



## UNIVERSITY GRANTS COMMISSION

Establishments Circular Letter No. **02/2011**

20, Ward Place  
Colombo 07  
February 14, 2011

Vice Chancellors of Universities  
Rectors of Campuses  
Directors of Institutes

### **SELECTION PROCEDURE FOR APPOINTMENT TO THE POST OF ASSOCIATE PROFESSOR/PROFESSOR**

Your reference is invited to Commission Circular No.916 of 30.10.2009 and subsequent Establishments Circular Letter No.04/2010 dated 19.03.2010 regarding the schemes of recruitment/ promotion for Associate Professor/Professor.

Since, then, some Members appointed by the Commission to the Selection Committees for the posts of Associate Professor/Professor have brought to the notice of the Commission that there are some discrepancies in the selection procedure adopted by Universities and in the allocation of marks by external reviewers as well as by the internal panel. Several senior academics have also made representations on this matter to the Commission citing instances where candidates do not receive a fair selection due to the different methods adopted or followed by the Selection Committees and the University concerned.

The Commission at its 817<sup>th</sup> meeting held on 2<sup>nd</sup> December 2010 having considered the above mentioned representations, decided to inform all the Universities to strictly follow the instructions stipulated in the above cited circulars when appointments (recruitments /merit promotions) to the posts of Associate Professor/Professor are made by Higher Educational Institutions.

The Commission further decided that the Selection Committee should not change or alter the marks given by the external reviewers as well as the internal panel. Yet, the Selection Committee could examine all the relevant documents relating to the evaluation process of the application/s submitted by candidate/s and a recommendation could be made for appointment of a third reviewer if it feels necessary. On receipt of comments from a third evaluator a final decision should be reached by the Selection Committee following the guidelines in the marking scheme.

contd..

The criteria specified in preceding paragraph is also applicable for those applicants who have applied on or after 01.12.2005 for cadre chairs as well as for merit promotions under Commission Circular No. 869 of 30.11.2009 and for the applicants who were in service in the Higher Educational Institutions/Institutes concerned as at 01.12.2005 and applying for professorial positions by promotion on or before 30.11.2009 under Commission Circular No.723 of 12.12.1997.

Please take action accordingly.



(Prof. Gamini Samaranyake)  
Chairman

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