

***Terms and Conditions of Service and Procedure
for the Appointment of the Campus Director(s)
COMSATS University Islamabad Statutes, 2019***

TERMS AND CONDITIONS OF SERVICE AND PROCEDURE FOR APPOINTMENT OF THE CAMPUS DIRECTOR(S) COMSATS UNIVERSITY ISLAMABAD STATUTES, 2019

1. TITLE

These Statutes, framed in pursuance of Section 27 (1) (d, p) and Section 7 (e) of the COMSATS University Islamabad Act, 2018 shall be called the "*Terms and Conditions of Service and Procedure for Appointment of the Campus Director(s) COMSATS University Islamabad Statutes, 2019*".

2. COMMENCEMENT

These Statutes shall come into force from August 21, 2019.

3. DEFINITIONS

All expressions and terms used in these statutes shall have the same meanings as are assigned to them under Section 2 of the COMSATS University Islamabad Act, 2018 except the following:

- a. "*Act*" means the COMSATS University Islamabad Act, 2018;
- b. "*Appointing Authority*" means the Senate who shall exercise its powers to appoint the Campus Director(s);
- c. "*Search Committee*" means committee constituted by the Senate, under the said Statutes, for the recommendation of persons suitable for appointment as Campus Director(s).

4. APPOINTING AUTHORITY

The Campus Director(s) shall be appointed by the Senate, from a panel of three candidates recommended by the Search Committee constituted for the recommendation of persons suitable for appointment as Campus Director(s), on such terms and conditions as prescribed.

5. CONSTITUTION OF SEARCH COMMITTEE FOR APPOINTMENT OF CAMPUS DIRECTOR(S) OF COMSATS UNIVERSITY ISLAMABAD

- I. Search Committee(s) for the appointment(s) of the Campus Director(s) shall be constituted by the Senate in the manner prescribed by these Statutes, whenever required, and shall comprise of the following five members namely:

- a. Rector of the University who shall be the Chairperson of the Search Committee and thus shall preside over its meetings;
 - b. Two academics of eminence not employed by the University and one member of the Senate, to be nominated by the Senate;
 - c. One nominee of the Chairperson, Higher Education Commission;
 - d. The In charge/ Head of University HR Department at Principal Seat will be the Secretary of the Search Committee.
- II. The Search Committee thus constituted shall be notified by the Registrar of the University and shall remain in existence till the appointment of the Campus Director(s) has been made by the Senate. The said Search Committee shall be provided with all the required facilities for the said purpose, by the University administration, including meeting place, desired human resource, entertainment expenses, reimbursement of actual expenses to the members on account of prescribed TA/ DA, if applicable, etc.
- III. No member of Search Committee, who is a candidate for the post of Campus Director(s), shall take part in the proceedings of the said Committee.

6. PROCEDURE FOR APPOINTMENT OF CAMPUS DIRECTOR(S) OF COMSATS UNIVERSITY ISLAMABAD

- a. The University shall advertise the position(s) of Campus Director(s) in leading print, electronic and other media, as may deem appropriate, as per prescribed eligibility criteria.
- b. After the closing date for submission of applications, against the advertisement, the search committee shall scrutinize the documents and will assess/ evaluate the eligible short-listed candidates.
- c. While short listing the suitable persons for appointment as Campus Director(s), the Search Committee will give due consideration to the academic eminence; exposure to higher education system; Professional and Leadership Experience and publications of the candidates as per weightage guidelines attached as **Schedule-I**.
- d. The search committee shall finalize the list of all the candidates interviewed and will recommend a panel of three persons, in order of priority, within a period of three months from the last date fixed for the submission of applications, for the decision of the Senate.

- e. The panel of three persons, proposed by the Search Committee, for each position of Campus Director, shall be considered by the Senate and the name of one of the three candidates will be approved for appointment as Campus Director.
- f. The Senate may decline to appoint any of the three persons recommended by the Search Committee for the position of Campus Director and may seek recommendation of a fresh panel. In the event of a fresh recommendation being sought by the Senate the Search Committee shall make a proposal to the Senate, which may include the submission of a revised list of candidates, in order of priority, or it may propose for re-advertisement of the position(s) of the Campus Director(s).
- g. The Search Committee shall remain in existence till such time that the appointment of the Campus Director(s) has been made by the Senate and the new Director has assumed the charge.

