

**POST & SALARY CODE:
ASSOCIATE PROFESSOR (ALL FACULTIES) – B 02**

Method of Promotion /Recruitment

- 1) Application for Promotion (Internal) and Interview
- 2) Applications for Advertised Posts (Internal and External) and Interview
- 3) An application for Associate Professor cannot also be simultaneously for the post of Professor

Qualifications

Internal Applicants – A Senior Lecturer (Grade I/II) in the relevant subject
And
At least the minimum marks laid in the Marking Scheme for Associate Professorship.

External Applicants - Candidates with-
The minimum academic qualifications required for a post of Senior Lecturer (by open advertisement) in the relevant field of study in post 4 or 6 of Commission Circular No. 721,
And
At least the minimum marks laid in the Marking Scheme for Associate Professorship.

Method of Application

An application for a merit promotion or recruitment should be accompanied by –

- a) the Curriculum Vitae of the applicant,
- b) a self-assessment of his/her whole career specifying the contribution to:
 - Teaching and Academic Development
 - Research and Creative Work
 - Dissemination of Knowledge and University and National Developmentas given in the attached marking scheme.
- c) three copies of the publications, research papers and other relevant documents by the candidate. Other relevant documents and materials may also be submitted in three copies in a form that can be evaluated.
- d) titles of three (03) outstanding research papers/publications by the candidate.

These documents shall be sent to the Vice Chancellor by each candidate with a covering letter applying for the position/promotion.

**POST & SALARY CODE:
PROFESSOR (ALL FACULTIES) – B 01**

Method of Promotion/Recruitment

- 1) Application for Promotion (Internal) and Interview
- 2) Applications for Advertised Posts (Internal and External) and Interview

Qualifications

Qualifications to be Senior Lecturer Gr. II in the relevant subject

And

Fifteen (15) years after obtaining the qualifications for Lecturer (Probationary) as laid down in Commission Circular 721

And

At least the minimum marks laid in the Marking Scheme for Professorship

Method of Application

An application for a merit promotion or recruitment should be accompanied by –

- a) the Curriculum Vitae of the applicant,

- b) a self-assessment of his/her whole career specifying the contribution to:
 - Teaching and Academic Development
 - Research and Creative Work
 - Dissemination of Knowledge and University and National Development as given in the attached marking scheme.
- c) three copies of the publications, research papers and other relevant documents by the candidate. Other relevant documents and materials may also be submitted in three copies in a form that can be evaluated.
- d) titles of five (05) outstanding research papers/publications by the candidate.

These documents shall be sent to the Vice Chancellor by each candidate with a covering letter applying for the position/promotion.

Senior Professor (All Faculties)

Method of Recruitment:

By normal promotion, or by advertisement along with every advertisement for the post of Professor.

Qualifications

- (i) A Professor who has completed a total of eight (08) years of service as a Professor in recognized Higher Educational Institutions may apply for the post of Senior Professor, provided, however, that a person who has been appointed as a Professor by advertisement and placed on a particular step of the salary scale based on his/her qualifications and relevant experience may have the number of years corresponding to that salary step considered as part of the 08 years of service required for the post of Senior Professor.

OR

- (ii) A Professor who has obtained a higher doctoral degree (D.Sc. or D.Litt. or LL.D or an equivalent degree) from a recognized university may apply for the post of Senior Professor.

Method of Application and Selection Process:

As part of the application for the post, the applicant should submit a suitable covering letter, a completed application form if the application is in response to an advertisement, his/her Curriculum Vitae and self-assessment of his/her contribution to the following fields after he/she became a professor :

- (a) teaching and academic development;
- (b) research and creative works; and
- (c) dissemination of knowledge, and university and national development

The selection committee will evaluate the suitability of the applicant for appointment or promotion, as the case may be, based on the above self-assessment and other relevant considerations, ensuring an objective balance with the requirements for the

Post of Professor, based on the facts that the post of Professor typically requires 10 years' experience after accomplishing the qualifications for the post of Senior Lecturer Gr. II and for the post of Senior Professor roughly a further eight years after accomplishing the qualifications for the Post of Professor.

