

Selection & Promotion Criteria for Faculty Regulations for MTIs

**RECOMMENDED BY THE POLICY BOARD (revised February 19, 2020)
Medical Teaching Institutions Act 2015, as amended, 2019.
(Health Department Notification No. SOH-I/HD/7-53/2018 dated 21/01/2019)**

1. SELECTION [RECRUITMENT] PROCEDURES

The Selection procedures will be as noted in Regulations 22 (d).

SCHEDULE 1

Upon receipt of applications for a post, the secretary (HR officer) of the Selection Committee will prepare an initial merit list based on the items below, except for the interview, which will be scrutinized by the selection committee. The list of candidates of various specialties will be sent to the Chairman or Division head of the concerned Department/Division who will review this list with his faculty and shortlist the candidates to be invited for interview. In the event of three or fewer eligible applicants all applicants will be shortlisted.

Letters will be sent to the referees of the first 6 candidates, based on the merit list, or to all the shortlisted candidates if greater than 6 are shortlisted. A maximum of 21 days will be allowed for receipt of reference letters from the time of contact (referees can be contacted by letter/phone or email). *Interviews cannot proceed without the availability of the referee letters.* In the event that the reference letters for a shortlisted candidate are not received 3 days prior to the interviews, the next candidate on the initial merit list for whom reference letters are available, may be invited for interview if the shortlist would be left with fewer than 3 candidates.

A negative reference letter will exclude a candidate from the shortlist; however, the selection committee may, after investigation, choose to leave the candidate on the shortlist, but must document their reason for doing so.

At the same time as reference letters are requested, interviews will be scheduled allowing sufficient time for the candidates to conveniently attend, but not exceeding six weeks.

The interviews will be by a selection committee consisting of the Department/Division head or Chairman and **at least two thirds of the departmental/divisional faculty members** (consisting of a representative sample including assistant, associate and full professors) and one member of a completely separate department (who can be an assistant, associate or full professor, but ideally not department chairman) nominated by the Dean. In addition, where necessary, an internal or external expert approved by the Dean may be included in the selection committee

Eligibility of the candidates shall be determined in accordance with the advertisement of the post. For this purpose, for all candidates the qualifications and experience etc. as on the closing date fixed/ relevant for all candidates will be taken into account. It is to be noted that

- a. Canvassing in any form will disqualify the candidate.
- b. The candidate may be disqualified and/or excluded from interview and/or be proceeded against legally/ debarred from employment if he / she:
 - Knowingly furnishes any particular which is false;
 - Suppresses material information;
 - Attempts to influence the Members of the Board, the officers and officials of the selection committee, Advisors and Departmental Representative called to assist the selection panel in the interview;
 - Attempts to obtain support for his / her candidature by improper means;
 - Submits forged certificates;
 - Tampers with the entries in his / her academic certificates.

A. ELIGIBILITY [RECRUITMENT] CRITERIA FOR SELECTION OF ASSISTANT PROFESSORS.

Minimum PMDC criteria of eligibility for appointment to faculty positions will be followed in all KP MTIs.

1. ACADEMIC QUALIFICATIONS.

PM&DC RECOMMENDED QUALIFICATIONS IN RESPECTIVE SUBJECT LIKE FCPS OR OTHER EQUIVALENT QUALIFICATIONS, such as MRCP, American Board certification, PhD, etc ARE REQUIRED.

For Major Clinical Disciplines:- (Gen. Med. Gen Surgery, Gynae & Obs, Paeds, ENT, Ophthalmology) minimum criteria laid down by PM&DC, as amended by PM&DC from time to time.

For Other Clinical specialties such as Anesthesiology, Cardiology, Cardiac Surgery, Neurology, Nephrology, Urology, Gastro, Endocrinology, Psychiatry, Dermatology, Pulmonology, Orthopedics, Thoracic Surgery, Neurosurgery, Paeds Surgery, Radiology, Pathology & Allied and other specialties recognized by PMDC. First preference: qualification in relevant specialty is required as per PMDC regulation 2017 or as amended thereafter. However, if first preference is not available, Level-III qualification in general medicine/general surgery with three years practical or teaching experience in relevant specialty /discipline in a recognized institution/reputed hospitals

- a. Only the qualifications and experience possessed on the closing date of the application shall be taken into consideration.
- b. A candidate who has been declared to have passed a particular

Degree / Diploma examination may be considered provisionally on the basis of provisional certificates signed by the Controller of Examination provided that the proper degree/ PMDC certificate will be provided to the selection committee on or prior to the interview day.

