



KHUSHAL KHAN KHATTAK UNIVERSITY, KARAK

Application Dossier for TTS Appointments

Affix four (04) recent
passport size
photographs

Post Applied for: _____

Department/Institute: _____

Instructions:

This application form, duly completed, should be submitted to the Office of Registrar, Khushal Khan Khattak University, Karak on or before the due date along-with:

- i. Attested photocopies of academic certificates, degrees, detail marks certificates, domicile, experience certificates and other relevant documents.
- ii. Demand Draft in favor of Treasurer Khushal Khan Khattak University, Karak or Bank/Online Deposit receipt in A/C No. IBAN PK56 UNIL 0109 0002 4706 0139 UBL Branch, Karak City (1369), as per following detail (as application processing fee):
 - a. Rs. 3000/- (non-refundable) for Professor.
 - b. Rs. 2500/- (non-refundable) for Associate Professor.
 - c. Rs. 2000/- (non-refundable) for Assistant Professor.
- iii. In addition to the above application processing fee, an amount of Rs. 4500/- and Rs. 3500/-, should also be deposited by the applicant for the post of Professor and Associate Professor respectively, as fee for evaluation of the research publications.
- iv. Person(s) already in employment should submit application form(s) through proper Channel along-with NOC issued by the Competent Authority.
- v. **Incomplete application form(s) and those received after the due date will not be entertained.**
- vi. Use additional sheets, if required.

A: PERSONAL

Name (in block letters) : _____

Father's Name (in block letters): _____

Religion: _____ Date of Birth: _____ Age on closing date: Days Months Years

Domicile: _____ Marital Status: _____ CNIC #: _____

Correspondence / Postal Address: _____

Permanent Address: _____

Email: _____ Telephone (Office/Res.). _____ Cell #: _____

B: ACADEMIC QUALIFICATIONS

Degree	University/Board	Subjects (Major)	Division	Year of Passing	Distinction (if any)
PhD					
MPhil					
MSc					
BSc					
FSc					
Matric					
Others					

C: PhD Details

Main Field: _____

Sub-field: _____

Thesis Title: _____

Date of Completion (DD/MM/YY): _____

D: TEACHING

a: Courses Taught

Course Title	Credit Hours

b. New Courses Developed

Course Title	Credit Hours

E: SERVICE RECORD (Start with your most recent position)

1: Post-PhD Teaching/Research Experience: _____ Years _____ Months _____ Days			
Institution	Position Held	Period	
		From	To

F: RESEARCH SUPERVISION

a:	PhDs Produced*: (Extra pages may be added if required) Total PhDs Produced: _____
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S. No.	Student's Name	Thesis Title	Year
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			

- i. PhD thesis currently under review of foreign referees: _____
- ii. PhDs produced to date: _____
- iii. PhDs under supervision: _____

* A student recommended for the award of degree by the concerned body/office.

b:	MPhil/MS/MSc Produced: (Extra pages may be added if required) Total MPhil/MS/MSc Produced: _____
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S. No.	Student's Name	Thesis Title	Year
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			

- i. MPhil/MS/MSc produced to date: _____
- ii. MPhil/MS/MSc students currently under supervision: _____

G: HIGHLIGHTS OF PROFESSIONAL ACHIEVEMENTS

a: List of Publications							
1a. Papers published in HEC recognized journals							
S #	Principal or Co-author	Complete Name of Journal and Address <u>with ISSN (Print) No.</u>	Title of Publication	Vol. No. & Page No.	HEC Category W/X/Y/Z	Year Published	Impact Factor + Citation (excluding self-citation)
1.							
2.							
3.							
4.							
5.							
6.							
7.							
8.							
9.							
10.							
11.							
12.							
13.							
14.							
15.							

Attach separate sheets of the same format, if required. A SOFT COPY of the same must be forwarded to registrar@kkkuk.edu.pk for endorsement purposes.

