 6th Tenure Track System Review Committee Meeting held on October 04, 2017 including the following recommendation on the subject matter:

“The DTRC reports should NOT be sent to Technical Review Panel (TRP) members because that may bias their opinion.

The universities should follow guideline procedures given in Model Tenure Track Statutes ver.2.0 in this regard.”

With kind regards,

ismael
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Muhammad Ismail

Consultant (Quality Assurance Division)

Ref. CON. QA/HEC/TTS-137/331

Date: December 04, 2017

Subject: **Appointment of TTS Faculty as Director QEC or Director ORIC**

It is informed that HEC Competent Authority has been pleased to approve the minutes of the 6th Tenure Track System Review Committee Meeting held on October 04, 2017 including the following recommendation on the subject matter:

“In view of the research and other obligations of a faculty member on TTS (tenure/tenure-track), he/she cannot assume the responsibilities of administrative positions of Director QEC or Director ORIC. Additionally, it is re-iterated that a faculty member on tenure/tenure-track cannot be appointed on administrative position such as, but not limited to, Registrar, Controller of Examination, Provost, Resident Officer, Director/Principal Campus, etc”.

With kind regards,

(Muhammad Ismail)

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Muhammad Ismail

Consultant (Quality Assurance Division)

Ref. CON. QA/HEC/TTS-137/332

Date: December 04, 2017

Subject: **Assignment of Academic Administrative Position to TTS Faculty on Tenure Track**

It is informed that HEC Competent Authority has been pleased to approve the minutes of the 6th Tenure Track System Review Committee Meeting held on October 04, 2017 including the following recommendation on the subject matter:

“In order to assume an academic administrative position such as Head of Department, Dean of Faculty, Head of the institute/school/centre within the university and Pro-Rector/Pro-VC, the TTS faculty member should ‘preferably’ be ‘Tenured’. In case, a tenured faculty member is not available for any of the above mentioned positions, a faculty member on tenure-track may be appointed on such a position, if considered suitable.”

With kind regards,

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Muhammad Ismail

Consultant (Quality Assurance Division)

Ref. CON. QA/HEC/TTS-137/333

Date: December 04, 2017

Subject: **Counting of Review Articles to Fulfill the Minimum Requirement of Publications for TTS Appointment**

It is informed that HEC Competent Authority has been pleased to approve the minutes of the 6th Tenure Track System Review Committee Meeting held on October 04, 2017 including the following recommendation on the subject matter:

“The review articles, erratum, corrections, letters to the editors, notes, corrigendums, addendums etc. will not be counted as research publications towards meeting the minimum requirement of eligibility for initial/next appointment of TTS faculty.”

With kind regards,

(Muhammad Ismail)

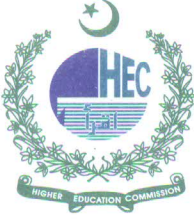
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Muhammad Ismail

Consultant (Quality Assurance Division)

Ref. CON. QA/HEC/TTS-137/334

Date: December 04, 2017

Subject: **TTS Endorsement by HEC**

It is informed that HEC Competent Authority has been pleased to approve the minutes of the 6th Tenure Track System Review Committee Meeting held on October 04, 2017 including the following recommendation on the subject matter:

“All the recommendations of the Universities for the initial/next appointments of TTS faculty as Assistant Professor, Associate Professor or Professor on tenure-track/tenure shall be endorsed by the HEC.”

With kind regards,

Muhammad Ismail
(Muhammad Ismail)

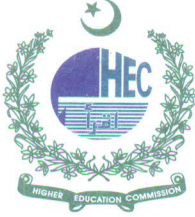
04/12/17

The Vice Chancellors:

All Public Sector Universities/DAIs

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- The ES of Executive Director, Higher Education Commission, Islamabad
- The Registrars/Directors/Directors QEC of all Public Sector Universities/DAIs.



HIGHER EDUCATION COMMISSION

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E-mail: ismaeel@hec.gov.pk

Muhammad Ismail

Consultant (Quality Assurance Division)

Ref. CON. QA/HEC/TTS-137/335

Date: December 04, 2017

Subject: **Maximum Age Limit for Appointment on TTS**

It is informed that HEC Competent Authority has been pleased to approve the minutes of the 6th Tenure Track System Review Committee Meeting held on October 04, 2017 including the following recommendation on the subject matter:

“The maximum age limit for initial appointment on tenure track system should be 55 years.”

With kind regards,

ismaeel
(Muhammad Ismail)
04/12/17

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Muhammad Ismail

Consultant (Quality Assurance Division)

Ref. CON. QA/HEC/TTS-137/336

Date: December 04, 2017

Subject: **Requirement to Award Tenure to a Tenure Track Professor**

It is informed that HEC Competent Authority has been pleased to approve the minutes of the 6th Tenure Track System Review Committee Meeting held on October 04, 2017 including the following recommendation on the subject matter:

“The decision to award tenure to a Professor on tenure-track be decided by the university as per TTS Statutes.”

With kind regards,

Muhammad Ismail
(Muhammad Ismail)
04/12/17

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Muhammad Ismail

Consultant (Quality Assurance Division)

Ref. CON. QA/HEC/TTS-137/337

Date: December 04, 2017

Subject: **Minimum Duration between Two Consecutive Reviews -TTS Faculty**

It is informed that HEC Competent Authority has been pleased to approve the minutes of the 6th Tenure Track System Review Committee Meeting held on October 04, 2017 including the following recommendation on the subject matter:

“The minimum duration between two consecutive reviews in case of faculty members working on TTS must be two years. No appeal of the faculty member shall be allowed against negative reviews.”

With kind regards,

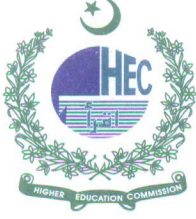
muhammad ismail
(Muhammad Ismail)
04/12/17

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Muhammad Ismail

Consultant (Quality Assurance Division)

Ref. CON. QA/HEC/TTS-137/338

Date: December 04, 2017

Subject: **Experience as Faculty Member**

It is informed that HEC Competent Authority has been pleased to approve the minutes of the 6th Tenure Track System Review Committee Meeting held on October 04, 2017 including following:

- (a) Experience of being full time lecturer, assistant professor, associate professor and professor can be considered as the experience of a faculty member.
- (b) Following appointments in the University cannot be considered as regular faculty appointments:
 - i. Research Assistant/Associate
 - ii. Visiting Faculty
 - iii. Daily Wages/Adhoc/Temporary Faculty

With kind regards,

mismail
(Muhammad Ismail)
04/12/17

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