



UNIVERSITY GRANTS COMMISSION

COMMISSION CIRCULAR NO: 02/2020

No. 20, Ward Place
Colombo 07

04th May 2020

Vice-Chancellors of Universities
Rectors of Campuses
Directors of Institutes

APPOINTMENT TO THE POST OF VICE-CHANCELLOR

Your attention is invited to Commission Circular No. 04/2018 of 28.06.2018 and the decision of the Commission taken at its Special Meeting held on 06.02.2020 which was conveyed to the Registrars of Universities by the letter of even No. UGC/CH/7/3 dated 06.02.2020 instructing not to proceed with any action as per the provisions of the Commission Circular No.04/2018 dated 28.06.2018 issued relating to the appointment of Vice-Chancellor until issuance of new circular instructions.

1. The University Grants Commission at its 1029th meeting held on 30.04.2020 having reviewed the existing procedure specified in the said Commission Circular No. 04/2018 in recommending three names of the candidates to the Commission for the purpose of appointment to the post of Vice-Chancellor of a University in terms of Section 34(1) of the Universities Act No. 16 of 1978, decided to repeal the provisions stipulated in the said Circular and replace with the following New Procedure.
2. Accordingly, Universities are informed to comply with the following New Procedure.
 - i. Applications/Nominations for the Post of Vice-Chancellor shall be invited by the Registrar of the University (Secretary to the Council) by a notice published in the national newspapers in all three languages. The applicants/nominees should be citizens of Sri Lanka and shall be less than 63 years of age.

The Registrar shall advertise the vacancy within a period of one month immediately falling prior to the period of Six (06) months, reckoning from the last date of the term of the incumbent Vice-Chancellor.

- ii. The Council of the University shall appoint a suitable Search Committee comprising three (03) senior academics in the rank of Senior Professor/Professor to search for and encourage eminent persons to apply. At least one of the members of the Search Committee should be a Dean of a Faculty of the University whenever possible, and he/she shall function as the Chair of the Committee.

- iii. The prospective applicant/nominee shall be requested to submit a statement of vision for the development of the University, a brief account of what he/she proposes to achieve if appointed to the post of Vice-Chancellor and a full Curriculum Vitae including the date of birth of the applicant.
- iv. Where the incumbent Vice-Chancellor is an applicant or had held the post of Vice Chancellor of the University before, he/she shall give a report highlighting accomplishments during his/her first period of the office, in addition to the documents mentioned in Paragraph (iii) above.
- v. The Council shall adopt a two-step evaluation process to recommend three (03) names to the Commission from among the candidates who applied for the post of Vice-Chancellor.

In the first step, the Evaluation Committee constituted by the Council in the manner prescribed in Paragraph (vi) below, shall conduct a detailed assessment of the suitability of the applicants for the post of Vice-Chancellor and shortlist a maximum of five (5) or all the applicants if less than five but not less than three (3) candidates from among the applicants and rank them in the order of marks obtained.

In the second step, three (03) names from among the shortlisted candidates shall be selected by a Special Council Meeting convened for that purpose on the **same day**.

- vi. Prior to the closing of applications for the post of Vice-Chancellor, the Council shall take steps to appoint a five (05) member Evaluation Committee of which the composition is given below:
 - a. One Member nominated by the UGC from among the former Vice-Chancellors of another University provided he/she is not a member of the relevant Council, who shall be the Chairman of the Evaluation Committee.

After closing the applications, if there is an applicant from the appointed former Vice-Chancellor's University, the Secretary to the Council should immediately inform the Commission to send another nomination.
 - b. Two Senior most Academic Members of the Senate, other than those two members who represent the Senate in the Council, nominated by the Senate of the University;
 - c. Two eminent personnel from the following areas appointed by the UGC;
 - A Person from Sri Lanka Administrative Service of the highest grade, who had held or presently holding the Post of Secretary to a Cabinet Ministry,

- A Person who had held or presently holding the Post of Chief Executive Officer or Chairman of a reputed Public/Private Sector Organization.

None of the Members of the Evaluation Committee should be applicants or nominees to the Post of Vice-Chancellor.

- vii. The Secretary to the Council, immediately after publishing the advertisement calling applications for the Post of Vice-Chancellor of the University, shall request the UGC for the appointment of three (3) members for the Evaluation Committee, listed in Paragraph (vi)(a) and (c), and a suitable person to serve as the observer of the UGC in the Evaluation Committee and the Special Council Meeting proceedings. UGC shall provide the Terms of Reference of the Observer of the UGC at the time of appointment.
- viii. Secretary to the Council should be the Convener of the Evaluation Committee and he/she shall convene the Evaluation Committee Meeting on a working day within two months after the closing date of applications, and summon the candidates in person before the Evaluation Committee for an interview. Secretary to the Council shall also ensure that the copies of all the documents as per paragraphs (iii) and/or (iv) above submitted by all candidates along with the **Mark sheet I** are circulated among all the members of the Evaluation Committee and to the Observer appointed by the UGC, at least two weeks prior to the scheduled meeting of the Evaluation Committee. In an exceptional situation, if any candidate is not in a position to appear before the Evaluation Committee, he/she shall be allowed to appear for an interview **via video conferencing**.

The UGC appointed observer shall be present at the Evaluation Committee Meeting.

