NOTIFICATION

The "Revised Tenure Track Statutes-2008, University of Agriculture, Faisalabad" with regard to Self Assessment Reports, Mid Probationary Review and Tenure Review, provide that:

2.10.2.3 Self Assessment Report

(a) A self assessment report shall be completed by every faculty member on tenure track. In this form the faculty member will document the teaching, research, advisory, consultative and administrative service rendered by him during the previous year. Where appropriate the self-assessment will be backed by documented evidence, that may include (i) course files, (ii) publications (published, submitted, in preparation), (iii) research project in progress and completed, (iv) report on industrial project undertaken (v) details of new courses developed or innovation introduced in course or laboratory work, (vi) requisite information about MSc, MPhil and PhD students supervised, and (vii) advisory and administrative services rendered.

2.10.2.4 Procedure for Grant of Annual Increase

(a) By 15th February each year every faculty member will complete and submit to the respective Department chairperson/director of the institute/principal of the college a self-assessment report.

(b) Completed report will be reviewed and verified by the respective department chairperson/director of the institute or principal of the college and forwarded with comments to the dean of the respective faculty, director of division/vice chancellor. The dean/director of division shall look at the reports from the various departments to ensure parity of assessment methodology, and shall forward the reports to the Vice Chancellor after noting his observations. The Vice Chancellor will present the reports in a meeting of the Syndicate of the University and any observations and note of dissent in case of his disagreement with the views/assessment of department/institute/college Head and/or dean of faculty/director of division shall be recorded.

(c) The Vice Chancellor shall make the final decision on assessment of the faculty members and shall forward the reports for record purposes to the Syndicate.

(d) Following allocation of budget to the University the Syndicate shall recommend to the Vice Chancellor the pay raise, if any, to be granted to the faculty members. The faculty member shall be entitled to a pay raise that may consist of three components.

i. One annual increment determined by the pay scale of the post to which the faculty member is appointed.

ii. Performance based pay increment determined by an evaluation of the performance report of the faculty member for the previous service year. The performance based
2.3.3 MID-PROBATIONARY REVIEW:

(a) For faculty members completing their first term appointment the first term review described in section 2.2.1 shall be considered to be the mid-probationary review.

(b) For faculty members directly appointed with probationary status, midway through the probationary period, it is mandatory that a full review report be made for all probationary faculty members.

(c) The faculty member shall prepare a comprehensive application dossier that includes letters of reference from his/her Ph.D. supervisor as well as others from eminent researchers in his/her area of specialization, and all publications in internationally abstracted journals.

(d) The chairperson/director/principal of the concerned department/institute/college shall form a Technical Review Panel (TRP) composed of eminent international academics and researchers in the relevant area, drawn only from technologically advanced countries. The TRP shall conduct a thorough review of the probationary member's progress along lines similar to those outlined for annual reviews. This review shall identify, in reasonable detail, the areas of strength and weakness of the probationary member. The review panel shall subsequently present a written review report to the chairperson/director/principal of the department/institute/college.

(e) The faculty member cannot be considered further for second term appointment if he/she receives a negative report from the Technical Review Panel.

(f) After discussion (written comments may or may not be employed) with at least the tenured members of the department/institute/college, the chairperson shall send a full written report on this review, including a summary of all the evaluations of the faculty members consulted, to the dean of the faculty or director of the division and director of the institute/principal of the college to the Vice Chancellor.

(g) The dean/director of division shall, in the light of standards of excellence necessary for the award of tenure at the faculty/directorate level, but bearing in mind the need for flexibility of standards of judgment both within and between disciplines, add an assessment of the probationary member's progress to the report of the chairperson and forward it to the Vice Chancellor. A full mid-probationary review report shall, therefore, consist of the evaluations of the Technical Review Panel, the chairperson, and the dean of the Faculty or Director of Division/Director of Institute or Principal of College. The review process shall be considered complete only when copies of the full report have been received by the probationary member and the department chairperson/director of the institute/principal of college. It is not anticipated that probationary members will necessarily have attained the standards required for the award of tenure by the time of their mid-probationary review. The aim of the required identification of the strengths and weaknesses of the probationary member is to give that member a clear picture of the performance levels by which she or he is to be judged and to offer the opportunity to correct deficiencies in the second half of the probationary period. The existence of some identified deficiencies in this review shall be considered normal, and this alone shall not be the basis for action against the probationary member.
2.3.4 TENURE REVIEW

a) In the final year of the faculty member's probationary period, it is mandatory that a full review report be made.