7. TERMS AND CONDITIONS OF THE APPOINTMENT OF CAMPUS DIRECTOR(S)

A. Eligibility Criteria

- I. The candidate eligible to apply for the position of Campus Director(s) shall be an eminent academic administrator, not more than sixty five years of age on the last date fixed for submission of applications and fulfilling the following eligibility criteria:
 - a. PhD degree from an Institute of Higher Learning recognized by the Higher Education Commission, Pakistan;
 - b. At least 15 years' experience (National/ International) in an academic, research or management leadership positions;
 - c. Distinguished research, publications and administrative governance record.

B. The Tenure of Campus Director(s)

- I. The Campus Director(s) shall be appointed, by the Senate, for a tenure of four years on such terms and conditions as prescribed by the Statutes.
- II. The incumbent Campus Director(s) shall not be allowed any extension in his/ her tenure, however, subject to eligibility he/ she shall be entitled to compete again for the advertised post of the Campus Director(s) in accordance with the prescribed procedure.
- III. At any time when the Campus Director(s) intends to proceed abroad on official visit(s) or intends to proceed on leave the Rector shall be the leave granting

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authority. At any time when the office of the Campus Director(s) is vacant or the Campus Director(s) is absent or is unable to perform the functions of his/ her office due to illness, leave or some other cause, for a period not exceeding three months, the Rector shall make such an arrangement for the performance of the duties of the Campus Director(s) as he/she may deem fit. In case the absence/ leave period is more than three months or exceeds three months, the decision for making such an arrangement for the performance of the duties of the Campus Director(s), shall be taken by the Senate.

C. Pay and Perks of Campus Director(s)

- I. The pay of Campus Director(s) at the time of appointment will be as per Tenure Track Salary Package of Professor notified by Higher Education Commission and revised from time to time. The package shall be all inclusive. Annual Increment shall fall due on the first day after completion of each year of satisfactory service of contract.
- II. The Campus Director(s) shall be entitled to the use of chauffeur driven car maintained at the University's expense for official and private use, with 350 liters of monthly petrol for local travel.
- III. The Campus Director(s) shall be entitled for TA/ DA as per University's TA/ DA Rules for Category-A employees.
- IV. Medical Facility shall be admissible as per entitlement of Professors of the University.

D. Leave

- I. The Campus Director(s) shall be entitled for earned leave on full pay at four working days per month for the period of duty. The leave can be availed during the currency of the contract period and entitlement to leave shall expire on expiry of the contract, however, the un-availed leave can be en-cashed at the end of the contract, on the basis of last "Salary" drawn.
- II. If given another appointment, the un-availed earned leave in respect of previous contract shall not be carried forward.

E. Provident Fund and Gratuity

- I. The Campus Director(s) shall contribute @ 5% of his/ her "Salary" as Contributory Provident Fund and an equal amount shall be contributed by the University and the amount in balance (for both Campus Director(s) and University contributions, along with the profit earned thereon) shall be payable at the end of the completion of the said contract.

- II. One month "Salary" for each completed year of service as Campus Director(s) shall be payable as Gratuity, only at the end of the contract, on the basis of "Salary" last drawn under the said contract.
- III. Employer's contribution to Provident Fund and the Gratuity shall not be payable in case Campus Director is removed from his position by the Senate on the grounds of moral turpitude or gross misconduct including misuse of position for personal advantage of any kind on the part of the Campus Director.

F. Resignation from Service

The Campus Director(s) may resign from the position by giving three months advance notice. In case of immediate resignation three months' salary will have to be deposited by the Campus Director(s).

G. Removal of the Campus Director(s)

- I. The Senate may, pursuant to a resolution in this behalf passed by three- fourths of its membership, remove from service the Campus Director(s) on the ground of inefficiency, moral turpitude, physical or mental incapacity or gross misconduct, including misuse of position for personal advantage of any kind.
- II. The Rector may also make a reference to the Senate stating the instances of inefficiency, moral turpitude, physical or mental incapacity or gross misconduct on the part of the Campus Director(s) that have come to his/ her notice. The Senate, after consideration of the reference may, pursuant to a resolution in this behalf passed by two- thirds of its membership, remove the Campus Director.
- III. However, prior to a resolution for the removal from service of the Campus Director(s) being voted upon, in the Senate, the Campus Director(s) shall be given an opportunity of being heard.

