

FACULTY OF GRADUATE STUDIES

GUIDELINES FOR THE SELECTION OF THE DEAN

1. Registrar of the University of Ruhuna (UOR) shall call applications under the instructions of the Council of the UOR by open advertisement from eligible internal academic staff.
2. Position of the Post of Dean shall be advertised **two (02) months** prior to the expiry of the term of office of the incumbent Dean. The advertisement shall accompany the selection criteria approved by the council of UOR.
3. Permanent members of the academic staff of University of Ruhuna, holding **the positions of Associate Professor, Professor, and Senior Professor of the University**, are eligible to apply for the post of Dean as per the Faculty of Graduate Studies Ordinance No. 05 of 2020 published with the Gazette of the Democratic Socialist Republic of Sri Lanka, Extraordinary, No. 2213/11 dated 02.02.2021.
4. Interested individuals shall prepare applications along with a self-assessments based on the selection criteria and forward to the Registrar of the University
The application should include;
 - i) A completed application form
 - ii) An updated CV of the applicant
 - iii) A complete self-assessment report prepared according to the marking scheme together with relevant documentary evidence
 - iv) Vision statement of the applicant

(Incomplete applications will not be considered for evaluation)
5. **All members of the BGS, except applicants among them (if any)**, shall evaluate all applications according to the selection criteria and place them in a hierarchical order of marks and it should be presented to the BGS with the allocation of marks. The maximum marks allocated for the selection criteria 1.0, 2.0, and 3.0 in the marking scheme shall be as stated in Table 1.
6. **A special meeting of the BGS shall be called for this purpose. However, if any BGS member has applied for the post, he/she shall refrain from attending the meeting when the BGS selects the three candidates to be nominated.** BGS shall select three (03) applicants placing them **in hierarchical order and** forward to the Council of the UOR **with relevant marks.**
7. Candidates selected by the BGS shall be summoned before the Council Meeting for a brief presentation **of a minimum of ten (10) minutes duration but not exceeding fifteen (15) minutes, on his/her plan/vision for the FGS during the tenure as the Dean/FGS.**
8. The Council shall assign marks not exceeding a score of 100 (Table 1) for the candidates considering his/her plan/vision for the FGS. At the end of presentations, the Chairman of the Council (Vice Chancellor) shall announce the total marks attained by each candidate, inclusive of the marks assigned by the Council.
9. Then the Council shall vote to select one of the nominated candidates as the Dean/FGS.
10. **If the number of applications is less than 03, still the applications received shall be processed in the same manner**

Criteria for the Selection of the Dean, Faculty of Graduate Studies

Applicant's academic qualifications, contribution to institutional development, research profile and administrative experience would be approved by the Council of the UOR.

1.0 Scholarship, Teaching and Academic Development

| | | |
|-------|--|-----------------|
| 1.1 | Academic Qualifications | Limit |
| 1.1.1 | Doctorate or equivalent higher degree | 4 points |
| 1.1.2 | MPhil | 2 points |
| 1.1.3 | Masters' degree with full time 2 years research component | 2 points |
| 1.1.4 | Any other Masters' degree with less than 2 years research component | 1 point |
| 1.2 | Service as an academic | |
| 1.2.1 | Senior Professor 1.5 points / year | No limit |
| 1.2.2 | Professor 1 point /year | No limit |
| 1.2.3 | Associate Professor (0.5 point / year) | No limit |
| 1.3 | Postgraduate Supervision | |
| | Principal supervisor | |
| 1.3.1 | Ph.D - 4 points degree | No limit |
| 1.3.2 | M.Phil. (Two-year full time research degree) - 3 points/degree | No limit |
| 1.3.3 | Any Masters' degrees of full time 2 years research component - 3 points/degree | No limit |
| 1.3.4 | Any Masters' degrees of 2 years duration, with a research component of one year duration and a credit value not less than 30 - 1 point/program /year | Max. 10 |
| 1.3.5 | Any Masters' degrees of 2 years duration, with a research component of less than one year duration and a credit value of 15-29 – 0.5 point/program /year | Max. 10 |
| | Co supervisor* ¹ | |
| 1.3.6 | Ph.D - 3 points degree | No limit |
| 1.3.7 | M.Phil. (Two-year full time research degree) - 2 points degree | No limit |
| 1.3.8 | Any Masters' degrees of full time 2 years research component - 2 points degree | No limit |
| 1.4 | Institutional development | |
| 1.4.1 | Development of new degree programs- marks allocated according to contribution (completed and implemented) * ² - 4 points per degree | Max.12 |
| 1.4.2 | Planning and development of new laboratories - according to contribution (completed and functioning) * ² - 3 points per project | Max.09 |
| 1.4.3 | Research grants received* ³ | |
| | (a) Funds received from international sources 1 point per US\$ 2500 or its equivalent (USD) Up to 10 points/grant | 25 marks |
| | (b) Funds received from national sources 1 point per SLR equivalent to USD 2500 at the rate in the year the grant received | 25 marks |

2.0 Research and creative work

2.1 Peer reviewed publications

| | | |
|-------|--|----------|
| 2.1.1 | Peer reviewed publications (including invited editorials in indexed journals) in recognized journals | No limit |
| I. | Paper in a peer reviewed indexed journal* ⁴ | 5 points |
| II. | Paper in a peer reviewed non-indexed journal that publishes at least two (02) issues per year | 3 points |
| III. | Paper in a peer reviewed non-indexed journal that publishes at least one (01) issue per year | 2 points |

Note 1 *The Candidate must produce evidence that the journals claimed under 2.1.1 are published at least twice a year and are indexed.*

