



THE UNIVERSITY OF AZAD JAMMU & KASHMIR MUZAFFARABAD
ADMIN BLOCK CHELLAH CAMPUS
(ESTABLISHMENT-I)

Order

The Vice Chancellor, on the recommendations of the committee constituted vide No. F.25-6/Academics/6987-93/2021 dated 14-12-2021 and subject to the approval of the Syndicate, has been pleased to approve the following Dossier Submission Timeline for TTS/ Tenured Faculty Members.

Dossier Submission Timeline for TTS/Tenured Faculty

The University of Azad Jammu & Kashmir has decided to follow the following time line for facilitation of TTS/ Tenured faculty.

1. **Annual Self-Assessment Report (TTS/ Tenured Faculty)**

Submission deadline	25 th November
Meeting of DTRC	on or before 01 st December
Verification by HOD/ Chairperson	5 th December
Submission to the Dean	10 th December
Submission to the VC	15 th December
Approval notification by Register	30 th December

2. **Mid Probationary Review (TTS Faculty)**

Dossier submission deadline	Three months before 1 st term appointment
DTRC Meeting	within 2 weeks of submission
Submission to Dean	within one week after DTRC
Submission to the VC	within one week of the submission of dossier from Department

3. **Tenure Review (TTS Faculty)**

*Submission of dossier to Registrar Office.	Three months before the end of 2 nd term appointment
TRP Review	3-4 weeks
Selection Board	within 4-6 weeks after receipt of TRP report

4. **Tenure Review (Tenured Faculty)**

*Dossier submission	Three months before completion of 4 th Year
TRP Review	3-4 weeks after receipt of complete dossier
Selection Board	within 4-6 weeks after receipt of TRP report

*The concerned Chairperson/Director must submit TRP panel and email consents of subject experts (in sealed envelope) along with dossier to the Dean

/
Deputy Registrar
(Establishment-I)

No. 4051-90 /Establishment-I/ 2022

Dated: 01-08-2022

Copy to:-

1. Private Secretary to the Vice Chancellor.
2. All Deans of the Faculties.
3. All Directors of the Institutes.
4. All Chairmen/ Coordinators of the Departments.
5. The Director Finance & Planning.
6. The Director QEC.
7. The Director Advanced Studies & Research.
8. The Additional Registrar.
9. Deputy Registrar (Meetings).
10. Audit Officer.
11. Accounts Officer.
12. Master file.

Deputy Registrar
(Establishment-I)



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ADMIN BLOCK CHELLAH CAMPUS
(ESTABLISHMENT-I)

Order

The Vice Chancellor, on the recommendations of the committee constituted vide No. F.25-6/Academics/6987-93/2021 dated 14-12-2021 and subject to the approval of the Syndicate, has been pleased to approve the following Criteria for Tenure Track Term Review for TTS/ Tenured Faculty Members.

Criteria for Tenure Track Term Review

Sr. #	TTS Process	Minimum Criteria to Save the Tenure	If Qualify	If Do Not Qualify
1.	First term appointment as Assistant Professor (3 Years on probation)	i. * Research publication in HEC recognized research journals = 4 ii. Courses taught = 18 iii. Research Students Supervised: MSC/BS=9, MS=6 (2 in each year) Supervised/Co supervised **Ph.D. =1 iv. Paper/poster presented in Conferences = at least 03 conferences OR 2 conferences and 1 poster presentation	2 nd term appointment as Assistant Professor (3 Years on probation)	Termination OR Warning for the following year extension
2.	Second term appointment as Assistant Professor (3 Years on probation)	i. * Research publication in HEC recognized research journals= 6 ii. Courses taught = 18 iii. Research Students Supervised: MSC/BS=8, MS=6 (2 in each year)**Ph.D. =1 iv. Paper/ poster presented in Conferences = at least 03 conferences OR 2 conferences and 1 poster presentation	Tenured Assistant Professor OR Promoted to Associate Professor as per HEC eligibility criteria	Termination OR Warning for the following year extension
3.	Appointment as Associate Professor (4 Years on probation)	i. * Research publication in HEC recognized research journals = 4 ii. Courses taught = 16 iii. Research Students Supervised: MSC/BS=10, MS=8**Ph.D. =2 iv. Paper/ poster presented in Conferences = 6 conferences OR 4 conferences plus 2 posters	Promoted to Associate Professor on TTS as per HEC eligibility criteria OR Tenured Associate Professor	Termination OR Warning for the following year extension
4.	Appointment as Professor (4 Years on probation)	i. * Research publication in HEC recognized research journals= 10 ii. Courses taught = 16 iii. Research Students Supervised: BS=8, MS=10, **Ph.D. =4 iv. Paper/ poster presented in Conferences = 12 conferences OR 08 conferences plus 04 Posters	Tenured Professor	Termination OR Warning for the following year extension

*Journals recognized by the Higher Education Commission (HEC), for the purpose of TTS appointment/ promotions
** At least thesis submitted and it is under evaluation by the foreign expert.

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Deputy Registrar
(Establishment-I)

No. 4091-4130 Establishment-I/ 2022

Dated: 01-08-2022

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