1b. Papers accepted in HEC recognized journals				
S. No.	Principal or Co-author	Complete Name of Journal and Address with ISSN (Print) No.	Title of Publication	Category W/X/Y/Z
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				
13.				
14.				
15.				

Attach acceptance letter from editor of the journal.
Attach separate sheets of the same format, if required.

b: Books authored (HEC Recognized)

S. No.	Title of the Book	Year, Publisher
1.		
2.		
3.		
4.		
5.		

6.		
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c: Chapters in edited books (HEC Recognized)

S. No.	Title of the Book	Year, Publisher
1.		
2.		
3.		
4.		
5.		

d: Research Projects (in progress)

Project Title	Principal/Co-Principal Investigator	Amount	Sponsoring Agency	Duration

e: Research Projects (completed)

Project Title	Principal/Co-Principal Investigator	Amount	Sponsoring Agency	Duration

f: Industrial Projects Undertaken

Project Title	Principal/Co-Principal Investigator	Amount	Sponsoring Agency	Duration

g: Patents

Patent Name	Patent No/ Certificate No	Year of Patent Obtained	Patent Agency	Amount

h: Conferences Organized

Conference Title (National or International)	Organizer	Location	Date	Sponsoring Agency

i: Conferences Participated

Conference Title (National or International)	Organizer	Location	Date	Sponsoring Agency

j: Awards

S. No.	Title of the Award	Organization
1.		
2.		
3.		
4.		

5.		
6.		

k: Others (not covered above) (1000 words maximum)

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H: ADMINISTRATIVE SERVICES RENDERED

Position	Responsibilities	Period	
		From	To

Two academic references:

1.
2.

Declaration: By signing below, I acknowledge that the above information is true to the best of my knowledge. Any misinformation would render me ineligible for the induction.

Date and Place: _____

Signature of the Applicant

**DEPARTMENTAL PERMISSION CERTIFICATE FOR
PERSON IN GOVERNMENT SERVICE**

Affix your recent
photograph here.

- (1) (a) Full Name of the advertised post: _____
- (b) Name of Department/Division/Ministry: _____
- (2) (i) Name of Candidate: _____
- (ii) Father's Name: _____
- (iii) CNIC Number: _____
- (iv) Designation (BPS/TTS): _____
- (v) Present department with complete address: _____

- (3) I have applied for the above post on the prescribed form separately. Departmental permission for submission of my application, may kindly be forwarded to the Registrar, Khushal Khan Khattak University, Karak. Closing date for receipt of application by the University is _____.

Dated: _____

Signature of the Applicant

- (4) Forwarded: Mr./Miss/Ms/Dr. _____ is employed in this department/institution/organization/university since _____. He/she holds a temporary/permanent/adhoc/contract post under the Federal/Provincial/Semi Government/Government/Autonomous/Corporation (strike out not applicable). His/her total continuous government service (Federal/Provincial is _____ Years _____ months _____ days.

- (5) The candidate has availed extraordinary leave for _____ Years _____ Months _____ days and/or has availed study leave for _____ Years _____ Months _____ days.
- (6) There is nothing adverse in his / her performance evaluation report (PER) / annual confidential reports/records, antecedents/character, which may render him/her ineligible/unsuitable for the post applied for.
- (7) There is no disciplinary case pending against him/her in the Department/Organization, where he /she is serving.

(to be signed by head of the Department/Division/Ministry (Official stamp must be affixed))



Date: _____

Signature of the Official

Name of the Official: _____

Designation: _____

Department: _____

Address: _____

INFORMATION REQUIRED BY THE HEC FOR ENDORSEMENT OF FACULTY APPOINTMENTS UNDER
TTS

(To be filled by the Applicant)

Terminal Qualification: PhD	Year:	Subject:	
Name and Address of the Institution awarding this terminal degree:			
Name (in block letters):			
Father's Name (in block letters):			
Address:			
i. Name and Address of the Institution Applying for: <u>KHUSHAL KHAN KHATTAK UNIVERSITY, KARAK.</u>			
ii. Address for Correspondence: _____			

iii. Permanent Address: _____			

iv. Email:		v. Telephone (Res):	vi. Cell:

