

## **Procedure for the appointment of Vice Chancellor – University of Vocational Technology**

**(Adapted from UGC Circular NO. 03/2023)**

1. Applications for the Post of Vice-Chancellor shall be invited by the Director General of the University (Secretary to the Board of Governors) by a notice published in the national newspapers in three languages (Sinhala, Tamil, English). Such notice shall specifically refer to this Procedure for the appointment of Vice Chancellor which is to be made available in the official website of the university.
2. The applicants should be citizens of Sri Lanka and shall be less than 61 years of age on the date of closing of the applications.
3. The Director General shall publish the notice calling applications, (a) 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 or within a period as directed by the line ministry in the event of a vacancy created by resignation or removal from office under Section 11(9) of the University of Vocational Technology Act No 31 of 2008, or in any other way the incumbent Vice Chancellor ceases to hold the office of Vice Chancellor.
4. The Board of Governors of the University shall appoint a suitable Search Committee comprising three (3) persons. Two (2) shall be senior academics in the rank of Senior Professor/Professor and one (1) shall be a professional of equivalent status from the industry who are not members of the Board. The Search Committee shall search for and encourage eminent persons to apply when the Director General advertises the vacancy. The members of the appointed Search Committee shall appoint one of its members as the Chairperson of the Committee. However, any eminent person encouraged by the Committee to apply has no preferential right to be the Vice-Chancellor or any preference in the evaluation process stipulated below.
5. The prospective applicant shall be requested to submit, together with the application, a Statement of Vision for the development of the University, a brief account of what the applicant proposes to achieve if appointed to the post of Vice-Chancellor and a full Curriculum Vitae including the date of birth of the applicant. In addition, a soft copy of the above documents together with any other supporting documents in PDF format should be submitted to the electronic mail address specified by the Director General in the advertisement.
6. Where the incumbent Vice Chancellor is an applicant or had held the post of Vice Chancellor of the University before, the applicant shall give a Report highlighting accomplishments during the applicant's first period of the office, in addition to the documents mentioned in Paragraph (5) above. A soft copy of this report in PDF format should also be submitted to the electronic mail address specified by the Director General in the advertisement.
7. The Secretary to the Board, immediately after publishing the advertisement calling applications for the Post of Vice-Chancellor of the University, shall request the line ministry for appointment of a suitable person to serve as the Observer in the Special Board of Governors' Meeting proceedings. The Person to be appointed shall be a former Vice Chancellor from any University established under the Universities Act No. 16 of 1978 other than the University of Vocational

Technology. The line ministry shall provide the Terms of Reference of the Observer of the line ministry at the time of appointment.

8. Secretary to the Board shall be the Convener of the special board meeting and the applicant shall convene the special Board of Governors' meeting on a working day within two months after the closing date of applications, and invite the Applicants in person before the Special Board meeting for an interview. Provided in an exceptional situation, if any Applicant is not in a position to appear before the Special Meeting of the Board in person, the applicant shall be allowed to appear via virtual mode, with prior notice to the Secretary.
9. The Secretary shall give minimum of 7 days' notice of such Special Board of Governors' Meeting to recommend three names to the H.E The President for consideration of the appointment to the post of Vice-Chancellor in terms of Section 11(1) of the University of Vocational Technology Act No 31 of 2008
10. Secretary to the Board shall also ensure that the copies of all the documents as per paragraphs (5) and/or (6) above submitted by all Applicants in a soft copy along with the Mark Sheet given in the Annexure hereto in hard copy, are circulated among all the members of the Board and send to the Observer appointed by the line ministry, at least two weeks prior to the scheduled date of the Special Board meeting. However, when an incumbent member(s) of the Board is a candidate, the Secretary to the Board should not summon such member(s) to the special board meeting, and also ensure that the applications and other documents submitted by candidates are not circulated to such a member(s).
11. The Observer appointed by the line ministry shall be present at the Special Meeting of the Board.
12. If Vice Chancellor is an Applicant for the Post of the Vice Chancellor, the Board of Governors at the special meeting shall appoint a temporary Chairperson either unanimously or by majority, for the purpose of chairing the Special Board Meeting.
13. If any issue arises as to the manner of conducting the meeting, in pursuance of this procedure for the appointment of Vice Chancellor or any matter arisen out of this procedure at the Special meeting, before any decision is made by the Chairperson, he/she should obtain views of the Observer appointed by the line ministry. However, if any issue is observed as to the interpretation in any matter in this Circular or the manner of conducting the Special Board Meeting, prior to such Meeting, the Secretary shall obtain the line ministry interpretation and instructions, in writing.
14. The Members of the Board of Governors present at the Special Board Meeting shall use the prescribed Mark Sheet given in Annexure hereto, for the purpose of giving marks to the Applicants. Provided that no Member is allowed to participate in the Special Board Meeting via virtual mode or any other means of remote access.
15. Applicants shall be invited before the Special Board Meeting and will be requested to make a brief presentation of a minimum of ten (10) minutes duration but not exceeding fifteen (15) minutes. No other Applicant or any other person unless authorized by the Board, shall be permitted to be present at the meeting venue of the Special meeting or listen to the presentation of other candidates, even though such Applicant is a Member of the Board.

