South Eastern University of Sri Lanka
Academic Establishments Division

Guide to Prepare Application for the Post of Associate Professor/ Professor (Chair Cadre/ Merit Promotion)

S/No	Document			No. of Copies
01	Covering Letter (The title of the professorship should be indicated as per to the UGC Establishment Circular Letter No. 08/2021 of 03.05.2021)		**Whole as one Book**	18
02	Curriculum Vitae.			
03	Self-Assessment prepared in accordance with the marking scheme of UGC Circular No. 916 of 30.09.2009, 04/2014 of 01.04.2014 and the Establishment Circular letter No. 04/2010 of 19.03.2010. (Maximum marks, Marks earned, marks claimed, and Reference page Nos. of supportive documents should be indicated under separate column. An additional empty column should be available for official Evaluation)			
04	Title of 03 or 05 (as applicable for the post applied according to the above circulars) outstanding research papers/publications by candidate.			
05	Candidate without PhD should possess 10 publications in index journals for Associate Professor and 15 publications in index journals for Professor as per to the UGC Circular No. 04/2014 of 01.04.2014). These publications details should be indicated under section 2.0 (in the Self-Assessment Report as well as the supporting Documents under section 2.0)			
06	**Copies of the Publications, research papers, and other relevant supportive documents.**			07
	Section 1.0	**Teaching, Scholarship, and Academic Development**		
	Sub-Section 1.1	Academic/Professional Preparation		
	Sub-Section 1.2	Qualification for Teaching, and		
	Sub-Section 1.3	Extra Teaching Load		
	Sub-Section 1.4	Postgraduate Supervision		
	Sub-Section 1.5	Participation in Continuing Professional Development		
	Sub-Section 1.6	Detailed Report on Institutional Development with the recommendations and observations of the Head of the Department and Dean of the Faculty		
	Section 2.0	**Research, Scholarship, and Creative Work**		
	Sub Section 2.1	Peer Reviewed Publications		
	Sub-Section 2.1.1	Research publication in refereed journals (full paper published)		
	Sub-Section 2.1.2	Peer-reviewed presentations with evidence at national/international conferences/symposia		
	Sub-Section 2.1.3	Citation of the applicant's work		
	Sub-Section 2.2	Scholarly Work		
	Sub-Section 2.3	Creative Work		
	Sub-Section 2.4	Patent in Relevant Field		
	Section 3.0	**Contributions to University and National/International Development**		
	Sub-Section 3.1	Dissemination of Knowledge		
	Sub-Section 3.2	Award – Special Academic / Professional Awards or recognized Academic / Professional distinctions in research or teaching		
	Sub-Section 3.3	University, National and International Development Activities		
07		CD containing all the above documents.		07

Note:

1. All the above documents should be forwarded to the Office of the Vice-Chancellor through proper channel.
2. Applications can be submitted only from 09:00 a.m. to 04:00 p.m. on working days. Applications submitted after the stipulated time will be deemed to have been received on the next working day and will be date stamped accordingly.