Date of Birth:	Age (D/M/Y):	
Nationality:	CNIC #:	
Post PhD Exp. (D/M/Y):	Pre-PhD Exp. (D/M/Y):	Total Exp. (D/M/Y):
Position applied for (Tick one): ☐ Assistant Professor ☐ Associate Professor ☐ Professor		
My PhD thesis was evaluated by (Name, Institution, and Place)*:		
i. Name:	Institution:	Country:
ii. Name:	Institution:	Country:
iii. Name:	Institution:	Country:
Declaration:		
I Dr. _____ hereby solemnly declare that all the entries / information provided by me for appointment under TTS is correct and true in all respects. If it is found fake or having incorrect information, at any point of time, the undersigned is liable for the penalty to be decided by the competent authority and my appointment may be cancelled.		
Date:		Signature: _____

* This information needs to be provided only by those candidates who are applying for the post of Assistant Professor having a PhD Degree from Pakistan.

A – List of Publications in Journals Having Impact Factor*

(To be filled by the Applicant – For Prof. and Associate Prof. only)

S. #	Name of Author	Complete Name of Journal and Address with ISSN (Print) No.	Title of the Publication	Vol. No. & Page No.	Year Published	Impact Factor
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						

9.						
10.						
11.						
12.						
13.						
14.						
15.						
16.						
17.						

18.						
19.						
20.						

(Please attach separate list on the same format, if required)

* For all Sciences Disciplines publications only in Impact Factor (IF) Journals are acceptable for appointment under TTS. Impact Factor (IF) of a particular Journal can be checked from <http://www.isiknowledge.com>

Declaration:

I DR. hereby solemnly declare that all the entries / information provided by me for appointment under TTS is correct and true in all respects. If it is found fake or having incorrect information, at any point of time, the undersigned is liable for the penalty to be decided by the competent authority and my appointment may be cancelled.

Date: _____ Signature: _____

B – List of Publications in Journals recognized by the HEC for the purpose of TTS Appointment in Social Sciences Only

(To be filled by the Applicant – For Prof. and Associate Prof. in Social Sciences only)

S. #	Name of Author	Complete Name of Journal and Address with ISSN (Print) No.	Title of the Publication	Vol. No. & Page No.	Year Published
1.					
2.					
3.					
4.					
5.					
6.					
7.					

8.					
9.					
10.					
11.					
12.					
13.					
14.					
15.					
16.					

17.					
18.					
19.					
20.					

(Please attach separate list on the same format, if required)

* Journals recognized by the Higher Education Commission (HEC), for the purpose of TTS appointment. For details you may visit “HEC Recognized Journals” on the website of the HEC: <http://www.hec.gov.pk>

** HEC website may be visited for details about the categorization of Journals and their applications. Also for equivalence of book etc. to publication in recognized Journals, HEC website under ‘Academic Division’ may please be visited.

Declaration:

I Dr. _____ hereby solemnly declare that all the entries / information provided by me for appointment under TTS is correct and true in all respects. If it is found fake or having incorrect information, at any point of time, the undersigned is liable for the penalty to be decided by the competent authority and my appointment may be cancelled.

