

***Terms and Conditions of Service and Procedure for the  
Appointment of the Rector COMSATS University  
Islamabad Statutes, 2019***

---

# **TERMS AND CONDITIONS OF SERVICE AND PROCEDURE FOR THE APPOINTMENT OF THE RECTOR COMSATS UNIVERSITY ISLAMABAD STATUTES, 2019**

## **1. TITLE**

These Statutes, framed in pursuance of Section 27 (1) (d, n) and in accordance with Section 12 of the COMSATS University Islamabad Act, 2018, shall be called the "*Terms and Conditions of Service and Procedure for the Appointment of the Rector COMSATS University Islamabad Statutes, 2019*".

## **2. COMMENCEMENT**

These Statutes shall come into force from August 21, 2019.

## **3. DEFINITIONS**

- I. All expressions and terms used in these statutes shall have the same meanings as are assigned to them under Section 2 of the COMSATS University Islamabad Act, 2018 except the following:
- a. "*Act*" means the COMSATS University Islamabad Act, 2018;
  - b. "*Appointing Authority*" means the Chancellor who shall exercise his/ her powers, in pursuance of Section 8(3) and Section 12 of the Act;
  - c. "*Search Committee*" means the committee constituted by the Senate, under the provisions of the said Act.

## **4. APPOINTING AUTHORITY**

The Rector shall be appointed by the Chancellor, from a panel of three candidates recommended by the Senate, from amongst those five names proposed, in order of priority, by the Search Committee constituted for the recommendation of persons suitable for appointment as Rector.

## 5. CONSTITUTION OF SEARCH COMMITTEE

- I. A Search Committee for the appointment of the Rector shall be constituted by the Senate in the manner prescribed by these Statutes, whenever required or prior to the expiration of the term of the incumbent Rector, whichever is earlier and accordingly shall comprise of the following five members namely;
  - a. Two eminent members of society nominated by the Chancellor, of whom one shall be appointed the Convener of Search Committee by the Chancellor;
  - b. One member of the Senate nominated by the Senate;
  - c. One distinguished University Teacher, who is not a member of the Senate, and shall be selected by the Senate. The Senate shall be provided with the names and credentials of those seven senior most teaching faculty members, not less than the position of Professor, who shall not be the applicants for the position of Rector of the University. Senate may, by consensus or lot, select one name out of the provided panel;
  - d. One academic of eminence not employed by the University to be nominated by the Senate.
- II. The Search Committee thus constituted shall be notified by the Ministry of Science and Technology (MoST). The said Search Committee shall be provided with all the required facilities for the said purpose, by the MoST, including meeting place, desired human resource, entertainment expenses. Reimbursement of actual expenses to the members on account of prescribed TA/ DA, if applicable, shall be made by the University.

## 6. PROCEDURE FOR APPOINTMENT OF RECTOR

- I. The Search Committee shall advertise the position of Rector in leading print, electronic and other media, as may deem appropriate by the Search Committee, as per prescribed eligibility criteria, by the Ministry of Science and Technology. The advertisement will seek either direct application of the candidate or nomination from renowned scholars/ academicians/ management experts, the latter to be accompanied by a consent letter and updated CV of the nominee.
- II. After the closing date for submission of applications/ nominations, against the advertisement, the search committee shall scrutinize the documents of all the candidates and will carry out the process of assessment of the eligible short listed candidates, which may include interview, presentation or any other suitable means of assessment as decided by the Search Committee.
- III. While short listing and selecting the suitable persons for appointment as Rector, the Search Committee will give due consideration to the academic eminence; exposure to

higher education system; Professional and Leadership Experience and publications of the candidates.

- IV. The search committee shall finalize the list of all the candidates interviewed, in order of priority, and shall submit the names of five candidates, in order of priority, within a period of three months from the last date fixed for the submission of applications, for the consideration of the Senate.
- V. The names of the persons proposed by the Search Committee for appointment as Rector shall be considered by the Senate and out of these a panel of three, in order of priority, shall be recommended by the Senate to the Chancellor.
- VI. The Chancellor will approve the name of one of the three persons, proposed by the Senate, for the position of Rector.
- VII. The Chancellor may decline to appoint any of the three persons recommended by the Senate, if he so decides, and may seek recommendation of a fresh panel. In the event of a fresh recommendation being sought by the Chancellor the Search Committee shall make a proposal to the Senate, which may include the submission of a revised list of candidates, in order of priority or it may propose for re-advertisement of the position of Rector or may make any other suitable proposal to the Senate for consideration as it may deem appropriate.
- VIII. The Search Committee shall remain in existence till such time that the appointment of the next Rector has been made by the Chancellor and the new Rector has assumed the charge.

