

FACULTY OF GRADUATE STUDIES
GUIDELINES FOR THE SELECTION OF THE DEAN

01. Registrar of the University of Ruhuna (UoR) shall call applications under the instructions of the Council of the University of Ruhuna by calling applications from eligible internal academic staff for the post of the Dean of the Faculty of Graduate Studies
02. The advertisement for calling applications should be published 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.
03. Permanent members of the academic staff of the University of Ruhuna, holding the positions of Associate Professor, Professor, and Senior Professor 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
04. Interested individuals shall prepare applications along with a self-assessment based on the selection criteria and forward the applications to the Registrar of the University.

The applications shall consist of:

- (i) A covering letter addressed to the Registrar of the University
 - (ii) Duly completed application form for the Post of Dean of FGS
 - (iii) An updated CV of the applicant
 - (iv) A complete self-assessment report prepared according to the marking scheme, together with relevant documentary evidence
 - (v) Vision statement of the applicant
- (Incomplete applications will not be considered for evaluation)

05. All members of the Board of Graduate Studies (BGS), except applicants among them (if any), shall evaluate all applications according to the selection criteria in the Table 1 and place them in a hierarchical order of marks given by the BGS members.
06. A special meeting of the BGS shall be called for this evaluation process and any BGS member who has applied for the post shall refrain from attending the selection process.
07. At the special meeting, the BGS shall select three (03) applicants placing them in hierarchical order of marks (out of 900) and forward along with the applications of the selected three applicants and respective mark-sheets to the members of the Council of the UoR through the Registrar. Then the Registrar shall make arrangements to distribute them among the Council members at least one week before the Special Council meeting that will be summoned for selecting the Dean of the FGS.
08. Candidates selected by the BGS shall be summoned before the Special Council Meeting for a strategic presentation within ten (10) to fifteen (15) minutes, on his/her vision and strategic direction for the FGS during the tenure as the Dean of the FGS, if he/she is appointed.

09. Each Council member shall

(a) assign marks not exceeding a score of 100 (based on each criterion listed in Table 2 and the evaluation score given in the Table 3) for the candidates considering his/her presentation/performance at the Special Council meeting, and

(b) rank the three candidates according to the marks given by each council member.

10. The ranking of all of the Council members should be summarized by the Registrar in order to determine the final ranking of three candidates. The candidate ranked first shall be selected for the post of Dean of FGS and the Council may decide to cast a vote in case of equal ranking, if necessary.

11. At the end of the ranking process, the Chairman of the Council (Vice Chancellor) shall officially announce the name of the selected candidate for the approval of the Council.

12. The selection process shall be continued even if the number of applications is less than 03.
If the necessity arises, the Council has the discretion of recalling applications.

13. The Council's decision on this matter shall be final and conclusive.

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

Section 1 - Introduction

The Dean of the Faculty of Graduate Studies (FoGS) holds a pivotal role in shaping vision, advancing the research culture and strengthening the institutional reputation of the University of Ruhuna (UoR). Having recognized the significance of this responsibility, the Governing Council at its 469 meeting held on 11.06.2026, has approved the following criteria in selecting the Dean, FoGS, to ensure a transparent and merit-based selection process. These criteria highlight the multi-faceted contributions expected of the Dean of FoGS, emphasizing excellence in scholarship, research, leadership and engagement. They serve both as a framework for fair evaluation and as a reflection of the values and aspirations of the academic community of this university.

Section 2 - Selection Criteria

Marks will be allocated for the service/contributions rendered and achievements received after attaining rank of Associate Professor/Professor as appropriate.

1.0 Scholarship, Teaching and Academic Leadership (Max. 200 Marks)

1.1. Service as an Academic

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| 1.1.1. Professor - 105 marks + 5 marks/ year | No limit |
| 1.1.2. Associate Professor - 70 marks + 5 marks / year | No limit |

1.2. Postgraduate Supervision*¹

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| 1.2.1. Ph.D. – 6 marks / degree | No limit |
| 1.2.2. M.Phil. (Two-year full-time degree) – 4 marks/ degree | No limit |
| 1.2.3. Any Master's degree of full time 2-year research component – 4 marks/ | No limit |
| 1.2.4. Any Master's degrees of two years duration, with a research component
Marks of one year duration and a credit value not less than 30 - 2 marks /program/year | Max. 10 |
| 1.2.5. Any Master's degree of 2 years duration, with a research component of
Marks less than one year duration and a credit value of 15-29 - 1 mark /program / year | Max. 10 |

Note 1: Postgraduate Supervision – Distribution of Marks

Marks for postgraduate supervision shall be allocated according to the following guidelines.