Date:

Signature:

PROFORMA FOR OBTAINING OPINION OF MEMBERS OF TECHNICAL REVIEW PANEL (TRP)* FOR APPOINTMENT ON TENURE TRACK SCHEME

A) Basic information regarding the applicant and appointment: (To be filled by the Registrar)				
a)	Full Name of candidate: _____			
b)	Name of Institute where this candidate has applied: _____			
c)	Present position of the applicant	☐ Assistant Professor	☐ Associate Professor	☐ Professor
	Present status of the applicant	☐ Tenure Track	☐ Full Tenure*	
d)	Departmental Tenure Committee (DTC) Recommendations	☐ Associate Professor	☐ Professor	
		☐ Tenure Track	☐ Full Tenure*	
B) Recommendation of the Reviewer: (To be filled by the Reviewer / TRP Member)				
a) Brief report of the strength of the candidate and basis of the recommendations being made:				
b) Recommendations:				
I recommend appointment of _____ under TTS* as (Tick one):				
☐ Associate Professor ☐ Professor				
☐ Tenure Track ☐ Tenured Faculty Member** ☐ Tenure Track ☐ Tenured Faculty Member**				
C) Personal information of the Reviewer: (To be filled by the Reviewer / TRP Member)				
Name:		Designation:		
Nationality:		Field of Study:		
Academic Position (Tick one):		☐ Associate Professor ☐ Professor		
Institution & Postal / Official Address:				
Phone #:		Email:		Website:
Declaration:				
This is to certify that the undersigned has evaluated the dossier of the candidate, stated above, with dedication and professional honesty without any personal / professional prejudice and biasness.				
Signature with Official Stamp: _____				

* For details the "Model Tenure Track Statutes" on the HEC website may be visited: <http://www.hec.gov.pk>

** Tenure Track and appointment as a tenured faculty member are two different things. Being on Tenure Track means that one holds the promise to be granted permanent Tenure. This means that a person on Tenure Track, during the next 4 years, has the potential to do good research, establish a research group and demonstrate research excellence in order to secure Tenured status.

CERTIFICATE / CHECKLIST

(To be filled in by the University Officials (Registrar) with proper signature & official stamp)

A). Personal Information of the Candidate:

Candidate's Name:

Father's Name:

CNIC #:

Subject / Area of Specialization:

Post Recommended by the Competent Authority:

☐ Assistant
Professor

☐ Associate
Professor

☐ Professor

Appointment approved by the Competent Authority as (Tick only one):

☐ Tenure Track
Appointment

☐ Tenured Faculty
Member

B). Descriptions (Based on "Minimum TTS Eligibility Conditions" for each appointment):

YES NO N/A*

- | | | | |
|---|--------------------------|--------------------------|--------------------------|
| • Candidate holds a PhD degree / Terminal Qualification in the relevant field from HEC recognized University / Institution | ☐ | ☐ | ☐ |
| • Has got the required number of Publications in Journals recognized by the HEC <u>for the purpose of TTS appointments</u> ** | ☐ | ☐ | ☐ |
| • Candidate meets the requirements of publications, in the last five years, in journals recognized by the HEC <u>for the purpose of TTS appointments</u> ** | ☐ | ☐ | ☐ |
| • Has got the required experience at Post-PhD / Post-PhD + Pre-PhD level | ☐ | ☐ | ☐ |
| • Candidate has been recommended by two neutral foreign experts of TRP in, clear context of Tenure Track OR Tenure appointment*** | ☐ | ☐ | ☐ |
| • The Institution has properly adopted and implemented TTS through its Statutory Bodies | ☐ | ☐ | ☐ |
| • This Proformae / Certificate is accompanied with properly filled in Proformae (2 copies) of the HEC Finance Division for financial releases (which will be forward to, if the case is endorsed) | ☐ | ☐ | ☐ |

Declaration:

This is to certify that all the entries / checklists are duly checked and verified by the undersigned against the original documentary evidences of the applicant and all information provided are correct / true to the best of my knowledge and belief.

University / Institution: KHUSHAL KHAN KHATTAK UNIVERSITY

Location: KARAK, PAKISTAN.

Date:

Checked By:

Designation: REGISTRAR

Signature with Official Stamp:

* Tick where not applicable e.g. publications / experience for Assistant Professor is N/A

** Journals Recognized for the purpose of TTS appointment are the Journals that fall under the category W, X and Y for Social Sciences; upto June 30th 2011, while for Science disciplines only W category (Impact Factor) Journals are acceptable. For further details about "HEC Recognized Journals" see HEC website: <http://www.hec.gov.pk>. Impact Factor Journal may be checked at www.isiknowledge.com.