MARKING SCHEME FOR APPOINTMENT/PROMOTION TO THE POSTS OF ASSOCIATE PROFESSOR/ PROFESSOR

Note: In using the term "up to" in the sections that follow, what is implied is that the best possible item in a category in terms of quality and relevance, get the highest limit. Experts ought not to assign the highest marks routinely to every item.

1.0 TEACHING, SCHOLARSHIP AND ACADEMIC DEVELOPMENT Maximum

1.1 Academic/Professional Preparation

Service after being promoted as a Senior Lecturer Gr. II or service in equivalent teaching position or relevant professional experience in other organizations. 1 point/year 16

1.2 Qualifications for Teaching

1.2.1 Doctorate or equivalent higher degree 04
 1.2.2 Fellowship of a Professional Body 02

1.3 Extra Teaching Load

1.3.1 Outside the Discipline

Teaching officially in areas other than a staff member's specialty. For example
 a) Teaching Sinhalese to non-Sinhalese speaking and Tamil to non-Tamil speaking students, by a teacher in the Faculty of Science;
 b) Teaching Professional Ethics or Management by Science or Engineering Lecturers,
 c) Teaching English to undergraduates etc.
0.5 point/year 01

1.3.2 Excess Load

Carrying a teaching load of more than 25% above the norm

Note: The UGC is to establish a university-wide norm to define teaching
0.5 point/year

01

1.4. Postgraduate Supervision

Max. For Section 1.4 is 12 points

Supervision of Ph.D., M.Phil. or other postgraduate theses and dissertations
(Only for each candidate who has successfully completed the degree)

1.4.1 Ph.D., D.M. 04 points/thesis 12

1.4.2 M.Phil. (2-year full-time research degree)
02 points/thesis 08

1.4.3 2 year full-time postgraduate degree (M.Sc., M.A. etc.)
01 point/dissertation 04

1.4.4 M.Sc., M.A., M.D. or other postgraduate degrees of less than
2 years' duration (postgraduate reports to be excluded) 0.5 point /dissertation 04

Note: For joint supervision in section 1.4, the marks should be appropriately apportioned.

1.5 Participation in Continuing Professional Development (CPD) Programmes/Extension Courses/Short Courses

Maximum

As a resource person in Seminars/Workshops/Staff Development
Programmes/CPD Programmes Extension Courses/Short Courses
01 point/Activity

04

1.6 Institutional Development

Introduction of new courses/new degree programmes, development of new
material for existing courses (both Undergraduate and Postgraduate)/laboratory
planning and development, inter-faculty teaching and strengthening research
capacity etc. in the particular HEI as well as in other HEIs.

A detailed report prepared by the applicant should be submitted for evaluation
by the Panel of the Senate along with the recommendations and observations of
the Head of the Department and the Dean of the Faculty

10

1.7 Teacher Evaluations

Evidence of effective performance in undergraduate teaching-
Attainments of a "Good" rank by a student or peer evaluation
0.5 point/semester

06

Note:

The UGC will develop common criteria for student and peer evaluation of
University Teachers.

1.8 Transitioning to Dual Delivery of Lessons

Preparation and use of audio and video material and Computer-Aided Instructional Software for or in Preparation of dual delivery of lessons, particularly with a view to distance education needs

Up to 1 point/item

04

2.0 RESEARCH, SCHOLARSHIP AND CREATIVE WORK

Note 1: In the case of papers/publications with joint authorship, applicants should indicate their actual contribution to the work published and marks should be allocated accordingly.

The publications and creative work submitted under this section need to be in the main discipline of the professorship and related disciplines, with at least 2/3 of the points of Section 2.1 being from the main disciplines covered by the department. Where this requirement is not met for Section 2.1, the points from the main discipline and only up to a half of the points earned from the main discipline shall be counted from related disciplines.