Schedule-I

Campus Director's Appointment and Shortlisting Guidelines

S. No.	Criteria	Scoring Points	Max Points
A	Academic Qualification = (30 Points)		
	PhD	<ul style="list-style-type: none">• 30 Points for having PhD degree from the Top 100 QS Ranked Universities of the World• 28 Points for having PhD degree from the Top 101-300 QS Ranked Universities of the World• 26 Points for having PhD degree from the Top 301-500 QS Ranked Universities of the World• 24 Points for having PhD degree from an HEC recognized University other than Top 500 QS Ranked Universities of the World <p>Note: For allocating the points for PhD degree, the most recent, publicly available QS ranking will be referred to.</p>	30
B	Professional & Leadership Experience = (40 Points)		
	Points for Experience will be allocated for anyone or a combination of the following three categories, as the case may be: a) Experience in a senior academic, research or management leadership position in teaching/ research institutions	<ul style="list-style-type: none">• 3 points for every year in a full-time senior leadership position including Rector/ VC, Pro-VC, Dean or equivalent position• 2 points for every year in a full-time position as Chairperson/ Head of	40

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	<p>b) Experience in a senior leadership position in a large public or private sector Organization</p> <p>c) International exposure of working (teaching/ research/ management) in an International Organization</p>	<p>Department/ Director of University Department/ Center, Registrar, Treasurer, Controller of Examinations, Principal of a constituent College, University Professor or equivalent position.</p> <ul style="list-style-type: none"> • 3 points for every year in a full-time senior leadership position such as CEO, DG or equivalent 1st tier position. • 2 points for every year as Director CTO, CFO, COO or equivalent 2nd tier position • 3 points for every year in a full-time leadership position in International Organization. (International organizations will be those having International membership, scope and presence) • 2 points for every year in a full-time teaching/ research position after PhD, in Top 300 QS Ranked Universities of the World 	
C	PUBLICATIONS (30 Points)		
	<p>Research Publications, Articles, Conference Proceedings, Books/ Book Chapters/ Patents</p>	<ul style="list-style-type: none"> • 2 points for each research paper/ article/ conference proceeding in peer reviewed journal listed in ISI Web of Science, Scopus, or HEC recognized foreign or local journal • 1 point per Book Chapter and the 3 points per Book published by International academic publisher of repute, listed on the SENSE ranking of academic publishers • 1 point per Book Chapter and the 2 points per Book published by National academic publisher of repute as recognized by HEC 	30

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		<ul style="list-style-type: none"> • 2 points per patent granted as confirmed by respective National patent office 	
D	<p>For short-listing and qualifying for assessment/ interview by the Search committee, securing minimum of 75% marks (75 points) will be mandatory.</p> <p>The qualification points obtained during the short-listing process will carry 50% weightage in the total Points.</p>		
E	<p style="text-align: center;">Assessment/ Interview= (100 Points)</p> <p>Out of 100 points, the points secured by a candidate during the assessment/ interview carried out by the Search Committee will carry 50% weightage in the Total Points.</p> <p>The Search Committee shall be at liberty to assess/ evaluate candidates by means of multiple activities, if so decides, including but not limited to, testing (personality, aptitude, etc), interviewing, panel discussion, presentations or any other means as deem appropriate by the committee.</p> <p>The Search Committee will evaluate the candidates on different parameters of its choice, however, these may also include:</p> <ul style="list-style-type: none"> • Strategic Vision and Leadership Abilities; • Knowledge pertaining to Higher Education; • Personal Traits. 		
F	<p style="text-align: center;">Overall Merit= (100 Points)</p> <p>100 (50% of Qualification Points + 50% of Assessment/ Interview Points).</p>		

Notes:

1. Only full-time teaching/ research/ administrative/ management experience will be considered. No points for Additional Charge will be allocated while calculating experience.
2. In case of overlapping experience with in B(a), (b) and (c), the highest score in any category will be counted towards determining the merit of candidates.
3. Equivalent position will be decided by the Search Committee on a case-to-case basis
4. The Search Committee will determine the validity of Research Publications/ Articles; Books/ Book Chapters. The Search Committee may decide to appoint a Technical Review Committee for this purpose. Candidates will provide undertaking that points being claimed for a Research Article, Publication, Conference Proceeding are not being additionally claimed for a book/ book chapter or vice versa.

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