Report of Faculty members joining under Tenure Track System (TTS) for the grant of Advance increment(s)

Name of Applicant: _____

Designation: _____

Department/Center/Institute/College: _____

Date of Selection Board (on TTS):_____

E-mail ID: _____ Phone Number: _____

Signature: _____ Date: _____

For official use only:

Verified Scores and recommended advance increment(s) in each category

Parameters (according to TTS statutes v2.0)							
Research Publications		Research Funding/Grant		Research Supervision		Market Factor	Total Advance Increment(s) Recommended
Category (A+B) score	Increment(s)	Category (C) score	Increment(s)	Category (E) score	Increment(s)	Increment(s)	

GUIDELINES

Please make sure that the following guidelines are completely followed and all information is provided in <u>strict compliance</u> to these guidelines.

1. Please read the document carefully before filling out.
2. Please note that the report should be complete in all respects and incomplete report will not be entertained.
3. It is compulsory to submit this report for advance increment(s) for faculty members joining under Tenure Track System (TTS).
4. Only those points will be awarded for which adequate supporting documents are attached. If some points are claimed without any supporting documents then such points will NOT be awarded.
5. Please make a complete folder in the following order to submit for evaluation.
   ➢ Annual Performance Report
   ➢ Annexure A (if points are claimed in category A)
   ➢ Supporting documents
   ➢ Annexure B (if points are claimed in category B)
   ➢ Supporting documents
   ➢ Annexure C (if points are claimed in category C)
   ➢ Supporting documents
   ➢ Annexure D (if points are claimed in category D)
   ➢ Supporting documents
   ➢ Annexure E (if points are claimed in category E)

CLARIFICATIONS

1. For the advertised post on TTS, points will be awarded only for those activities that have been concluded before the date of application.
2. For category A, points for only those publications will be awarded that are over and above the minimum eligibility criteria. For example, in case of Associate Professor, if minimum number of publications required to be eligible are 10 (ten) then points for 10 (ten) publications will not be counted to award advance increment. Points of **recent** publications, over and above 10 (ten) publications (that were considered for eligibility) will be considered for the award of advance increments.
3. For category A and B, points will be awarded only for those papers/books/book-chapters/patents that have been published/granted before the application-date. Points will NOT be awarded for those papers/books/book-chapters/patents that have been accepted till the application-date but were yet to be published.
4. For category A1, 'Impact Factor Journal' means a journal indexed by ISI Web of Knowledge and having a non–zero impact factor assigned by Thomson Reuters.
5. First author and supervisor (advisor and advisee) are considered as 'Main Author'.
6. For category A, up to 7th author will be considered as 'Subsequent Authors' and will get the same score. In case of more than 7 (seven) authors, situation will be discussed according to case-to-case basis.
7. For category B, up to 5th author will be considered as 'Subsequent Authors' and will get the same score. In case of more than 5 (five) authors, situation will be discussed according to case-to-case basis.
8. For category C, weights are for Principal Investigator (PI). Weight of a Co-PI will be ½ (half) of the weight of PI.
9. For category C1 – C3, claim should be made for the total funding secured by all projects in the respective category. For example, if you have secured funding for two projects in category C2 with the amounts A1 and A2 then you should claim points for total funding secured in this category that would be A1+A2.
10. Points in category D **may** be considered to determine market factor, but these may not be the only factors to determine market factor.

11. For category D11, points for an 'International Award' will range from 10 to 50 and the committee on case-to-case basis will make its evaluation.
12. For category D12, points for a 'National Award' will range from 5 to 20 and the committee on case-to-case basis will make its evaluation.
13. For category E3, cap value is 20. If you will score more than 20 in this sub-category then only 20 points will contribute in the Category-Total.

SUPPORTING DOCUMENTS

1. For category A, please fill Annexure A followed by the hard copies of publications.
2. For category B, please fill Annexure B followed by the hard copies of actual documents.
3. For category C, please fill Annexure C followed by the copies of the approvals of funding agencies and hard copies of research proposals.
4. For category D, please fill Annexure D followed by the letters of approvals/memberships/participations. A letter that requested to be a reviewer will not be considered as proof of being reviewer. In such case a letter that says you actually reviewed a paper will serve the purpose. Similarly, a letter requesting to be an external examiner will not be required; instead you must present a letter that may prove that you actually examined a work.
5. For category E, please fill Annexure E and get it approved/signed by your Controller–Examination and endorsed by your HOD/Director/Principal/Chairman/Chairperson/Dean.