Note 2: In evaluating and assigning marks to papers, the Selection Committee and Outside Experts should bear in mind and strictly enforce the following well, widely and long understood definitions:

- i. **A Journal Paper:** A fully scripted essay of academic significance in a serial publication in numbered volumes to which articles may be submitted at any time and are published only if they pass peer review.
- ii. **A Conference Paper:** A fully scripted essay reported in the bound report of the proceedings or transactions of a meeting of academic significance, which is circulated at or after the meeting. Such meetings may also be known by other names such as Conference, Seminar, Colloquium, Forum, Workshop, Congress, and Sessions.
- iii. **Book:** A publicly available bound text with ISBN Number.

2.1 Peer reviewed publications (including invited editorials in indexed journals)

Maximum

2.1.1 Research publications in refereed journals (full paper published)

No limit

- i) Up to 03 points/paper
- ii) If that paper is in an indexed journals, an additional 02 points for that paper
- iii) If that paper is in a journal publishing at least 3 issues a year, an additional 01 point for that paper

Note 1: For example a paper not in an indexed journal but a journal that publishes 4 times a year may be assessed as follows: i) 2.5 points out of the maximum 3 based on an assessment of the contents of the paper ii) Not qualified since it is not in an indexed journal and iii) 1 point for being in a journal that publishes at least 3 issues a year. This gives the paper a total of 3.5 points

Note 2: The recognized indexed journals are listed at <http://www.isinet.com/journals/> under:

- 1) Science Citation Index Expanded^(TM) (Web of Science), and
- 2) Social Sciences Citation Index® (Web of Science).

Note 3: The candidate must produce evidence that the journals claimed under 2.1.1 are in the index and are published 3 times a year at least through suitable printouts from the above listed site in Note 2 and journal issue numbers.

2.1.2 Peer reviewed Presentations at National/International Conferences

(a) Published as full papers

up to 01 point / paper

15

(b) Published in abstract form

up to 0.5 point/abstract

10

2.1.3	Citation of the applicant's work by others in books and refereed journals 0.5 point per citation subject to a maximum of 10 points for repeated citations of the same work	10
2.2 Scholarly Work		
2.2.1	Chapters and Books of Scholarly Work (other than Textbooks) published by a recognized publisher.	
	a) Reputed international publisher up to 03 points/chapter or up to 06 points/book, whichever is less	No limit
	b) Recognised local publisher up to 01 point/chapter or up to 02 points/book, whichever is less	06
2.2.2	Editing of Collections of Essays and Books up to 03 points/book	09
2.2.3	Editing of Classical Work up to 04 points/book	08
2.2.4 a)	Translation and publication of Books of Scholarly Work up to 02 points/book	04
	b) Bonus for publication with reputable international publishers up to 04 points per book	04
2.2.5	Editor-in-Chief of journals published at least twice a year up to 01 point/journal/year	04
2.2.6	Reviewer/Editorial Board Member of journals published at least twice a year up to 0.5 point/journal/year	02
2.3 Creative Work		
	Creative work in literature, culture, theater, music, dancing, arts and design in the academic discipline of the professorship up to 05 points/work	15
2.4 Patents		
	Up to 2 points per patent	04
2.5 Innovations in Local Economy, Industry, etc.		
	Where a peer reviewed paper by the candidate leads to a transfer of technology/methodology that results in innovations in the local economy, industry etc. Up to 2 points per patent	04
3.0 CONTRIBUTIONS TO UNIVERSITY AND NATIONAL DEVELOPMENT		Maximum
Note: In the case of books/awards/reports with joint authorship, applicants should indicate their actual contribution and marks should be allocated accordingly. A book is as specified in Note 2 to Section 2.		
3.1 Dissemination of knowledge		
3.1.1	Textbooks for University Students published by a recognized publisher	18
	a) International publisher up to 06 points/book	
	b) Other recognized publisher up to 03 points/book	

