



UNIVERSITY GRANTS COMMISSION

COMMISSION CIRCULAR NO : 04/2018

No. 20, Ward Place
Colombo 07

June 28, 2018

Vice Chancellors of Universities
Rectors of Campuses
Directors of Institutes

APPOINTMENT TO THE POST OF VICE - CHANCELLOR

Your attention is invited to Commission Circular No. 14/2016 of 28.09.2016 on the above matter.

2. The University Grants Commission at its 986th meeting held on 10.05.2018 having considered the procedure being followed in recommending a panel of three names for the purpose of appointment to the post of Vice-Chancellor, decided to apply further amendments to the existing provisions.

3. Accordingly, universities are informed to follow the amended procedure as follows;

- i. Applications/Nominations for the post shall be invited by the Registrar of the University (Secretary to the Council) by a notice published in the newspapers. The applicants/nominees should be citizens of Sri Lanka. The Registrar shall advertise the vacancy within the period of month immediately falling prior to the period of 06 months, reckoning from the last date of the term of the incumbent Vice - Chancellor.
- ii. The Council of the University shall appoint a suitable Search Committee comprising three (03) senior academics in the rank of Professor or above to search for and encourage eminent persons to apply. At least one of the members of the Search Committee should be a Dean of the University who shall be the Chair of the Committee.
- iii. The applicant/nominee shall be requested to submit a statement of vision for development of the university, a brief account of what he/she proposes to achieve if appointed to the post of Vice-Chancellor and a full Curriculum Vitae including the date of birth of the applicant.
- iv. Where the present incumbent is an applicant, he/she shall give a report highlighting accomplishment during his/her first period of office, in addition to the documents mentioned in paragraph iii above.
- v. The Council shall appoint an Evaluation Committee comprising three (03) Council Members including a Chair. None of the members of the Evaluation Committee should be applicants or nominees for the post of Vice-Chancellor. The Evaluation Committee should report the assessment of qualifications, professional experience and vision statement of each applicant, to the Council prior to the election.

- vi. The Secretary to the Council shall ensure that copies of all the documents submitted by the applicants as per paragraphs iii and/or iv and v above are duly circulated among all the Council members and the Observer appointed by the UGC, along with the notice of holding a Special Council meeting for election of the next Vice-Chancellor, at least Seven (07) days prior to the date of election.

However, when a member of the Council is a candidate, the Secretary to the Council shall ensure that the Documents/Curriculum Vitae submitted by other candidates would not be circulated to such a candidate.
 - vii. The Secretary to the Council shall make a request to the UGC for the appointment of an Observer of the UGC 3 months prior to holding the election.
 - viii. All eligible applicants for the post of Vice-Chancellor shall be invited for a brief presentation of minimum ten (10) minutes duration but not exceeding 15 minutes, to the Council prior to commencing the election. However, no candidate shall participate for a presentation of other candidates eventhough such candidate is a Member of a Council. In an exceptional situation, if any applicant/nominee is not in a position to appear before the special Council meeting, he/she shall be allowed to make the presentation via video conference such as "Skype".
 - ix. Since the Council has to nominate 03 candidates, a ballot paper should be prepared containing the names of all eligible applicants and the final determination shall be made by the Council voting by secret ballot. Each Council Member is entitled to cast 03 votes for 03 different candidates. If a Council Member is a candidate, he/she is not eligible to vote. It is a mandatory requirement for all Council Members to physically be present at the time of voting and refrain from divulging any information of the proceedings of the election of Vice-Chancellor of a university.
 - x. At the election, if two or more candidates secure equal number of votes, for the first, second or third place, Council has the power to call for another round/s of vote, as necessary. The subsequent vote/s should be limited to the candidates who have secured equal number of votes and be taken immediately after announcement of the results of the previous vote. At every subsequent vote, each Council member is permitted to cast only one vote.
 - xi. The names of the three (03) persons in the order of the highest number of votes secured, along with the documents mentioned in paragraphs iii and/or iv above shall be forwarded to the Commission.
 - xii. Where the advertisement fails to find three applications, the process shall begin afresh by publishing the advertisement more widely. This shall be repeated until three persons are identified for transmission to the UGC.
4. Provisions of this Circular will be effective from 01.08.2018 and Commission Circular No. 14/2016 of 28.09.2016 will be repealed from that date without prejudice to any action taken so far in terms of the said circular.

5. Please take action accordingly.


Professor Mohan de Silva
Chairman

- Copies:
1. Secretary/ Ministry of Higher Education & Cultural Affairs
 2. Chairman's Office/UGC
 3. Vice-Chairman/UGC
 4. Members of the UGC
 5. Secretary/UGC
 6. Deans of Faculties
 7. Registrars of Universities
 8. Accountant/UGC
 9. Bursars of Universities
 10. Librarians/SAL/AL of the Higher Educational Institutions /Institutes
 11. Deputy Registrars/ Snr. Asst. Registrars/Asst. Registrars of Campuses/Institutes
 12. Deputy Bursars/Snr. Asst. Bursars/ Asst. Bursars of Campuses/Institutes
 13. Internal Auditor/UGC
 14. Govt. Audit Superintendents of Universities
 15. Snr. Asst. Int. Auditors of HEIs
 16. Secretaries of Trade Unions
 17. Auditor -General

File No. UGC/HR/2/3/238