

Document Name & No.	SOP FOR FACULTY SELECTION AND APPOINTMENT
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BAQAI MEDICAL UNIVERSITY

Document Name	SOP FOR FACULTY SELECTION AND APPOINTMENT		
Version Number		Total Pages	04

	Name/Committee	Signature	Date
Prepared by	Special Committee		March 2016
Reviewed by	Academic Council		December 2016
Approved by	Academic Council		December 2016

Date of Issue	28 December 2016
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Control Office	Registrar Office
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Revision Number	Date of Revision

BAQAI MEDICAL UNIVERSITY

March 30, 2016

Subject: SOP for Faculty Selection and Appointment

A committee comprising the following was constituted on 29th February 2016 to prepare SOP for selection and appointments of Faculty members in the Baqai Medical University:

1. Prof. Dr. S. Fazal Hussain, CEO, BIPS Chairman
2. Prof. Dr. Iftikhar Ahmed, Principal, BMC Member
3. Dr. Kashif Ikram Principal, Principal BDC Member
4. Lt. Col @ Dr. Shahida Nagi, Director, QEC Member

The committee held its meeting on 30th March 2016 and discussed the subject in detail on policy document. The members agreed that we are already following the HEC / PM&DC criteria for appointments and shall follow the same in letter and spirit. The policy document explains the *modus operandi* for appointment which is in line with HEC / PM&DC directive. The members also agreed that the document may be submitted to the Academic Council for approval.

1. Prof. Dr. S. Fazal Hussain, _____
2. Prof. Dr. Iftikhar Ahmed, _____
3. Dr. Kashif Ikram Principal, _____
4. Lt. Col @ Dr. Shahida Nagi, _____

Vice Chancellor :

Perused. Please process.

MR Israr

Shahida Nagi

06-4-2016

**STANDARD OPERATING PROCEDURE (SOP)
FOR
SELECTION OF FACULTY & OTHER SENIOR
STAFF**

**BAQAI MEDICAL UNIVERSITY
KARACHI – PAKISTAN**

*A policy document of
Registrar's Office & Secretary Selection Board*

BAQAI MEDICAL UNIVERSITY

Selection Board

Standard Operating Procedure For Recruitment of Faculty & Other Senior staff

The purpose of this Standard Operating Procedure (SOP) is to support the recruitment of Faculty and other senior administrative staff to the University through the provision of a set of standardized procedures for the recruitment process.

The step-by-step procedures outlined in this SOP are underpinned by contemporary best practice recruitment. By following the process from start to finish, outcomes will result in the recruitment of fully qualified and competent personnel who are able to deliver safe, high quality and responsive services to the University.

This SOP applies to staff involved in the recruitment of faculty and administrative staff at Baqai Medical University. The SOP relates to all appointments, whether permanent, fixed term contract or honorary.

It should be noted that in the SMDP recruitment process the following administrative units are involved:

- Registrar's Office
- Press & Media department
- Head(s) of the concerned institution or department where the recruitment is required

The procedures for the selection and appointment will ensure that the selection will be in accordance with the *HEC/PM&DC* Standards.

All recruitment including permanent vacancies, Higher Duties/Temporary Transfers and Temporary/Casual Employment Contracts are to be processed through the Registrar's Office.

Purpose, Scope & Procedures

Step 1. Recruitment Preparation

To comply with the institutional or departmental requirement, approval must be obtained **prior** to commencing a recruitment process. The relevant Head must confirm that vacancy is available for the position.

To comply with the requirements, the duty statement and selection criteria and advertisement must be reviewed or developed and agreed by the competent authorities.

All advertisements must be very clear about the position and eligibility criteria commensurate with the applicant's qualifications and experience

Step 2. Receipt of Applications

Applications received by Registrar Office will be forwarded to the concerned Heads within 5 working days after the close of applications

Step 3. Assessment and Selection

The details of short-listed candidates then forwarded to the (a) permanent board members and (b) concerned departmental head with a Notification of holding the Board meeting. This issued with the approval of Vice Chancellor.

The Registrar's Office will contact the short listed candidates via telephone/email to inform them about the venue, date and time of the interview.

Following interviews, the Registrar's Office will complete a Recruitment, Selection Preliminary Report (the Report), including individual and comparative assessments of all interviewed candidates.

The completed Report is submitted to the Vice Chancellor for approval.

Note: No offer of employment must be made to an applicant until the decision- maker i.e. Vice Chancellor has approved the appointment.

Step 4. Credentialing and Defining of Scope of Clinical Practice

Following approval by the Vice Chancellor, the Registrar's office will prepare the appointment letters and notify the concerned heads about the appointment. Verification of documents or reference letters, in dubious cases, will be forwarded to the concerned University/organization.

Registrar's office will manage the process of sending a formal offer of employment and associated documentation to the successful applicant. Registrar office will also send letters to unsuccessful applicants who were interviewed.

Outcome Measures

100% of appointments shall comply with the process outlined in this SOP.

Legislation

Baqai Medical University Act 1996

Passed by the Provincial Assembly of Sindh

The Application for Appointment must have the following details

Personal Details

- Name
- Postal Address
- Phone numbers Home: Work: Mobile:
- Fax: Email:
- Date of Birth
- Position applied for
- Qualification
- Photocopies of credentials
- Testimonials
- Reference letters
- Valid registration with the concerned registering body
- Recent passport size photograph

The newly appointed candidate must submit a written joining report, duly endorsed by the head of the department to the Registrar's Office. A formal joining letter/notification will then be issued.

The copies of appointment and joining letters will then be forwarded to concerned head of the department, administration and accounts department.