CRITERIA

1. To be eligible for the performance-based increment, one must fulfill the following criteria.
2. To be eligible for the honorarium, one must be eligible for 'Performance Based Increment' in addition to the following criteria

	Parameters (according to TTS statutes v2.0)			
	Research Publications Category (A+B)	Research Funding/Grant Category (C)	Research Supervision Category (E)	Market Factor
Assistant Professor	1 (One) increment for 40 points.	1 (One) increment for 05 points.	1 (One) increment for 40 points.	At most 2 (two) advance increments may be granted in this category.
Associate Professor	1 (One) increment for 55 points.	1 (One) increment for 10 points.	1 (One) increment for 70 points.	
Professor	1 (One) increment for 70 points.	1 (One) increment for 20 points.	1 (One) increment for 120 points.	
➢ Maximum 4 (four) advance increments may be granted according to TTS statutes v2.0. ➢ Fractional increments* may be granted according to TTS statutes v2.0.				

* Granularity level for fractional part is 0.25, that means number of total increment(s) should be a multiple of 0.25 and final calculation will be rounded off using floor() function, that means 2.87 will become 2.75 and 0.6 will become 0.5.

Category A: Publications / Research-output			Nos (a)	Weight (b)	Total (a x b)
1	Impact Factor Journal	Single Author		20	
		Multiple Authors — Main Author		15	
		Multiple Authors — Subsequent Author		10	
2	Non Impact Factor – Foreign Journal (Indexed in internationally recognized databases)	Single Author		10	
		Multiple Authors — Main Author		8	
		Multiple Authors — Subsequent Author		5	
3	Local – HEC Recognized Journal (X category)	Single Author		15	
		Multiple Authors — Main Author		12	
		Multiple Authors — Subsequent Author		8	
4	Local – HEC Recognized Journal (Y category)	Single Author		10	
		Multiple Authors — Main Author		8	
		Multiple Authors — Subsequent Author		5	
5	Local – HEC Recognized Journal (Z category)	Single Author		5	
		Multiple Authors — Main Author		4	
		Multiple Authors — Subsequent Author		3	
6	International Refereed Proceedings / Conference Paper (NOT a short paper)	Single Author		10	
		Multiple Authors — Main Author		8	
		Multiple Authors — Subsequent Author		5	
Category A: Sub–Total					

Category B: Books Published / Patents			Nos (a)	Weight (b)	Total (a x b)
1	Foreign Publisher (peer reviewed) (NOT Editor/Compiler etc.)	Single Author		40	
		Multiple Authors — Main Author		30	
		Multiple Authors — Subsequent Author		20	
2	Local Publisher (peer reviewed)	Single Author		15	
		Multiple Authors — Main Author		12	
		Multiple Authors — Subsequent Author		8	
3	Book Chapters Foreign Publisher (peer reviewed)	Single Author		10	
		Multiple Authors — Main Author		8	
		Multiple Authors — Subsequent Author		5	
4	Edited Books (Foreign Publisher)	Single Author		10	
		Multiple Authors — Main Author		8	
		Multiple Authors — Subsequent Author		5	
5	Patents	Solo		40	
		Multiple Authors — Main Author		30	
		Multiple Authors — Subsequent Author		20	
Category B: Sub–Total					

Category C: Research-Grants / Awards			Nos (a)	Weight (b)	Total (a x b)
1	Foreign Research Funding (USD)	≥ 10,000 and < 25,000		8	
		≥ 25,000 and < 50,000		12	
		≥ 50,000 and <75,000		16	
		≥ 75,000		20	
2	Indigenous Research Funding (National Level) (PKR) (peer reviewed – other than PU)	≥ 1,000,000 and < 2,500,000		6	
		≥ 2,500,000 and < 5,000,000		9	
		≥ 5,000,000 and <7,500,000		12	
		≥ 7,500,000		15	
3	Indigenous Research Funding (National Level) (PKR) (non peer reviewed – other than PU)	≥ 500,000 and <1,000,000		2	
		≥ 1,000,000 and <1,500,000		3	
		≥ 1,500,000 and <2,000,000		4	
		≥ 2,000,000		5	
Category C: Sub-Total					

