



## **UNIVERSITY GRANTS COMMISSION**

**Establishments Circular Letter No: 16/2012**

No. 20, Ward Place,  
Colombo 07.  
30<sup>th</sup> October, 2012

Vice-Chancellors of Universities  
Rectors of Campuses  
Directors of Institutes

### **ELECTION OF A DEAN OF A FACULTY**

In terms of Section 49(1) of the Universities Act, No. 16 of 1978, a Dean should be elected from among the Heads of the Departments of Study comprising such Faculty and shall when so elected cease to be the Head of the Department of Study concerned.

Further, in terms of Section 49(2);

“The Dean shall, subject to the provisions of any appropriate Instrument, hold office for a period of three years reckoned from the date of his election and shall, unless removed from office, be eligible for re-election.”

Thus, in terms of the said provisions, the Heads of the Departments of study and the outgoing Dean are eligible to be elected as the Dean for a period of 3 years reckoned from the date of election.

The Universities are advised to take all necessary steps to hold the election of the Dean before the expiry of the period of the incumbent Dean. However, under unavoidable circumstances such as trade union actions, strikes and any other unforeseen incidents, resulting in the interruption of the normal functions of the University, the elections could be held after the expiry of the period of three years.

Therefore it should be emphasized that **the election of the Dean should not be restricted only to the Heads of Departments and outgoing Dean could also come forward as a candidate.**

Please take action accordingly.

  
**Prof. Gamini Samaranayake**  
Chairman

Cc:

1. Secretary/Ministry of Higher Education
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. Chief Internal Auditor JUGC
14. Govt. Audit Superintendents of Universities
15. Snr. Asst. Int. Auditors! Asst. Int Auditors of HEIs
16. Secretaries of Trade Unions
17. Auditor-General

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