- c. The eligibility of a candidate claiming to be in possession of equivalent Qualifications if not specifically laid down in the service rules shall be decided by the Selection Committee on the merits of each case and/or on the production of a PMDC certificate.
- d. **MARKS:** Marks may be given for the quality of the education based on the reputation and standing of the training institution and supervising faculty (Max 10 marks)

2. **EXPERIENCE**

When experience is laid down as a part of qualification the following principles shall be followed in determining the experience:

- a. If not specifically provided otherwise in the relevant service rules, prescribed experience means the experience gained in a regular fulltime paid job acquired after obtaining the prescribed qualification.
- b. Experience gained during appointment on adhoc or contract basis or in officiating capacity shall be counted towards eligibility.
- c. Period of training undergone by a candidate for becoming eligible for the award of actual degree/certificate shall not be counted.
- d. Period of training undergone by a candidate after Post graduation for becoming eligible for the Post shall not be counted.
- e. Teaching Experience must be in a recognized Medical Teaching Institution.

Marks:

Marks may be given for experience gained after the minimum experience required for the post as per PMDC/MTI regulation, as follows:

Specialist Registrar, Senior Registrar, Assistant Professor or Consultant in a specialty in a reputable institution in Pakistan or a developed/foreign country in the relevant field AFTER major requisite postgraduate qualification and experience: Maximum 9 marks @ maximum 3 marks/ year.

3. **RESEARCH**

First/corresponding author research papers – (As per scoring criteria)
(Max 15)

Marks will be assigned as follows:

- a) 5 marks for papers in recognized journals with impact factor >1.0
- b) 2 mark for journals with impact factor >0.3 <1.0
- c) 0.5 marks for journals with impact factor >0.1 <0.3
- d) 0.25 marks for journals in the PMDC or HEC list, excluding the ones noted above.

4. EXTRA TRAINING/CERTIFICATION in the relevant specialty will be given additional marks, e.g Interventional Cardiology, or Interventional Radiology, Medical Education = Max 15 marks

5. **INTERVIEW (maximum 45 marks):**

- i. Knowledge of concerned specialty/subject = 15 marks
- ii. Research related knowledge = 10 marks
- iii. Communication skills (articulate, confidence) = 10 marks
- iv. Knowledge of medical ethics = 5 marks
- v. Leadership skills, Audit /Clinical governance = 5 marks

Passing marks for interview will be 50% i.e. 20 marks. *If the marks given by any member of the selection committee fall outside the average marks of all the members by more than 25%, the reviewer may reconsider his/her marks, or the reviewer's marks will be excluded from the final calculation.*

6. REFERENCE LETTERS = 6 Marks

A maximum of 3 referee letters may be considered. Each letter will be marked by each selection committee member on a grading of 0 to 2, provided that a poor reference will require further investigation by the selection committee and the final findings may result in exclusion of the candidate from consideration.

SUMMARY OF MARKS

Academic Qualifications:	=	10
Additional Experience	=	9
Research:	=	15
Extra training & certification	=	15
References	=	6
Interview	=	45
<u>Total</u>	=	100

B. ELIGIBILITY CRITERIA FOR SELECTION [RECRUITMENT] OF ASSOCIATE PROFESSOR / PROFESSOR

- a. For associate professor eight years experience as assistant professor after FCPS/CCST/PhD/MPhil or equivalent qualification. For the post of Professor, the candidate shall be eligible after spending eight years as associate professor. Eight years experience in the post is essential for selection to a higher post,
- b. EXCEPT **in the case of outstanding merit** which includes:
 - At least 8 first or corresponding author papers in the current post (one per year) IN ADDITION TO whatever paper requirement existed for the previous post.
 - Evidence of outstanding clinical performance – documented by letters from peers, with specifics (i.e. it isn't adequate to say "he's a great clinician" – specific instances must be documented).
 - Or, for basic scientists, documented evidence of excellence in teaching, or development of innovative programs,
 - Evidence of National/International reputation – invited lectures, visiting professorships etc

