

Appointment to the post of Vice Chancellor- University of Vocational Technology

Process of Evaluation

- i. Applications/Nominations for the Post of Vice-Chancellor shall be invited by the Director General of the University (Secretary to the Board of Governors) by a notice published in the national newspapers in all three languages. The applicants/nominees should be citizens of Sri Lanka and shall be less than 63 years of age.

The Director General shall advertise the vacancy within a period of one month immediately falling prior to the period of Six (06) months, reckoning from the last date of the term of the incumbent Vice-Chancellor.

- ii. The Board of Governors of the University shall appoint a suitable Search Committee comprising three (03) senior officials of the Board for and encourage eminent persons to apply. One person out of the three will be appointed as the Chairman of the Committee by the Board.
- iii. The prospective applicant/nominee shall be requested to submit a statement of vision for the 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 incumbent Vice-Chancellor is an applicant or had held the post of Vice Chancellor of the University before, he/she shall give a report highlighting accomplishments during his/her first period of the office, in addition to the documents mentioned in Paragraph (iii) above.
- v. The Board of Governors shall adopt a two-step evaluation process to recommend three (03) names to the Ministry from among the candidates who applied for the post of Vice-Chancellor.

In the first step, the Evaluation Committee constituted by the Board in the manner prescribed in Paragraph (vi) below, shall conduct a detailed assessment of the suitability of the applicants for the post of Vice-Chancellor and shortlist a maximum of five (5) or all the applicants if less than five but not less than three (3) candidates from among the applicants and rank them in the order of marks obtained.

In the second step, three (03) names from among the shortlisted candidates shall be selected by a Special Board Meeting convened for that purpose on the **same day**.

vi. Prior to the closing of applications for the post of Vice-Chancellor, the Board shall take steps to appoint a five (05) member Evaluation Committee of which the composition is given below:

- a. One Member nominated by the Ministry of Higher Education, Technology and Innovations (MOHE) from among the former Vice-Chancellors of another University provided he/she is not a member of the relevant Board of Governors, who shall be the Chairman of the Evaluation Committee.

After closing the applications, if there is an applicant from the appointed former Vice-Chancellor's University, the Secretary to the Board of Governors should immediately inform the MOHE to send another nomination.

- b. Two (02) Senior Senate Members of other National Universities recommended by the Academic Council.

- c. Two (02) eminent personnel from the following areas appointed by the MOHE;

- A Person from Sri Lanka Administrative Service of the highest grade, who had held or presently holding the Post of Secretary to a Cabinet Ministry,
- A Person who had held or presently holding the Post of Chief Executive Officer or Chairman of a reputed Public/Private Sector Organization.

None of the Members of the Evaluation Committee should be applicants or nominees to the Post of Vice-Chancellor.

vii. Publishing the advertisement calling applications for the Post of Vice-Chancellor of the University, shall request the MOHE for the appointment of three (3) members for the Evaluation Committee, listed in Paragraph (vi)(a) and (c), and a suitable person to serve as the observer of the MOHE in the Evaluation Committee and the Special Board Meeting proceedings. MOHE shall provide the Terms of Reference of the Observer of the MOHE at the time of appointment.

viii. Secretary to the Board should be the Convener of the Evaluation Committee and he/she shall convene the Evaluation Committee Meeting on a working day within two months after the closing date of applications, and summon the candidates in person before the Evaluation Committee for an interview. Secretary to the Board shall also ensure that the copies of all the documents as per paragraphs (iii) and/or (iv) above submitted by all candidates along with the **Mark sheet I** are circulated among all the members of the Evaluation Committee and to the Observer appointed by the MOHE, at least two weeks prior to the scheduled meeting of the Evaluation Committee. In an exceptional situation, if any candidate is not in a position to appear before the Evaluation Committee, he/she shall be allowed to appear for an interview *via video conferencing*.

The MOHE appointed observer shall be present at the Evaluation Committee Meeting.