- i. Single supervised thesis/dissertation - The sole supervisor will receive 100% of the marks allocated.
- ii. Joint supervision with one co-supervisor - The principal supervisor will receive 60% of the marks, while the co-supervisor will receive 40%.
- iii. Joint supervision with more than two supervisors - The principal supervisor will receive 40% of the marks, and the remaining 60% will be equally shared among all other supervisors.

1.3 Postgraduate Program Development

1.3.1 Development of postgraduate degree programs (SLQF Levels 9 & 10) No limit
Marks will be allocated according to the level of contribution (For programs completed and implemented) - 10 marks/degree

1.3.2 Development of postgraduate degree programs (SLQF Levels 7 & 8) No limit
Marks will be allocated according to the level of contribution (For programs completed and implemented) - 6 marks/degree

1.3.3 Development of course modules for postgraduate degree programs No limit
Marks will be allocated according to the level of contribution (for modules completed and implemented) - 2 marks /module (Applicable to any of the above program.)

1.4 Research Grants Received *2

1.4.1 International Research Grants – Marks will be allocated at the rate of 1 mark per US\$ 2500 (or its equivalent in USD), up to a maximum of 10 marks per grant.

25 Marks

1.4.2 National Research Grants - Marks will be allocated at the rate of 1 mark per LKR equivalent of US\$ 2500 (based on the exchange rate in the year the grant was received), up to a maximum of 10 marks per grant (Excluding university grants).

25 Marks

Note 2: A letter of confirmation of the grant, issued by the Bursar and listing the full names of all recipients must be attached to the application.

Distribution of Marks for Grants

Grants with one Investigator – The sole investigator will receive 100% of the marks allocated.

Grants with two Investigators – Each investigator will receive 50% of the marks allocated.

Grants with more than two Investigators - The principal investigator will receive 40% of the marks while the remaining 60% of the marks will be equally divided among all other investigators.

2.0. Research Excellence, Recognition and Creative Contributions (Max. 400 Marks)

2.1 Peer Reviewed Publications

- 2.1.1 Peer reviewed publications (including invited editorials in indexed journals) in recognized journals No limit

Marks will be allocated according to the following categories.

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|---|---------|
| I. Paper in a peer reviewed, recognized, indexed journal * ^{3,4} /paper | 5 Marks |
| II. Paper in a peer reviewed non-indexed, journal that publishes /paper at least two (02) issues per year | 3 Marks |
| III. Paper in a peer reviewed, non-indexed journal that published at /paper least one (01) issue per year | 2 Marks |

Note 3: The candidate must provide evidence that journals claimed under 2.1.1 are published at least twice a year and are indexed.

Note 4: Recognized indexed journals are listed below:

- 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)

2.1.2 Peer Reviewed Presentation at National / International Conference / Symposia

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|--|---------------|
| a) Published as full papers – up to 1 mark /paper | Max. 15 Marks |
| b) Published as an abstract – up to 1 mark /abstract | Max. 15 Marks |
| c) Presented with evidence up to 0.5 marks /presentation | Max. 15 Marks |

2.2 Citation Based Research Performance

Marks will be allocated based on Hirsch Index (h-index) of the Candidate as reported by Google Scholar (Commission Circular No 05/2018 dated 05/07/2018).

<u>Tier 4 *</u>	100 Marks
<u>Tier 4</u>	60 Marks
Tier 3	30 Marks
Tier 2	20 Marks
Tier 1	00 Marks

2.3 Patents in the Relevant Field

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|--|----------|
| a) National Patent - up to 5 marks /patent | No limit |
| b) International Patent - up to 10 marks /patent | No limit |

2.4 Scholarly Work

2.4.1 Chapters and Books of Scholarly Work (other than Textbooks) published in the relevant field.

(a) Recognized Publisher

up to 2 marks/chapter or up to 6 marks /book, whichever is less No limit

(b) Other publishers (self-published by the author)

up to 1 mark /chapter or up to 3 marks /book, whichever is less Max. 25 Marks

2.4.2 Editing of Collections of Essays and Books - up to 3 marks /book Max. 09 Marks

2.4.3 Textbooks for University Students published in the relevant field Max. 20 Marks

(a) Recognized Publisher - up to 5 marks /book

(b) Other Publisher (self-published by the author) - up to 2 marks /book

2.4.4. Scientific and Literary Communications Max. 04 Marks (Feature articles in newsletters and scientific magazines) - (up to 1 mark /article)

2.4.5 Published Orations and Presidential Addresses at National, Academic and Professional Bodies.

A published oration in this context refers to an invited ceremonial presentation of distinctive academic or scientific significance under the auspices of a recognized academic or professional body were:

(a) it is the only presentation,

(b) there is no discussion at the end and,

(c) the speech is printed and made publicly available.

