

UNIVERSITY OF KELANIYA

PROCEDURE FOR APPOINTMENT OF DEAN, FACULTY OF GRADUATE STUDIES

1. Approximately two months before the end of the current term of office of the incumbent Dean, the Vice-Chancellor shall send out a notice calling for applications for the post of Dean, Faculty of Graduate Studies (FGS). There shall be an interval of at least 3 weeks between the date of the notice calling for applications and the date of closure of applications. As far as permitted by circumstances, the deadline for closure of applications shall be at least 3 weeks prior to the Council meeting scheduled to be held immediately before the end of the term of office of the incumbent Dean.
2. When the incumbent Dean is unable to complete a full term of office for any reason whatsoever, and the post falls vacant unexpectedly, an Acting Dean shall be appointed by the Council on the recommendation of the Vice-Chancellor and the regular appointment process shall be commenced as soon as possible.
3. Any academic holding the post of Associate Professor, Professor or Senior Professor in the permanent cadre of any of the other Faculties of the University of Kelaniya, at the time of closure of applications, shall be eligible to apply.
4. Each applicant shall be required to submit his/her complete curriculum vitae, together with a short biodata of 250 words and a personal statement of not more than 1000 words. The personal statement should describe the nominee's
 - (a) vision for development of the FGS, with strategic focus on contemporary issues in the FGS
 - (b) experience in research supervision and delivery of postgraduate education
 - (c) experience in cross-Faculty collaborations for academic or research purposes
 - (d) managerial experience in academic and administrative positions such as Dean, Head of Dept, Director of a Centre, Programme Coordinator, Committee Chair, etc.
 - (e) experience in financial administration such as preparation / review of programme budgets, financial procedures in generating income
 - (f) experience in working with digitalized systems, and
 - (g) personal integrity and ability to maintain good rapport with fellow university employees
5. Applications should be submitted by email to a designated address and accompanied by a hard copy delivered to the Vice-Chancellor, University of Kelaniya.
6. If less than three applications are received by the closing date, the Vice-Chancellor shall instruct the Registrar to extend the period of validity of the call for applications by a further three weeks.
7. A Special Meeting of the Board of Graduate Studies shall be convened for the purpose of recommending a panel of three names to the Council. Notice of the Special Meeting shall be circulated by the SAR/FGS at least two weeks prior to the scheduled date of the meeting. Any member(s) of the Board who may have applied for the post of Dean, FGS shall not be invited to this special meeting as a member of the Faculty Board, but he/she shall be invited as an applicant for the post of Dean / FGS.
8. The SAR / FGS shall circulate by email the full curriculum vitae, short biodata, and personal statements of all applicants, to all those invited to participate in the Special Meeting as members of the Faculty Board, at least one week prior to the Special Meeting.
9. The Vice-Chancellor shall preside over the Special Meeting and the Registrar of the University shall act as the Secretary to the Board. At the outset, the Vice-Chancellor shall declare the purpose of convening the meeting, and the names of the applicants for the post of Dean, FGS.

10. If only three (03) applications have been received, the Vice-Chancellor shall invite the members of the Board to endorse the applicants and instruct the Registrar to inform the Council of their names together with the full curriculum vitae, short biodata, and personal statements.
11. If more than three (03) applications are received, the Vice-Chancellor shall inform all applicants to present themselves at the Special Meeting and make a short presentation that summarizes his / her personal statement and answer any questions that members of the Faculty Board may wish to pose to the applicants. Following presentations by all applicants, the Vice-Chancellor shall require all members of the Board who participate in the Special Meeting to cast their vote by secret ballot, to select a panel of three nominees to be recommended to the Council. Each member shall be entitled to vote for up to three nominees.
12. The Registrar of the University shall conduct the vote as the Returning Officer, assisted by the SAR / FGS. The three applicants who receive the highest number of ballots cast shall consist of the panel of three names recommended to the Council by the Board of Graduate Studies.
13. If an equal number of ballots are cast in favour of applicants in 3rd and 4th place, the members of the Board shall be required to cast their ballots again, for only those two applicants. The applicant receiving the highest number of ballots in the 2nd round shall be deemed to be in third place.
14. The Registrar shall inform the Council of the names of this panel, together with their full curriculum vitae, short biodata, personal statements, and the number of votes received by each nominee, at least one week prior to a Special Council meeting convened for the purpose of appointing the new Dean / FGS.
15. The Registrar shall inform the three nominees to present themselves to the Special Council meeting and make a short presentation that summarizes his/her personal statement and respond to any questions that Council members may wish to place before them.
16. After due consideration and deliberation, Council shall appoint one applicant from among the nominees, as the next Dean of the Faculty of Graduate Studies. Any members of the Council who may be among those recommended by the Board of Graduate Studies shall be recused from this segment of the Council meeting.
17. Where necessary, members of the Council, excluding those who may be among the panel of nominees, may be required to cast their vote by secret ballot for one of the nominees. The Registrar of the University shall conduct the vote as the Returning Officer. The applicant who receives the highest number of ballots cast shall be appointed as the next Dean, FGS.