Note 2: *For joint authorship, distribution of marks among authors shall be done according to the following the guidelines.*

- i) *For single-authored publications, the author will receive 100% of the marks allocated for the paper.*
- ii) *For publications with one additional author, the first author will receive 60% of the marks and the second author will receive 40% of the marks.*
- iii) *For publications by more than two authors, the first author will receive 40% of the marks and the other authors will receive an equal share of the remaining 60% of marks.*

Note 3: *If any Publication from Fake/Predatory journals is included, the applicant will be disqualified; however, the applicant shall be given a chance to defend himself/herself by producing evidence to prove that the relevant publication is not from a fake/predatory journal.*

| | | |
|-------|--|----------|
| 2.1.2 | Peer reviewed Presentations at National/International Conferences/ Symposia | |
| | (a) Published as full papers – up to 1 point/paper | Max.15 |
| | (b) Published as an abstract – up to 0.75 point/abstract | Max.15 |
| 2.2 | Citation of the applicant’s work by others in books and refereed journals (0.5 point per citation up to a max. of 05 points per paper) | Max. 100 |
| 2.3 | Editor-in-Chief of journals - up to 1 points / journal / year | Max. 04 |
| 2.4 | Reviewer of an indexed journal* ⁴ - up to 2 points / journal | No Limit |
| 2.5 | Reviewer/Editorial Board Member of journals - up to 0.5 points / journal /year | Max. 02 |
| 2.6 | Patents in the relevant field | |
| | (a) National patent – up to 2 points / patent | Max.10 |
| | (b) International patent – up to 4 points / patent | No limit |
| 2.7 | Recognized National/ International /Vice Chancellors awards up to 3 marks/award | No limit |

3.0 University and National Development Activities

| | | |
|------|---|---------|
| 3.1 | Vice Chancellor - 3.0 points/year | Max. 18 |
| 3.2 | Deputy Vice Chancellor - 2.0 / year | Max. 12 |
| 3.3 | Rector of a campus - 1.5 points/year | Max. 09 |
| 3.4 | Dean of a Faculty - 1.5 points/year | Max. 09 |
| 3.5 | Director of University College or Institute - 1.5 points/year | Max. 09 |
| 3.6 | Chairperson of a Board of Study in FGS/PGI - 1 point/year | Max. 06 |
| 3.7 | Head of a Department of a University - 1 point/year | Max. 06 |
| 3.8 | Director / Coordinator of a Centre /Unit or Equivalent Institution recognized by the Senate of the relevant University - 1 point/year | Max. 09 |
| 3.9 | Coordinators of Postgraduate Programs -1 point/year | Max. 03 |
| 3.10 | Coordinators for University level Project/Activity - 1 point/year | Max. 03 |
| 3.11 | Senior Student Counselor - 1 point/year | Max. 03 |
| 3.12 | Proctor - 1 point/year | Max. 03 |
| 3.13 | Deputy senior student counselor - 1 point/year | Max 03 |
| 3.14 | Deputy Proctor - 1 point/year | Max. 03 |
| 3.15 | Student Counselor - 0.5 point/year | Max. 03 |
| 3.16 | Career Guidance Counselor - 0.5 point/year | Max. 03 |
| 3.17 | Academic Counselor - 0.5 point/year | Max. 03 |
| 3.18 | Warden of a Residential Hall - 0.5 point/year | Max. 03 |
| 3.19 | President/Secretary/Treasurer of an approved Society in the University - 1 point/year | Max. 03 |
| 3.20 | President/Secretary/Treasurer in University Teacher's Union/University Alumni Associations at National level - up to 1 point/year | Max. 03 |
| 3.21 | Membership of Councils, Boards of Management/ Boards of Study in other Universities/Higher Educational Institutes (not ex-officio posts) - 1 point/year | Max. 03 |
| 3.22 | Any other University Development Activities - 1 point/activity | Max. 03 |

*¹ For degrees with more than one co-supervisor, each co-supervisor will receive an equal share of the allocated marks.

*² Coordinator of the project will get 50%, and the other 50% will be divided among the other members of the team

*³ In Multi-party Grants, the amount of the funds allocated for the University of Ruhuna will be used as the basis for calculation. For Grants with one co-investigator (CI), the Principal Investigator (PI) will receive 60% of the marks and the CI will receive 40% of the marks. For Grants with more than one CI, PI will receive 40% of the marks and the CIs will receive an equal share of the remaining 60% of marks.

*⁴ Recognized indexed journals are listed under:

- I. Science Citation index (SCI)/SCI Expanded
- II. Social Sciences Citation index
- III. Arts and humanities Citation index
- IV. Library and Information Science Abstracts (LISA)
- V. Library, Information Science and Technology Abstracts (LISTA)

Minimum qualifying criteria

To be qualified to apply, a candidate;

1. Should possess PhD or MD (medical)
2. Should have been a principal supervisor of at least one PhD/MD or two MPhil degrees
3. Should have published at least five papers in recognized indexed journals*⁴
4. Should have scored a minimum of 10 marks from Section 3

Table 1 Maximum Marks assigned for each selection criterion of the marking scheme for the selection of Dean/FGS

| Criterion | Evaluating body | Maximum/ceiling marks |
|--|-----------------|-----------------------|
| 1.0 Scholarship, Teaching and Academic Development | BGS | 200 |
| 2.0 Research and Creative work | BGS | 500 |
| 3.0 University/National Development Activities | BGS | 100 |
| 4.0 Plan/vision for the FGS during the tenure as the Dean/FGS and Communication skills | Council | 100 |
| TOTAL | | 900 |

----- // -----