- up to 2 marks /oration or address Max. 04 Marks

2.4.6 Commissioned Reports for National/International Bodies Max. 03 Marks - up to 1.5 marks /Report

2.4.7 Editing of Classical Work/Book Reviews Max. 08 Marks - up to 2 marks /book

2.4.8 Translation and Publication of Books of Scholarly Work Max. 04 Marks - up to 2 marks /book

2.5 Editor-in-Chief of a Journal Max. 10 Marks - up to 2 marks /journal / year

2.6 Reviewer of an Indexed Journal^{*5} Max. 20 Marks - up to 1 mark / journal

2.6.1 Reviewer/ Editorial Board Member of a Journal Max. 06 Marks - up to 1 mark / journal / year

2.7 Recognized National / International / Vice Chancellors Awards No limit up to 5 marks /award

Note 5: For joint authorship and patents, the distribution of marks among authors/contributors shall follow the guidelines below.

- i. Single-authored publications/patents - the sole author will receive 100% of the marks allocated for the paper.
- ii. Two authors/contributors - the first author/contributor will receive 60% of the marks, while the second author/contributor will receive 40%.
- iii. More than Two authors/contributors - publications by more than two authors/contributors, the first author/contributor will receive 40% of the marks, and the remaining 60% will be equally shared among all other authors/contributors.

3.0 University Development, Governance and Administrative Leadership (Max. 200 Marks)

3.1	Vice Chancellor – 6.0 marks /year	No limit
3.2	Deputy Vice Chancellor – 5.0 marks /year	No limit
3.3	Rector of a Campus – 4.0 marks /year	No limit
3.4	Dean of a Faculty – 4.0 marks /year	No limit
3.5	Director of University College or Institute – 3.0 marks /year	No limit
3.6	Head of Department of a University – 3 marks /year	No limit
3.7	Director/ Center for Quality Assurance - 3 marks /year	No limit
3.8	Proctor/Senior Student Counsellor - 3 marks /year	No limit
3.9	Deputy Proctor/ Deputy Senior Student Counsellor - 2 marks /year	No limit
3.10	Director/ Coordinator of a Centre / Unit or Equivalent Institute recognized by the Senate of the relevant University – 2 marks /year	No limit
3.11	Chairperson of a Board of Study in FGS/PGI – 2 marks / year	No limit
3.12	Coordinator of a Postgraduate Program - 2 marks /year	No limit
3.13	Coordinator of a University level Project/Activity - 2 marks /year	No limit
3.14	President/Secretary/Treasurer in University Teachers' Union/University Alumni Associations up to 2 marks /year	No limit
3.15	President/Secretary/Treasurer of an approved Society in the University – 1 mark/year	No limit
3.16	Student Counsellor – 1 mark/year	No limit

3.17	Career Guidance Counsellor – 1 mark/year	No limit
3.18	Academic Counsellor – 1 mark/year	No limit
3.19	Warden of a Residential Hall - 1 mark/ year	No limit
3.20	Chairperson of the Internal Quality Assurance Center -1 mark/year	No limit
3.21	Any Other University Development Activities -1 mark /year	Max 10 Marks

4.0 National and International Engagement (Max. 100 Marks)

4.1. Building Partnerships with Industry, Government & International Institutions to enhance research & carrier opportunities. -5 marks /partnership	No limit
4.2. Membership of Councils, Boards of Management, Boards of Study at other Universities/ Higher Educational Institutes (excluding ex- Officio posts) -2 marks /year	No limit

Table 1 - Maximum Marks Allocated Under Each Criterion in the Marking Scheme for the Selection of the Dean, FoGS

Criterion	Evaluating Body	Maximum / Ceiling Marks
1.0 Scholarship, Teaching and Academic Leadership	BGS	200
2.0 Research Excellence, Recognition and Creative Contributions		400
3.0 University Development, Governance and Administrative Leadership		200
4.0 National and International Engagement		100
TOTAL		900