The Council at its 497th meeting held on 14.12.2021 has approved the initial procedure for appointment of Dean/Faculty of Graduate Studies (FGS). The revised version of procedure for appointment of Dean/FGS together with the annexure I was approved by the Council at its 530th meeting held on 12.11.2024.

Prof. Nilanthi de Silva
Vice-Chancellor, University of Kelaniya
13.11.2024

Annex 1

Extract from the Universities Act of 1978 as amended, Part VII, Authorities of a university

- 48A (1) Any University may with the concurrence of the Commission establish a Faculty of Graduate Studies for the purpose of promoting research and providing courses of study leading to higher degrees, and other academic distinctions in the several branches of learning within such University;
- Faculty of Graduate Studies of the University and the Dean thereof.*
- [Inserted a new section as 48A, 7 of 1985]*
- (2) The Commission shall determine by Ordinance the structure, powers, duties and functions of the Faculty and the procedure for the appointment or the election of the Dean of such Faculty;
- (3) The Dean of the Faculty of Graduate Studies shall be a full-time officer of the University and the academic and administrative Head of such Faculty.

Extract from the Faculty of Graduate Studies Ordinance No. 05 of 2020 (effective from 17.12.2020)

3. The Faculty shall promote, co-ordinate and regulate postgraduate studies and specialized or multi-disciplinary research carried out within the University and, subject to the direction and control of the Senate of the respective University, shall have the power to –
- (a) specify requirements for postgraduate admission, course requirements, course contents and schemes of examination, and to admit students other than those admitted to Postgraduate Institutes affiliated to universities for postgraduate studies;
 - (b) identify and introduce, after the approval of the Commission, new postgraduate degree programmes based on the demand and the stakeholder feedback;
 - (c) establish and regulate, standards in respect of quality in postgraduate teaching and research in the University;
 - (d) assist the students to prepare competitive research proposals and conduct pure or applied and interdisciplinary research addressing regional, national and international issues;
 - (e) encourage the students to comply with research ethics and facilitate them obtaining ethical clearance, if necessary;
 - (f) promote inventions and innovations through outstanding research;
 - (g) recommend persons for appointment as supervisors, co-supervisors, and other resource persons as required for the conduct of research degrees;
 - (h) recommend persons for appointment as visiting lecturers, examiners and coordinators;
 - (i) recommend students for the award of higher degrees and other academic distinctions;
 - (j) promote inter-faculty, intra-faculty and inter-University collaboration in postgraduate teaching and research;
 - (k) facilitate the students to develop necessary skills through conducting research, presenting the findings of such research in the Conferences or Symposia and publishing them in proceedings or journals;
 - (l) encourage scholars to undertake research and provide necessary facilities for such research and for the dissemination of knowledge; and
 - (m) establish and maintain links with other graduate faculties and schools, research Institutions, Universities and industry, both in Sri Lanka and abroad.
4. (1) There shall be a Dean of the Faculty who shall be a full-time officer of the University and the academic and administrative Head of the Faculty.

- (2) The first Dean of the Faculty shall be appointed by the Commission. Every subsequent Dean of the Faculty shall be appointed by the Council from a panel of three names recommended to the Council by the Board of Graduate Studies from among an Associate Professor, Professor and Senior Professor of the University.
 - (3) The Dean of the Faculty shall hold office for a period of three years from the date of his appointment and shall unless removed from office, –
 - (a) in the case of the first Dean of the Faculty, by the Commission on a vote of censure passed by not less than two thirds of the total membership of the Commission; and
 - (b) in the case of every subsequent Dean of the Faculty, by the Council on a vote of censure passed by not less than two thirds of the total membership of the Council, at a special meeting convened for the purpose unless removed earlier;
be eligible for re-appointment.
 - (4) A person appointed as the Dean of the Faculty shall, on appointment, cease to hold office as Head of Department, or Dean of a Faculty of the University, as the case may be, if he holds such office at the time of appointment as Dean of the Faculty.
5. The Faculty of Graduate studies shall have a Board of Graduate Studies (hereinafter referred to as the “Board”) consisting of –
- (1) the following *ex-officio* members:-
 - (a) The Dean of the Faculty of Graduate Studies who shall be the Chairman;
 - (b) Chairpersons of Boards of Study;
 - (c) Deans of all Faculties of the University;
 - (2) The following nominated members:-
 - (a) Two members nominated by the Council of the University from among the appointed members of the Council as specified in section 44(1)(vii) of the Act;
 - (b) Two members, not being members of the staff of the University, nominated by the Senate of the University, from among persons of eminence in the areas of study relating to the Faculty of Graduate Studies;
 - (c) One member nominated by the Council with the concurrence of the Commission from among teachers at postgraduate level in the Boards of Study of the Faculty.