Category D1: Awards/Seminars/Workshops/Conferences		Nos (a)	Weight (b)	Total (a x b)
1	International Awards		10 – 50	
2	National Awards		5 – 20	
3	Organized (Chief organizer) — International		4	
	Organized (Chief organizer) — National		2	
4	Participated with Oral/Poster Presentation (Without proceedings) — International		5	
	Participated with Oral/Poster Presentation (Without proceedings) — National		3	
5	Participated — International		2	
	Participated — National		1	
Category D2: Advisory Service		Nos (a)	Weight (b)	Total (a x b)
1	Chief-Editor/Editor of Journal — Impact Factor Journal		8	
	Chief-Editor/Editor of Journal — Non-IF/HEC-Recognized Journal		4	
2	Member Editorial Board of Journal — Impact Factor Journal		4	
	Member Editorial Board of Journal — Non-IF/HEC-Recognized Journal		2	
3	Reviewing of Journal Papers — Impact Factor Journal		2	
	Reviewing of Journal Papers — Non-IF/HEC-Recognized Journal		1	
4	Reviewing of Conference Papers — International		1	
	Reviewing of Conference Papers — National		0.5	
5	Evaluation of Research Work (External Examiner) — PhD Work		2	
	Evaluation of Research Work (External Examiner) — MPhil Work		1	
6	Member Research Projects Evaluation Committees — International		3	
	Member Research Projects Evaluation Committees — National		2	
Category D: Sub-Total				
Category E: Supervision		Nos (a)	Weight (b)	Total (a x b)
1	PhD Theses Completed — 1st or 2nd Supervisor		20	
	PhD Theses Completed — 3rd Supervisor		10	
2	MPhil/MS Theses Completed — 1st Supervisor		5	
	MPhil/MS Theses Completed — 2nd Supervisor		3	
3	BS/B.Sc./MA/M.Sc. Theses Completed — 1st Supervisor		2	
Category E: Sub-Total				

Category	A	B	C	D	E
Supporting Annexure/ Documents Attached	☐	☐	☐	☐	☐

Signature: _____   Date: _____

Name of Faculty Member: _____   **Annexure A**

List of Publications

Sr. No.	Type	Title	Journal /Conference	Impact Factor	Volume No.	Page Nos.	Date

Signature: _____   Date: _____

Endorsed by:

Chairman/Chairperson/HOD/Director/Principal: _____   Date: _____

Dean (in case the faculty member is Chairman/Chairperson/HOD/Director/Principal)

Guidelines

1. Above is a template for Annexure A.
2. **You are required to fill and submit Annexure A if you have claimed some points in Category A.**
3. In the **Type** column, please mention the type of publication. Possible types are: Impact Factor Journal, Non-IF Foreign Journal, X Category Local Journal, Y Category Local Journal, Z Category Local Journal, and International Conference.
4. In the **Title** column, please mention the title of publication.
5. In the **Journal/Conference** column, please mention the name of Journal or Conference.
6. In the **Impact Factor** column, please mention the impact factor of the journal assigned by Thomson Reuters.
7. In the **Volume No.** column, please mention the volume number of the journal.
8. In the **Page Nos.** column, please mention the page numbers assigned to the publication by the journal. If it is an online journal then simply mention 'online'.
9. In the **Date** column, please mention the date of publication. Please confirm that it is NOT date of acceptance. It should be the date when the publication was actually published.
10. **Please attach a supporting document for each record in Annexure A.**

Name of Faculty Member: _____   **Annexure B**

List of Books Published / Patents

Sr. No.	Type	Title	Publisher /Organization	ISSBN/ID	Edition/Version	Date

Signature: _____   Date: _____

Endorsed by:

Chairman/Chairperson/HOD/Director/Principal: _____   Date: _____

Dean (in case the faculty member is Chairman/Chairperson/HOD/Director/Principal)

Guidelines

1. Above is a template for Annexure B.
2. **You are required to fill and submit Annexure B if you have claimed some points in Category B.**
3. In the **Type** column, please mention Foreign-Publisher/Book, Local-Publisher/Book, Foreign-Publisher/Book-Chapter, Foreign-Publisher/Book-Edited, or Patent.
4. In the **Title** column, please mention the title of book, book chapter, or patent.
5. In the **Publisher/Organization** column, please mention the name of publisher who published the book/book-chapter or organization who granted the patent.
6. In the **ISSBN/ID** column, please mention the ISSBN number of the book or patent identification number f the patent.
7. In the **Edition/Version** column, please mention the edition of book or version of patent.
8. In the **Date** column, please mention the date when books is published or patent is granted.
9. **Please attach a supporting document for each record in Annexure B.**