Marks distribution for Selection [recruitment] of faculty as associate or full professor: *Total marks: 100 [minimum 60 marks necessary for selection, including at least 25 marks in interview]:*

REQUIRED QUALIFICATIONS:

1. Meet all PMDC requirements.
2. At least 6 first/corresponding author publications in a PMDC recognized journal in present post,

PRE-INTERVIEW MARKING SHEET [maximum 60 marks]

Item	Description	Max Marks
1.	Additional qualifications in current post [subspecialty certification/training]	10
2.	Administrative activities [Member of an academic or administrative committee of the institution.]	10

3	Scholarship: a) Published papers [first or corresponding author over and above 6 mandatory papers in current post]	15
	b) Presentations at international and national medical meetings,	5
4.	Continuing involvement in scholarship and Research (grants, abstracts }	4
5.	References: A maximum of 3 referee letters may be considered. Each letter will be marked by each selection committee member on a grading of 0 to 2, provided that a poor reference will require further investigation by the selection committee and the final findings may result in exclusion of the candidate from consideration.	6
6.	Medical Education: excellence in teaching, [student evaluations, student performance, development of teaching programs, etc] for basic scientists documented supervision of at least 6 successful M.Phil or higher degree candidates.	10

TOTAL 60 marks

INTERVIEW (maximum 40 marks):

- i) Knowledge of concerned specialty/subject = 5 marks
- ii) Quality of current practice [Institution/facilities] = 10 marks
- iii) National/international peer recognition [visiting professorships, invited papers, editorials] = 5 marks
- iv) Research related knowledge = 5 marks
- v) Communication skills (articulate, confidence) = 5 marks
- vi) Knowledge of medical ethics = 5 marks
- vii) Leadership skills, Audit /Clinical governance = 5 marks

TOTAL 40 marks

A minimum of 25 marks are necessary in the interview for selection.

1. Research Publications: For assigning marks for publications the following considerations will apply:
 - i). First or corresponding author is a must.
No marks will be given for the mandatory requirement of 8 papers as first or corresponding author in the current post
 - viii) For papers as first or corresponding author over and above the mandatory requirement of 6 papers, the marks will be assigned as follows:
 - a) 5 marks for papers in recognized journals with impact factor >1.0
 - b) 2 mark for journals with impact factor >0.3 <1.0
 - c) 0.5 marks for journals with impact factor >0.1 <0.3
 - d) 0.25 marks for journals in the PMDC or HEC list, excluding the ones noted above in (a), (b), and (c).

C. FINAL DECISION/RECOMMENDATION.

- a. When all shortlisted candidates have been interviewed, the secretary, Selection Committee, shall prepare a merit list based on the aggregate marks obtained on the evaluation sheets and submit to the Chairman of the Selection Committee.
- b. The Selection Committee will review the list in conference and come to a final decision on the grading of the candidates. The rationale for this grading will be written by the Chairman and approved and signed by members of the Selection Committee.
- c. The selected candidate will be recommended to the Dean for appointment.
- d. When two or more than two candidates have secured equal marks in aggregate, the candidate who has secured higher marks in the interview shall be given preference. In case the marks in aggregate and also the marks in the interview are the same, marks obtained in the Research Publication shall be the deciding factor.

D. REPRESENTATION

Representation should be addressed to the Academic Council, which shall decide the case on merit alone and will advise the Dean who will be the final authority.

N.B.

ALL MEMBERS OF THE SELECTION COMMITTEE ARE REQUIRED TO WRITE THEIR RATIONALE FOR AWARDING MARKS FOR EACH ITEM

MEMBERS OF THE SELECTION COMMITTEE MUST RECUSE THEMSELVES FROM THE COMMITTEE IF THEY PERCEIVE A CONFLICT OF INTEREST AS DEFINED IN THE MTI CONFLICT OF INTEREST RULES.

2. PROMOTION PROCEDURES

The promotion procedure will be as noted in Regulations 22 (e).