- 3.1.2 Scientific and Literary Communications (Feature articles in, Newsletters, Newspapers, Scientific Magazines etc.)
up to 1 point/article 04
- 3.1.3 Published Orations and Presidential Addresses at National, Academic and Professional Bodies. A Published Oration in this context is an invited ceremonial presentation of distinctive academic or scientific significance under the auspices of a recognised academic or professional body where a) it is the only presentation, b) there is no discussion at the end and c) the speech is printed and made available publicly.
up to 02 points/oration or address 04
- 3.1.4 Commissioned Reports for National/International Bodies
up to 1.5 points/Report 03

3.2 Awards

- Special Academic/Professional Awards or recognized Academic/Professional Distinctions in research or teaching (Universities are encouraged to have reward schemes for the teachers who have shown such distinction)
up to 02 points/award 06

3.3 University and National Development Activities (the total for this section is limited to 10 points)

- 3.3.1 Vice-Chancellor
Up to 02 points/year 10
- 3.3.2 Deputy Vice-Chancellor/Rector/Dean of a Faculty/ Director of a University Institute or a Research Institute
Up to 1.5 points/year 06
- 3.3.3 Head of a Department of a University or equivalent position in any other Institution
Up to 01 point/year 03
- 3.3.4 Director/Coordinator of a Centre/Unit or Equivalent recognized by the Senate of the relevant University
Up to 01 point/year 03
- 3.3.5 Coordinators for Postgraduate Programmes, University level Projects
Up to 01 point/year 03
- 3.3.6 Chief Student Counsellor/Warden of a Residential Hall/Proctor/ Director Career Guidance Unit/Director Staff Development Unit
Up to 01 point/year 03
- 3.3.7 Student Counsellor/Career Guidance Counsellor/Academic Counsellor at least at faculty level
Up to 1 point/year 03
- 3.3.8 President/Secretary/Treasurer of an approved Society in the University
Up to 01 point/year 03
- 3.3.9 President/Secretary/Treasurer in University Teacher Union . University Alumni Associations at National level
Up to 01 point/year 03
- 3.3.10 Membership of Councils, Boards of Management/Boards of Study in other Universities/Higher Educational Institutes, which are not ex-officio posts
Up to 01 point/year 03

3.3.11 President of a Professional/Academic Association at National level Up to 02 points/year	04
3.3.12 Secretary/Treasurer of a Professional/Academic Association At National level Up to 01 point/year	03
3.3.13 Chairman, Secretary, Member of National Committees, Task Forces or Statutory Bodies Up to 01 point / year	03
3.3.14 Other appropriate contributions at national or international level Up to 01 point / assignment	03

Note 1: For each of the 14 items under 3.3, evidence of participation, attendance and contributions needs to be produced as appropriate.

Note 2: An applicant from outside the University System can be allocated similar marks for 3.3 on the basis of holding equivalent positions.

4.0 MINIMUM MARKS/STANDARDS

To qualify for a professorial position, a candidate should earn at least 12 points from Section 2.1.1 (namely, from journal articles). In addition, the minimum marks for each component of evaluation (1, 2 and 3 as specified below) and the minimum total marks that an applicant should obtain in order to qualify for the relevant appointment are given below.

	Associate Professor		Professor (Merit)	Professor (Cadre/Advert)	Professor (Research)
	Internal	External			
1. Contribution to teaching & Academic Development	10	05	20	25	0
2. Research & Creative Work	30	40	60	65	115
3. Dissemination of Knowledge & Contribution to University & National Development	10	05	10	15	0
Minimum Required Total Mark	70	70	105	115	115

Note:

1. An internal candidate is an applicant already in the university system applying for a promotion. An external candidate is an applicant from outside the university system who has worked extensively outside universities and other higher educational institutions.
2. A position as Professor (Research) may be sought by applying for a merit promotion or in response to an advertisement. Any cadre position for Professor (Research) must have the specific approval of the UGC or may be designated as such by a department in place of an existing cadre professorship.
3. It is intended that a Professor (Research) has, subject to review every three years, little or no teaching duties and his is to be a prestigious position enhancing the research profile and prestige of his department. For the term of office of a Professor (Research) to be renewed, he shall be assessed under Section 2 of this review and found to have scored an additional 20 points for that section during his previous 3 years as Professor (Research).