Name of Faculty Member: _____   **Annexure C**

List of Research-Grants / Awards

Sr. No.	Type	Title	Organization	Order No.	Duration	Date

Signature: _____   Date: _____

Endorsed by:

Chairman/Chairperson/HOD/Director/Principal: _____   Date: _____

Dean (in case the faculty member is Chairman/Chairperson/HOD/Director/Principal)

Guidelines

1. Above is a template for Annexure C.
2. **You are required to fill and submit Annexure C if you have claimed some points in Category C.**
3. In the **Type** column, please mention Foreign-Research-Funding, Indigenous-Research-Funding/Peer-Reviewed, Indigenous-Research-Funding/Non-Peer-Reviewed, International-Award or National-Award.
4. In the **Title** column, please mention the title of research proposal or award.
5. In the **Organization** column, please mention the name of research funding agency or organization that honored an award.
6. In the **Order No.** column, please mention the office order number of approval of research funding or award.
7. In the **Duration** column, please mention the duration of research funding or award.
8. In the **Date** column, please mention the date when research funding was approved or award was honored.
9. **Please attach a supporting document for each record in Annexure C.**

Name of Faculty Member: _____   **Annexure D**

List of Seminars/Workshops/Conferences/Advisory-Service

Sr. No.	Type	Title	Level	Date

Signature: _____   Date: _____

Endorsed by:

Chairman/Chairperson/HOD/Director/Principal: _____   Date: _____

Dean (in case the faculty member is Chairman/Chairperson/HOD/Director/Principal)

Guidelines

1. Above is a template for Annexure D.
2. **You are required to fill and submit Annexure D if you have claimed some points in Category D.**
3. In the **Type** column, please mention from the following which is appropriate:
    a. Organized (Chief organizer)
    b. Participated with Oral/Poster Presentation
    c. Participated
    d. Chief-Editor/Editor of Journal
    e. Member Editorial Board of Journal
    f. Reviewing of Journal Papers
    g. Reviewing of Conference Papers
    h. Evaluation of Research Work (External Examiner)
    i. Member Research Projects Evaluation Committees
4. In the **Title** column, please mention the name of Seminar, Workshop, Conference, Journal, or Thesis Title.
5. In the **Level** column, please mention International, National, Impact Factor Journal, Non-IF/HEC-Recognized Journal, PhD Work, or MPhil Work.
6. In the **Date** column, please mention the date of activity.
7. **Please attach a supporting document for each record in Annexure D.**

Name of Faculty Member: _____   **Annexure E**

List of Research Supervision

Sr. No.	Type	Title	Ownership	Date

Signature: _____   Date: _____

Endorsed by:

Chairman/Chairperson/HOD/Director/Principal: _____   Date: _____

Dean (in case the faculty member is Chairman/Chairperson/HOD/Director/Principal)

Guidelines

1. Above is a template for Annexure E.
2. **You are required to fill and submit Annexure E if you have claimed some points in Category E.**
3. In the **Type** column, please mention PhD, MPhil/MS, or BS/BSc/MA/MSc.
4. In the **Title** column, please mention the title of thesis.
5. In the **Ownership** column, please mention 1st Supervisor, 2nd Supervisor, or 3rd Supervisor.
6. In the **Date** column, please mention the date when thesis was officially accepted after evaluation.
7. **It is MUST to get Annexure E approved/verified/attested/endorsed by respective HOD/Director/Principal.**

Name of Faculty Member: _____ **Annexure F**

List of Community Services

Sr. No.	Type	Title	Order No.	Duration	Date

Signature: _____ Date: _____

Endorsed by:

Chairman/Chairperson/HOD/Director/Principal: _____ Date: _____

Dean (in case the faculty member is Chairman/Chairperson/HOD/Director/Principal)

Guidelines

1. Above is a template for Annexure F.
2. **You are required to fill and submit Annexure F if you have claimed some points in Category F.**
3. In the **Type** column, please mention University or National/HEC.
4. In the **Title** column, please mention the name of serving body.
5. In the **Order No.** column, please mention the office order number.
6. In the **Duration** column, please mention the life of membership.
7. In the **Date** column, please mention the date when serving body was established.
8. **Please attach a supporting document for each record in Annexure F.**