b) The Departmental Tenure Review Committee (DTRC) of the concerned department/institute/college shall conduct a thorough review of the member's fitness for tenure following the same procedure as outlined for the mid-probationary review.

c) The chairperson and director/principal, after approval of the DTRC shall recommend to the Dean and Vice Chancellor respectively that the probationary member be given tenure or not. The DTRC recommendation shall be accompanied by a full, written evaluation report including at least a summary of the evaluations of all faculty members consulted.

d) Should the DTRC recommendation be negative while the Technical Review Panel has given a positive report, the probationary member shall be notified immediately and in writing by the chairperson/director/principal and shall have ten working days to present a case for retention to the Dean/Vice Chancellor before the latter acts on the DTRC recommendation.

e) The Dean/Director of division shall normally abide by the chairperson’s recommendation. If the dean/director of the division decides not to follow this recommendation, the dean/director of division shall immediately and in writing inform both the probationary member and the chairperson, including a written statement of reasons, so that both may have ten working days in which to present their cases to the Vice Chancellor.

f) Similarly, if the Vice Chancellor decides not to follow the recommendation of the DTRC or the dean/director/principal, the Vice Chancellor shall provide a written statement of reasons to the faculty member, the department chairperson and the dean/director/principal.

g) Tenure can not be granted to a faculty member who receives a negative report from the Technical Review Panel.

h) The Syndicate shall make the final decision on the award of tenure. The Syndicate shall normally abide by the recommendations of the DTRC forwarded by the dean/director of division/institute/principal of college and finally by the Vice Chancellor. If the Syndicate considers not following the recommendation in which the Vice Chancellor, the dean of the faculty/principal of the college/director of the institute/division and the chairperson have concurred, or if there is a conflict in the recommendations made by these officers, the Syndicate shall immediately and in writing inform the probationary member and the officers involved in the decision and shall include a written statement of reasons. The probationary member and the officers involved shall have ten working days to present their cases to the Syndicate before the final decision is made.

(i) The probationary member and/or the DTRC may use the statement of reasons, should either wish to appeal the final decision. The probationary member and/or department/institute/college shall have ten working days from the receipt of any written reversal in which to initiate any appeal.
If awarded, tenure shall be effective immediately upon the faculty member's acceptance of the award.

The Vice Chancellor has been pleased to approve the following schedule for the Faculty Members working on TTS with regard to submission of Self Assessment Report, Mid Probationary Review and Tenure Review for necessary action:

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Description</th>
<th>Remarks</th>
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<tbody>
<tr>
<td>1.</td>
<td>Self Assessment Report for Annual Increase (for all categories)</td>
<td>Report should reach one month before completion of each year, in the Personnel Section.</td>
</tr>
<tr>
<td>2.</td>
<td>Mid Term Probationary Review (for Professors &amp; Associate Professors)</td>
<td>Report should reach three months before completion of two years, in the Personnel Section.</td>
</tr>
<tr>
<td>3.</td>
<td>Mid Term Probationary Review (for Assistant Professors)</td>
<td>Report should reach three months before completion of three years, in the Personnel Section.</td>
</tr>
<tr>
<td>4.</td>
<td>Tenure Review (for Professors &amp; Associate Professors)</td>
<td>Report should reach three months before completion of four years, in the Personnel Section.</td>
</tr>
<tr>
<td>5.</td>
<td>Tenure Review (for Assistant Professors)</td>
<td>Report should reach three months before completion of six years, in the Personnel Section.</td>
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</table>

The Vice Chancellor has further been pleased to decide that in case of non-compliance of above schedule, the same will be reflected in their respective reports.

Sd/-

(CH. MUHAMMAD HUSSAIN)
Registrar

Endst.No.PS-1(1) 18314-18514

Dated: 09-06-2011

A copy of the above is forwarded for information and necessary action to:-

1. All Deans/Director General/Directors. U.A., Faisalabad.
2. All Chairmen of Teaching Department, U.A., Faisalabad.
3. Prof. Dr. Saiyed I. Ahmed, HEC-Foreign Professor, Institute of Microbiology.
4. Principal, College of Agriculture, D.G. Khan.
5. Principal, UAF Sub Campus, T.T. Singh.
6. All Faculty Members working on TTS.
7. Treasurer.
8. Secretary to Vice Chancellor.

(DR. ABDUL HAFEEZ)