## **7. TERMS AND CONDITIONS OF THE APPOINTMENT OF RECTOR**

### **A. Eligibility Criteria**

- I. The candidate eligible to apply for the position of Rector shall be an eminent academic or a distinguished administrator fulfilling the following eligibility criteria:
  - a. Experience (National/ International) in an academic, research or administrative leadership position
  - b. Preferably PhD degree from an Institute of Higher Learning recognized by the Higher Education Commission, Pakistan;
  - c. Distinguished research, publications and administrative governance record;
  - d. Not be more than 65 years of age on the last date fixed for the submission of applications.

## **B. The Tenure of the Rector**

- I. The Rector shall be appointed, by the Chancellor, for a renewable tenure of five years on such terms and conditions as prescribed by the Statutes.
- II. The tenure of an incumbent Rector shall be renewed by the Chancellor on receipt of a resolution of the Senate in support of such a renewal, however, the Chancellor may call upon the Senate to reconsider such a resolution once.
- III. At any time when the office of the Rector is vacant or the Rector is absent or is unable to perform the functions of his/ her office due to illness, leave or some other cause, for a period not exceeding one month, the Federal Minister for Science and Technology, being one of the Pro-Chancellors, shall make such an arrangement, among the Pro-Rectors and in their absence among the Deans of the Faculties, for the performance of the duties of the Rector as he/she may deem fit. In case of non-availability of the Federal Minister for Science and Technology, the Executive Director of COMSATS, being the second Pro-Chancellor of the University, shall have the said powers.
- IV. In case the absence/leave period is more than one month or exceeds one month, the decision for making such an arrangement for the performance of the duties of the Rector shall be taken by the Chancellor, among the Pro-Rectors and in their absence among the Deans of the Faculties, as he/she may deem fit.

## **C. Pay and Perks of Rector**

- I. Pay and Perks of the Rector may be proposed by the Search Committee for Appointment of Rector, CUI commensurate with experience and qualification, subject to ratification by the Senate of CUI.
- II. The package shall be all inclusive. Annual Increment shall fall due on the first day after completion of each year of satisfactory service of contract.
- III. The Rector shall be entitled to the use of 1,800cc chauffeur driven car maintained at the University's expense for official and private use, with 400 liters of monthly petrol for local travel.
- IV. The Rector shall be entitled for TA/ DA as per prescribed University's Travelling Allowance Rules.
- V. Medical Facility shall be admissible as per prescribed entitlement.

## **D. Leave**

- I. The Rector shall be entitled for earned leave on full pay at four working days per month for the period of duty. The leave can be availed during the currency of the contract period and entitlement to leave shall expire on expiry of the contract, however, the un-availed leave can be en-cashed at the end of the contract, on the basis of last "Salary" drawn.
- II. If given a fresh contract, the unavailed earned leave in respect of previous contract shall not be carried forward.
- III. At any time when the Rector intends to proceed abroad on official visit(s) or intends to proceed on leave, for a period not exceeding one month, the Federal Minister for Science and Technology, being the first Pro-Chancellor of the University, shall be the leave granting authority. In case of non-availability of the Federal Minister for Science and Technology, the Executive Director of COMSATS, being the second Pro-Chancellor of the University, shall have the said powers. In case the duration of official visit or leave is more than one month, the Chancellor shall be the leave granting authority.

## **E. Provident Fund and Gratuity**

- I. The Rector shall contribute @ 5% of his/ her "Salary" as Contributory Provident Fund and an equal amount shall be contributed by the University and the amount in balance (for both Rector and University contributions, along with the profit earned, thereon) shall be payable at the end of the completion of the said contract.
- II. One month "Salary" for each completed year of service as Rector shall be payable as Gratuity, only at the end of the contract, on the basis of "Salary" last drawn under the said contract. Employer's contribution to Provident Fund and Gratuity shall not be payable in case Rector is removed from his position by the Chancellor on the grounds of moral turpitude or gross misconduct including misuse of position for personal advantage of any kind on the part of the Rector.

## **F. Resignation from Service**

The Rector may resign from the position by giving three months advance notice. In case of immediate resignation three months' salary will have to be deposited by the Rector.

## **G. Removal of the Rector**

The Rector may be removed from the service by the Chancellor, on the recommendations of the Senate, as per provisions of Section 12 of the Act.