- ix. Each Candidate shall be interviewed by the Evaluation Committee as per the **Criteria** and **Element** prescribed in the **Mark sheet I** given in **Annex I**. Each member of the Evaluation Committee shall make his/her assessment of each candidate by assigning marks individually for each element of the seven (7) Criteria listed in the Mark sheet. Criteria, Elements, and Weightages given in the Mark sheet shall not be changed.

The final marks for each candidate shall be calculated by adding the averages of individual marks of seven (7) criteria given by each member of the Evaluation Committee. Evaluation Committee shall then compile its report with the signatures of each member of the Committee, and it shall contain:

- (a) the composite mark sheet with the names of all the candidates with their average marks obtained for each criterion and final marks,
- (b) names of shortlisted candidates, that is a maximum of five (5), all the candidates if less than five applicants but not less than three (3) to be summoned before the Special Council Meeting.

- x. The Report of the Evaluation Committee and individual mark sheets compiled by each member should be kept confidentially under the custody of the Secretary to the Council.
- xi. The Special Council Meeting summoned for the purpose of recommending three names of candidates to the Commission should be held **on the same day** of holding the Evaluation Committee Meeting.
- xii. The Secretary to the Council shall ensure that copies of all the documents as per paragraphs (iii) and/or (iv) above submitted by all candidates along with the **Mark sheet II** are duly circulated among all the Council members and the Observer appointed by the UGC, along with the notice of holding the Special Council Meeting to recommend three names to the Commission for consideration of the appointment to the post of Vice-Chancellor in terms of Section 34(1) of the Universities Act.

However, when an incumbent member(s) of the Council is a candidate, the Secretary to the Council should not summon such member(s) to the Special Council Meeting, and also ensure that the applications submitted by candidates are not circulated to such a member(s).

- xiii. The Report of the Evaluation Committee shall be tabled by the Secretary to the Council at the Special Council Meeting for scrutiny and approval of its members present prior to summoning the candidates for presentations.
- xiv. Candidates shortlisted by the Evaluation Committee and approved by the Council shall be summoned before the Special Council Meeting for a brief presentation of a minimum of ten (10) minutes duration but not exceeding fifteen (15) minutes. However, no candidate shall participate for a presentation and evaluation of other candidates even though such candidate is a Member of the Council. In an exceptional situation, if any candidate is not in a position to appear before the Special Council Meeting, he/she shall be allowed to make the presentation *via video conferencing*.

The Members of the Council present at the Special Council Meeting shall use the prescribed **Mark sheet II** given in **Annex II**. Each Member of the Council shall make their own assessment of each shortlisted candidate by giving marks on a scale of 1-10 individually for each Criterion prescribed, and finally computing the total marks accrued by each candidate by adding up the marks assigned for each Criterion. The Criteria and Weightages given in the Mark sheet prescribed shall not be changed.

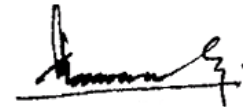
Total marks accrued by each shortlisted candidate shall be calculated by averaging total marks given to candidates individually by each member of the Council, and the composite mark sheet must be prepared and signed by all members present at the Special Council Meeting.

The Report of the Special Council Meeting should be prepared by listing three names in the order of marks obtained by each candidate and signed by each member of the Council present at the Special Council Meeting.

- xv. The Report of the Special Council Meeting recommending three names of the candidates along with the documents, submitted by them as per Paragraphs (iii) and/or (iv) above shall be forwarded to the Commission. The Report of the Evaluation Committee, and individual Mark sheets of the Members of the Evaluation Committee and Members at the Special Council Meeting along with composite mark sheets of two assessments shall also be sent along with the above-mentioned documents.
 - xvi. It is a mandatory requirement for Members of the Evaluation Committee and the Members of the Council to be physically present at the proceedings of the respective meetings except under exceptional circumstances, and they should refrain from divulging any information with regards to such proceedings.
3. Where the advertisement fails to find three applicants, the process shall begin afresh by publishing the advertisement more widely. The process shall be repeated until three candidates are recommended by the Council to the UGC.
 4. Provisions of this Circular and New Procedure contained therein are effective from 04th May 2020 and the Commission Circular No.04/2018 of 28.06.2018 is hereby repealed. Any action taken (if any) under the said Circular No.04/2018 on or after 06.02.2020 is void and has no avail.

As instructed by the letter dated 06.02.2020, those Universities which were prevented taking of any steps or had suspended the process so initiated in line with the Commission Circular No.04/2018, should begin the process afresh based on this new Commission Circular.

5. Please take action accordingly.



Senior Prof. Sampath Amaratunge
Chairman

- Copies:
1. Secretary to H.E the President
 2. Secretary/ Ministry of Higher Education, Technology and Innovations
 3. Chairman's Office/UGC
 4. Vice-Chairman/UGC
 5. Members of the UGC
 6. Secretary/UGC
 7. Deans of Faculties
 8. Registrars of Universities
 9. Accountant/UGC

10. Bursars of Universities
11. Librarians/SAL/AL of the Higher Educational Institutions/Institutes
12. Deputy Registrars/ Snr. Asst. Registrars/Asst. Registrars of
Campuses/Institutes
13. Deputy Bursars/Snr. Asst. Bursars/ Asst. Bursars of Campuses/Institutes
14. Internal Auditor/UGC
14. Govt. Audit Superintendents of Universities
16. Snr. Asst. Int. Auditors of HEIs
17. Secretaries of Trade Unions
18. Auditor -General

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