*** Each appointment of Professor and Associate Professor must have been recommended positively by at least two TRP Members, drawn only from 'technologically advanced countries'. The other parameters given in the Model TTS, in this regard, (same is given below on the next page) should strictly be observed while selecting members of the TRP (Technical Review Panel).

Note: Details about Minimum Conditions are given on the next page. All the appointments must be in conformity to these Minimum Conditions. The actual documentary evidences, checked by the University against the stated minimum conditions / parameters, must be in record of the respective University which will be checked / verified by HEC at any point of time or during physical verification.

MINIMUM ELIGIBILITY CONDITIONS FOR FACULTY APPOINTMENT UNDER TTS

Following are the “**Minimum Eligibility Conditions**” which must be considered by the respective University before scrutiny of the applications for appointment under Tenure Track System (TTS).

For Assistant Professor

- HEC updated criteria shall be followed.

For Associate Professor

- HEC updated criteria shall be followed.

For Professor

- HEC updated criteria shall be followed.

* The Technical Review Panel (TRP) is to be constituted by the University, composed of eminent international academics and researchers in the relevant area, drawn only from technologically advanced countries. Following parameters must be observed while selecting TRP Members for each appointment (Professor / Associate Professor) to be made under TTS.

- i. should not have served as Supervisor / Co-Supervisor of the candidate under review.
- ii. should not have been a student of the candidate.
- iii. should not have been a co-author of the candidate on any publication.
- iv. must have the rank of an Associate Professor or above in a recognized university or equivalent position in a recognized research organization.\
- v. he/she also must not have a lower rank than the applicant.

GUIDELINES

Please make sure that following guidelines are completed followed and all information is provided in strict compliance to these guidelines.

A. For Applicants

- 1) Please read the form carefully before filling out the application form.
- 2) Please avoid the use of abbreviations and submit a typed form.
- 3) Please provide all information on the Proformae as required.
- 4) Please provide full name of Journals with **ISSN** number along with other details required.
- 5) Endorsement is made by HEC on the basis of information provided by the University regarding minimum eligibility conditions therefore mere endorsement does not guarantee appointment unless the university decides.
- 6) For any query / information regarding appointment process etc. the university (being the appointing authority) you are applying in may please be contacted.
- 7) Please note that the Proformae should be complete in all respect and incomplete Proformae will not be entertained.

B. For University Officials

- 1) Please read the Certificate and Proformae carefully before filling out the Certificate.
- 2) The 'Model Tenure Track Statutes ver. 2.0' must have been formally adopted and implemented through the Statutory Bodies of the respective University for making appointments under TTS.
- 3) Endorsement are made by HEC on the basis of information provided by the university regarding **minimum eligibility conditions** therefore, the entire **onus** rests with the respective university / institution, being the appointing authority, to check that all information provided in each entry of the Proformae against the actual and original documentary evidences and must ensure the conformity of appointment as per Model Tenure Track Statutes ver. 2.0.
- 4) The Certificate must have been properly signed and stamped by the university authority bearing entire onus.
- 5) Once appointments are made through the Statutory Bodies the decisions may be conveyed, with a covering letter, to HEC (QAD) for a one time / initial endorsement of the same. Information / decision must be set through:
 - i. The prescribed Proformae & Certificate duly signed and stamped by the Registrar.
 - ii. Along with properly filled in Proformae (designed by the Finance Division of HEC) against each appointment, which will be sent to the HEC's Finance Division for financial releases, if the case is endorsed. (Please provide **two copies** of filled in Finance Proformae against each appointment).
- 6) Please DO NOT submit or enclose any **extra document** like C.V., actual publications(s) etc. with this Proformae and Certificate.
- 7) Please note that incomplete Proformae and Certificate will not be entertained.