16. The Chair or any member of the Board has the right to question any Applicant to elicit further information as to matters mentioned in the applicant's Statement of Vision, Curriculum Vitae and presentation or to ascertain the applicant's suitability for the post of Vice-Chancellor.
17. The Members of the Board shall make their own assessment of each candidate by giving marks on a scale of 0-10 (10 being highest) individually for each of the Seven Criteria prescribed and compute the total marks accrued by each Applicant by adding up the marks assigned for each Criterion and place their signature. The Criteria and Weightages given in the Mark Sheet prescribed shall not be changed.
18. Total marks for each Applicant shall be calculated by averaging total marks under Seven Criteria given to the Applicants, by each member of the Board, and the composite Mark Sheet must be prepared and signed by all Board Members present at the Special Board Meeting and they should refrain from divulging any information with regard to proceedings of the Special Board meeting.
19. Final Mark Sheet signed by all Board Members participated at the Special Board Meeting shall be authenticated by the Secretary of the Board and by the Observer appointed by the line ministry.
20. The Report of the Special Board Meeting shall be prepared by listing Three (3) Names in order of marks obtained by each Applicant, together with the marks, and signed by each member of the Board present at the Special Board Meeting.
21. The Report of the Special Board Meeting recommending Three (3) names of the Applicants in order of marks, together with the Applications, documents submitted with Applications, notice convening Special Board meeting, Attendance Sheet of the Board, Individual Mark Sheets signed by the Board Members participated and Total composite Mark Sheet signed by all Board members participated at the Special Board Meeting authenticated by the Secretary and the Observer appointed by the line ministry shall be submitted to the Secretary of the line ministry, under confidential cover within three days from the date of the Special Board Meeting.
22. The Observer appointed by the line ministry shall, forthwith after the Special Board Meeting, present a Confidential Report to the Secretary of the line ministry, reporting the observations as to the manner of the selection, evaluation and interview process conducted and shall also report the views on any shortcomings in the selection process to enable the line ministry to take any appropriate action.
23. Upon receipt of the Report of the Special Board meeting recommending Three Names and upon receipt of the Report of the Observer appointed by the line ministry, having considered the matters contained in the Reports, the Secretary of the line ministry in pursuance to Part IV Section 11(1) of the University of Vocational Technology Act No. 31 of 2008, shall make the recommendation from the panel of three names recommended by the Board of Governors of the University for appointment of the Vice Chancellor.
24. Any interpretation as to matters in this Circular or applicability of the Circular, shall be decided by the line ministry and any such decision of the line ministry shall be final.
25. Where the advertisement fails to find three applicants, the process shall begin afresh by publishing the advertisement in a manner that receives wider coverage. The process shall be repeated until three candidates are recommended by the Board to the line ministry.

**Annexure**

## Assessment Scheme for the Council for Assessing Candidates for the Selection of a Vice-Chancellor (Mark Sheet)

A Seven Point Evaluation Scheme for Document Evaluation and Presentation (Please see overleaf for guidelines)

University : .....

