



**Baqai Medical University**

**SOP For Faculty Selection and Appoitnment**

<b>Prepared By</b>	Special Committee
<b>Approved By</b>	Academic Council BMU
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<b>Custodian</b>	Registrar Office

## BAQAI MEDICAL UNIVERSITY

March 30, 2016

**Subject: SOP for Faculty Selection and Appointment**

A committee comprising the following was constituted on 29<sup>th</sup> 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 30<sup>th</sup> 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.