

## Faculty of Graduate Studies

### GUIDELINES FOR THE SELECTION OF THE DEAN

1. Senior Assistant Registrar of the Faculty of Graduate Studies shall call applications under the instructions of the Council of the University of Ruhuna (UOR).
2. Position of the Post of Dean shall be advertised sufficient time prior to the appointment date. The advertisement should accompany the selection criteria approved by the council of University of Ruhuna.
3. Permanent members of the academic staff of University of Ruhuna, at the level of Associate professor and above shall apply for the post of Dean.
4. Interested individuals shall prepare applications along with a self-assessment based on the selection criteria and forward to Registrar of the University with copies of proof for their qualifications, except certificates which are available in the candidate's personal file.
5. Three (03) members committee including,
  - One internal member of the BGS
  - One external member of the BGS
  - One Senior academic of the UOR, who is not a member of the BGS

Shall be nominated by the Council for the evaluation of the applications.

6. The three-member committee shall evaluate all applications according to the selection criteria and place them in hierarchical order of marks and it should be presented to the BGS with the allocation of marks.
7. BGS shall select three (03) applicants placing them in hierarchical order and forward to the Council of the UOR. If necessary a special meeting of the BGS can be called for this purpose. However, if any BGS member has applied, he/she should stay away from the meeting when the BGS select three names to be nominated.
8. The Council shall make the final decision.
9. If the number of applications are less than 03, their applications shall be processed in the same manner and the recommendations shall be forwarded to the Council for the final selection.

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

Applicant's caliber in research and administration will be assessed according to the following marking scheme.

### 1. Academic Qualifications

- |     |  |           |
|-----|--|-----------|
| 1.1 | Doctorate or equivalent higher degree  | 04 points |
| 1.2 | MPhil  | 02 points |
| 1.3 | Masters degree of two years duration with a research component ( dissertation) | 01 point  |

### 2. Postgraduate Supervision Max. 12 points

Principal Supervision of PhD ,MPhil., or other postgraduate theses and dissertations (only for candidates who have successfully completed the degree)

- |     |   |          |
|-----|---|----------|
| 2.1 | PhD., DM.   | 4 points |
| 2.2 | MPhil. (Two year full time research degree)   | 2 points |
| 2.3 | M.A.,M.D. or other postgraduate research degrees of less than 2 years duration (Postgraduate reports and research reports submitted as a partial fulfillment of postgraduate taught courses are excluded) | 1 point  |
| 2.4 | Co-supervision of PhD, MPhil, or other postgraduate theses and dissertations (only for candidates who have successfully completed the degree)   |          |

50% of above marks

### 3. Research, Scholarship creative work

Note – 1: In the case of papers/publications with joint authorship, applicants should indicate their actual contribution to the work published and marks should be allocated accordingly.

Note – 2: Recognized Index journals are listed at <http://www.isinet.com/journal> under:

1. Science Citation Index Expanded ®(Web of Science)
2. Social Sciences Citation Index ®(Web Science)
3. Arts and Humanities Citation Index ®(Web of Science), etc.

Note – 3 : The Candidate must produce evidence that the journals claimed under 3.1.1 are published at least twice a year and are indexed.

### 3.1 Peer reviewed publications (including invited editorials in indexed journals)

#### 3.1.1 Research publications in refereed journals (full paper published)

- I. Up to 3 points/paper in a journal that publishes at least two issues per year
- II. Up to 2 points/paper in a journal that published less than two issues per year
- III. Add 2 points/paper if the paper is published in a recognized indexed journal

Note : The weightage among authors for each paper should be taken from the total marks claimed for the paper (i.e- including the above iii where relevant ).

#### 3.1.2 Peer reviewed Presentations with evidence at National / International Conferences / Symposia

- |  |        |
|--|--------|
| (a) Published as full papers – up to 1 point / paper         | Max.15 |
| (b) Published in abstract form – up to 0.75 point / abstract | Max.10 |
| (c) Presented with evidence up to 0.5 point/ presentation    | Max.05 |

#### 3.1.3 Citation of the applicant's work by others in books and refereed journals

0.5 point up to a maximum of 05 per paper.

#### 3.1.4 Editor-in-Chief of journals

up to 1 points / journal / year Max. 04

#### 3.1.5 Reviewer of an international journal

up to 2 points / journal No Limit

#### 3.1.6 Reviewer / Editorial Board Member of journals

up to 0.5 points / journal /year Max. 02

### 3.2 Patents in the relevant field

National patent – up to 2 points per patent Max. 10

International patent – up to 4 points per patent No Limit

### 4.0 Recognized National/ International / University of Ruhuna, or any other university Vice Chancellor's awards

- up to 3 marks each - No Limit

### 5.0 Research Grants received / Funds received from International sources 1 point per US\$ 2,500 or its equivalent (USD )

Funds received from National sources I point per Rs 500,000.00

Max. 10

## 6.0 University , National and International Development Activities

6.1 Vice Chancellor	up to 2 points/year	Max. 10
6.2 Deputy Vice Chancellor /Rector/Dean of a Faculty/ Director of a University Institute or a Research Institute	up to 1.5 points/year	Max. 06
6.3 Head of a Department of a University or equivalent position in any other Institution	up to 1 point/year	Max 04
6.4 Director / Coordinator of a Centre /Unit or Equivalent recognized by the Senate of the relevant University and approved by the UGC Institution	up to 1 point/year	Max. 03
6.5 Coordinators for Postgraduate Programmes , University level Projects	up to 1 point/year	Max. 03
6.6 Chief Student Counselor/Warden of a Residential Hall /Proctor /Director ,Career Guidance Unit /Director, Staff Development Unit	up to 1 point/year	Max. 03
6.7 Student Counselor /Career Guidance Counselor/Academic Counselor at least at faculty level	up to 1 point/year	Max. 03
6.8 President/Secretary/Treasurer of an approved Society in the University	up to 1 point/year	Max. 03
6.9 President/Secretary/Treasurer in University Teacher's Union/University Alumni Associations at National level	up to 1 point/year	Max. 03
6.10 Membership of Councils, Boards of Management/ Boards of Study in other Universities/Higher Educational Institutes, which are not ex-officio posts	up to 1 point/year	Max. 03