

Report of the Faculty Sub Committee appointed to look into Matters Pertaining to Selection Procedure of Temporary Staff

1. Preamble

The Faculty Board of the Faculty of Arts at its 251st meeting, held on 15 – 05 – 2009, nominated Prof S. K. Pinnawala, Prof G. Keerawella, Dr. M. Alfred, Dr. C. Wickramagamage and Dr. D. D. K. S. Karunanayake to review matters relating to the selection procedure of Temporary Staff to Departments and present a report to the Faculty.

2. Mandate of the Sub-Committee

The mandate of the Committee given in the Faculty decision is as follows:

- i. To review the selection process of temporary staff to Departments;
- ii. To investigate allegations made regarding some recent selections.

3. Proceedings

- 3.1 The first meeting of the Committee was held on June 17th 2009 at 10.00 AM in the Committee Room of the Faculty of Arts. As there was no convenor nominated by the Faculty, the Committee decided to request Prof. Pinnawala to be the convenor.
- 3.2 The Committee observed that the second component of the Faculty mandate had neither a timeframe specified nor a specific case/cases referred to be considered. Further, they were of the opinion that investigation into the alleged irregularities with regard to recruitment of Temporary Lecturers was a disciplinary matter that should be taken up by a committee appointed specifically for that purpose in line with university regulations considering the possible legal implications. Therefore it was decided to limit its work to the first part of the mandate and refer the second part back to the Faculty Board for a proper inquiry board to be constituted.
- 3.3 The Committee held its second sittings to finalise the report on 22 – 06 – 2009.

4. Observations

- 4.1 There is no standard and uniformly applied procedure to recruit temporary lecturers in the Faculty. The recruitment procedures adopted by Departments tend to be determined primarily by convenience rather than guided by rules and procedures. Depending on the situation, Departments use interviews or directly call up candidates on the basis of their performance in the special degree. It was observed that not only do different Departments follow different procedures but the same Department may adopt different procedures on different occasions.

- 4.2 The existing practices lack transparency. Often the Departments do not keep proper records of selections, for example, decisions signed and ratified by the members. It was also observed that in the case of interviews there have been no properly constituted Interview Boards; nor have standard practices been followed in conducting interviews to ensure objective evaluation.

5. Recommendations

The Committee was of the view that while all possible measures should be taken to minimize irregularities and manipulations as sometimes alleged, the selection procedure should also have adequate flexibility to enable the Departments to select the candidate/candidates most suitable to their needs. The majority was of the view that making new recruitments on the basis of the GPA as proposed by the Heads of Departments may not be the best option. Therefore the Committee decided to make the following recommendations to the Faculty.

- 5.1 The Faculty should adopt the following two options in the selection of Temporary Staff. The departments should be advised accordingly.

Option 1: Direct Recruitment

Selecting the candidate/candidates who has/have the highest overall GPA/Departmental GPA (see note 2 of the Marking Scheme below) from a pre-determined pool of candidates [the determination to be made at a Staff Meeting attended by all permanent members of the Department] or from among the applicants [after due publicity to alert all potential applicants of the vacancies and due notice to all members of staff of the Department of the impending advertisement to fill them].

Option 2: Recruitment by Interview

Selecting the candidate/candidates who performs/performs best from among those who have been called for an interview. The interview may be conducted after calling for applications by advertisement or via a direct invitation to those whose performance in the degree is above a certain level.


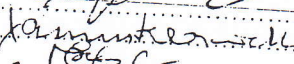
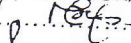
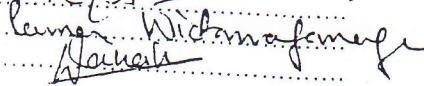
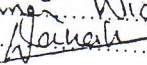
- 5.2 It should be mandatory for the respective departments to take the decision to choose either of the above two options and all other matters pertaining to the recruitments at a meeting of the Department. Once the method of recruitment is decided, the Dean's Office should be informed. The same procedure should be followed if a decision is taken subsequently to change the method of recruitment.
- 5.3 If the Interview Option is chosen, the following procedure should be adopted by the department:

1. Appointing a properly constituted Interview Board;
2. Using a standard marking scheme at the Interview.

Proposed composition of the Interview Board and Marking Scheme is given in the Annexure

- 5.4 The criteria for short listing the candidates to be called for the Interview should be decided at the same department meeting where the department nominees to the Interview Board are determined.
- 5.5 The list of names of those who are to be called for the Interview should be forwarded to the Dean's Office by the Department. Candidates should be informed of the Interview by registered post or, if urgent, by telegram and all record/receipts should be kept in a separate file.
- 5.6 If a department wishes to make changes to the standard marking scheme, it should be done so at a Department meeting and approval for the changes obtained at a Heads of Departments meeting.
- 5.7 Both the decision of the Interview Board and the marks given must be duly recorded and signed by the members of the Interview Board and kept in the above file maintained for this purpose for a period of 2 years.

Prof S. K. Pinnawala (Convenor)
Prof G. Keerawella
Dr. M. Alfred
Dr. C. Wickramagamage
Dr. D. D. K. S. Karunanayake

Date:

Annexure

Composition of the Interview Board

- i. The Head of the Department (Chair of the Interview Board);
- ii. The Dean or his/her nominee who is not a member of the department concerned;
- iii. Two senior members of the relevant department nominated from among the members of the Department with due consideration to adequate gender and ethnic representation;
- vi. An outsider member who should be Senior Lecturer Grade I or above and nominated by the members of the Department at the same department meeting at which the nominations are made for (iii).

Proposed Marking Scheme

Items	Marks
1. Presentation ¹ (marks for which includes presentation skills, confidence, the content of answers for relevant questions, etc.)	20
2. Language Proficiency (English and/or other relevant languages in addition to the first language of candidate)	05
3. Information Technology Skills (Computer literacy, competence in the use of multi-media, internet, etc.)	05
4. Extra Curricular Activities (primarily university and above unless national level honours) and Prizes and Medals	05
5. Academic Interests relevant to the course/s that candidate is expected to handle	10
6 Research and Publications	05
6. Cumulative GPA ² x 5	20
7. Departmental GPA ² x 5	30
Total	100

Notes:

1. The presentation should be relevant to the subject areas of the department and the candidates should be informed in advance to come prepared with a presentation of 5 minutes duration. A choice of topics should be made available to the candidates with the letters calling for interviews and the candidates should be given liberty to select a topic of his/her choice from the given topics.
2. Departmental GPA means the GPA calculated separately for the courses offered by the respective departments. The Department is responsible for the calculation of the DGPA. The reason for multiplying the GPA by 5 is to give sufficient weight to academic qualifications against the other components of the marking scheme which might be unduly infected by the subjective element.