- ix. Each Candidate shall be interviewed by the Evaluation Committee as per the **Criteria** and **Element** prescribed in the **Mark sheet I** given in **Annex I**. Each member of the Evaluation Committee shall make his/her assessment of each candidate by assigning marks individually for each element of the seven (7) Criteria listed in the Mark sheet. Criteria, Elements, and Weightages given in the Mark sheet shall not be changed.

The final marks for each candidate shall be calculated by adding the averages of individual marks of seven (7) criteria given by each member of the Evaluation Committee. Evaluation Committee shall then compile its report with the signatures of each member of the Committee, and it shall contain:

- a. The composite mark sheet with the names of all the candidates with their average marks obtained for each criterion and final marks,
 - b. Names of shortlisted candidates, that is a maximum of five (5), all the candidates if less than five applicants but not less than three (3) to be summoned before the Special Board Meeting.
- x. The Report of the Evaluation Committee and individual mark sheets compiled by each member should be kept confidentially under the custody of the Secretary to the Board.
- xi. The Special Board Meeting summoned for the purpose of recommending three names of candidates to the Ministry should be held **on the same day** of holding the Evaluation Committee Meeting.
- xii. The Secretary to the Board shall ensure that copies of all the documents as per paragraphs (iii) and/or (iv) above submitted by all candidates along with the **Mark sheet II** are duly circulated among all the Board members and the Observer appointed by the MOHE, along with the notice of holding the Special Board Meeting to recommend three names to the Ministry, for consideration of the appointment to the post of Vice-Chancellor in terms of Section 11(1) of the University of Vocational Technology Act.

However, when an incumbent member(s) of the Board is a candidate, the Secretary to the Board should not summon such member(s) to the Special Board Meeting, and also ensure that the applications submitted by candidates are not circulated to such a member(s).

- xiii. The Report of the Evaluation Committee shall be tabled by the Secretary to the Board at the Special Board Meeting for scrutiny and approval of its members present prior to summoning the candidates for presentations.
- xiv. Candidates shortlisted by the Evaluation Committee and approved by the Board shall be summoned before the Special Board Meeting for a brief presentation of a minimum of ten (10) minutes duration but not exceeding fifteen (15) minutes. However, no candidate shall participate for a presentation and evaluation of other candidates even though such candidate is a Member of the Board. In an exceptional situation, if any candidate is not in a position to appear before the Special Board Meeting, he/she shall be allowed to make the presentation *via video conferencing*.

The Members of the Board present at the Special Board Meeting shall use the prescribed **Mark sheet II** given in **Annex II**. Each Member of the Board shall make their own assessment of each shortlisted candidate by giving marks on a scale of 1-10 individually for each Criterion prescribed, and finally computing the total marks accrued by each candidate by adding up the marks assigned for each Criterion. The Criteria and Weightages given in the Mark sheet prescribed shall not be changed.

Total marks accrued by each shortlisted candidate shall be calculated by averaging total marks given to candidates individually by each member of the Board, and the composite mark sheet must be prepared and signed by all members present at the Special Board Meeting.

The report of the Special Board Meeting should be prepared by listing three names in the order of marks obtained by each candidate and signed by each member of the Board present at the Special Board Meeting. The report of the Special Board Meeting recommending three names of the candidates along with the documents, submitted by them as per paragraphs (iii) and/or (iv) above shall be forwarded to the Ministry. The report of the Evaluation Committee and individual Mark sheets of the Members of the Evaluation committee and Members at the Special Board Meeting along with composite mark sheets of two assessments shall also be sent along with the above-mentioned documents.

- xv. It is a mandatory requirement for Members of the Evaluation Committee and the Members of the Board to be physically present at the proceedings of the respective meetings except under exceptional circumstance, and they should refrain from divulging any information with regards to such proceedings.

Where the advertisement fails to find three applicants, the process shall begin afresh by publishing the advertisement more widely. The process shall be repeated until three candidates are recommended by the Board to the Ministry.