No	Names of Candidates	Criteria, Scale of Marking and Weightages														Total Score
		Criteria 1		Criteria 2		Criteria 3		Criteria 4		Criteria 5		Criteria 6		Criteria 7		
		<u>Strategic Focus</u>		<u>Effective Leadership</u>		<u>Holistic Thinking /Conceptual Skills</u>		<u>Academic and Research Excellence</u>		<u>Personal Integrity</u>		<u>Professional Communication</u>		<u>Managerial Competence</u>		
		Ability to think strategically and steer the institution in line with institutional goals and national needs		Proven capability of leading an institution in an exemplary manner		Ability to see the "big picture" from global and national perspectives with an integrated approach		Proven track record in academic and research matters		Unblemished career with transparency in all dealings		Ability to communicate with clarity and confidence		Proven track record of consistent high performance in administration		
		20%		20%		10%		15%		10%		10%		15%		
		Marks (M) 0-10	Score (Mx2)	Marks (M) 0-10	Score (Mx2)	Marks (M) 0-10	Score (Mx1)	Marks (M) 0-10	Score (Mx1.5)	Marks (M) 0-10	Score (Mx1)	Marks (M) 0-10	Score (Mx1)	Marks (M) 0-10	Score (Mx1.5)	
1																
2																
3																
4																
5																

Name of the Council Member: .....

Signature: .....

Date:.....

## **Mark Sheet**

Guidelines for the Council Members on the use of the Mark Sheet.

- (i) Elements/ Attributes to be considered in arriving at a judgment of a candidate with respect to 7 criteria are given below.

### **Criteria 1:**

- (a) Clarity of the vision stated
- (b) Practicality of the vision stated
- (c) Quality and relevance of the strategies mentioned
- (d) Evidence for proven strategy implementation
- (e) Evidence for candidate's ability to think strategically on contemporary issues

### **Criteria 2:**

- (a) Significant institutional developments initiated/achieved as a Vice-Chancellor
- (b) Significant institutional developments initiated/achieved as Deputy Vice-Chancellor/Rector/Director of an Institute /Dean of a Faculty
- (c) Significant achievements/ developments or reforms initiated as a Head of Department or Director of a Centre/Unit or Director/Welfare or Proctor or in a similar capacity
- (d) Evidence of significant contributions in Executive/Non-executive Leadership positions held in Professional and Statutory Bodies, Public or Private Sector Organizations
- (e) Evidence provided on the recognition by the public at large

### **Criteria 3:**

- (a) Evidence of working with both public and private sectors on advisory capacity on sectoral/national development
- (b) Evidence of understanding complex challenges faced by the Institutions and demonstrating a holistic approach
- (c) Evidence for developing viable solution for institutional/academic/professional/issues with the engagement of all key stakeholders
- (d) Evidence for broader understanding of socio-economic and religious-cultural forces and their possible current and future impact on the institutions

### **Criteria 4:**

- (a) Career progression as an academic and the level of involvement in improving relevance and quality of study programmes
- (b) Evidence for proven track record of research performance and research promotions
- (c) Evidence of academic expertise in his/her discipline and other broad areas
- (d) Evidence for outstanding academic and research recognition at institutional/national international levels

### **Criteria 5:**

- (a) Evidence for unblemished tract record
- (b) Evidence for appreciations integrity
- (c) Evidence for guiding others ethically
- (d) Evidence for being a role model for the students and faculty

Criteria 6:

- (a) Evidence for persuasive speaking in public front
- (b) Evidence for leading successful discussion/deliberations
- (c) Evidence for publishing articles for general public
- (d) Evidence for communicating effectively within academic/scientific/public/media forums

Criteria 7:

- (a) Evidence for sound financial administration
- (b) Evidence for quality academic administration
- (c) Evidence for effectively managing human resources
- (d) Evidence for having sound understanding on statutes, establishment and financial management procedures pertaining to university administration

- (ii) Each Council Member shall perform a Desk Evaluation of respective candidates by examining the evidences/information provided by the candidates as per the Paragraphs 2(v) and/or 2(vi) of the **Commission Circular No. 03/2023 dated 10.04.2023**, and arrive at a tentative judgement on the extent of fulfillment of the criteria-specific elements/attributes of each criterion and assign a tentative mark in 0 to 10 scale for the respective criteria. Desk evaluation shall be completed before the scheduled Special Council meeting.
- (iii) The final marks for each criterion and the candidate's total score shall be arrived only after the presentation and interviewing the individual candidate.

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