Schedule 2

Promotion Criteria/Marks distribution for Promotion of Faculty to Associate Professors or Full Professor in MTI

ELIGIBILITY CRITERIA FOR PROMOTION TO ASSOCIATE PROFESSOR / PROFESSOR

- a. Certified supervisor of CPSP or for basic scientists University approved supervisor status for M.Phil degree,
- b. Eight years experience in the post as Faculty after FCPS/CCST or equivalent as Assistant Professor. For the post of Professor, the candidate shall be eligible after spending eight years as associate professor. Eight years experience in the post is essential for selection to a higher post,
- c. EXCEPT IN THE CASE OF ACCELERATED PROMOTION FOR OUTSTANDING MERIT SIGNIFIED BY:
 - At least 8 first or corresponding author papers in the post (one per year) IN ADDITION TO whatever paper requirement existed for the previous post.
 - Evidence of outstanding clinical performance – documented by letters from peers, with specifics (i.e. it isn't adequate to say "he's a great clinician" – specific instances must be documented), OR in the case of basic scientists supervision of at least 6 successful M.Phil or higher degree candidates.
 - Documented recognition as an excellent teacher- again, properly documented.
 - CME activities (At least 15 conferences/workshops during the current post).
 - Member of an academic or administrative committee of an institution.
 - Additionally the candidate must pass the interview by securing 50% or more marks, and achieve a score of 70% or more overall.

REQUIRED QUALIFICATIONS FOR REGULAR PROMOTIONS TO ASSOCIATE & FULL PROFESSOR:

- a. Meet all PMDC requirements for the position.
- b. At least 6 first/corresponding author publications in a PMDC recognized journal in present post,
- c. CPSP/HEC approved supervisor or approved supervisor for M.Phil or higher degree,

Scoring Table:-

S. no	Item	Maximum marks			
1	Research publications over and above 6 mandatory papers (as first / corresponding author) ¹ (see definition)	30			
2	Excellent clinician ² (see definition) OR Documented supervision of 6 successful M.Phil or higher degree candidates	25			
3	Excellent teacher ³ (see definition)	15			
4	CME Credit hours [0.1 mark / credit hour]	5			
5	<table border="1"> <tr> <td rowspan="2">Scholarly activities</td> <td>Presentations at National or International Conferences (with paper/ abstract presentation) (1 mark for each), Workshop/symposia organiser (1 mark for each) Editor of Nationally recognized Journal (2 marks for each)</td> </tr> <tr> <td>Review article, meta analysis, editorial in recognized journal 0.5 marks each journal article review 0.5 marks each</td> </tr> </table>	Scholarly activities	Presentations at National or International Conferences (with paper/ abstract presentation) (1 mark for each), Workshop/symposia organiser (1 mark for each) Editor of Nationally recognized Journal (2 marks for each)	Review article, meta analysis, editorial in recognized journal 0.5 marks each journal article review 0.5 marks each	10
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	Review article, meta analysis, editorial in recognized journal 0.5 marks each journal article review 0.5 marks each				
6	Administrative activities ⁵	10			
7	Personal qualities and reputation ⁶	-20 to +5			

1. **Research Publications:** For assigning marks for publications the following considerations will apply:
 - i). First or corresponding author is a must.
 - ix) No marks will be given for the mandatory requirement of 6 papers as first or corresponding author in the current post

- x) For papers as first or corresponding author over and above the mandatory requirement of 6 papers, the marks will be assigned as follows:
 - a) 5 marks for papers in recognized journals with impact factor >1.0
 - b) 2 mark for journals with impact factor $>0.3 <1.0$
 - c) 0.5 marks for journals with impact factor $>0.1 <0.3$
 - d) 0.25 marks for journals in the PMDC or HEC list, excluding the ones noted above.
- 2. **Excellent clinician** to be decided by DPC & verified by IPC and Dean. Excellence as clinician is assessed on the following basis:
 - a. Written evaluations of national clinical stature by at least 2 colleagues and 2 referees from outside institutions (max 10 marks)
 - b. Documented attendance and supervision of regular morbidity and mortality reports and clinical audit sessions at least on 2 monthly bases (max 5 marks)
 - c. Documented contribution to health system improvement (max 5 marks).
 - d. Documented development of new clinical skills and expertise resulting in additional clinical privileges in the current post (max 10 marks)
 - e. Obtaining additional recognized degree/diploma while in the post (max 10 marks)
- 3. **Excellent Teacher.** Defined as having the following qualities:
 - a) A minimum of 05 presentations per year in the current post on clinical and educational topics verified by different means (CPCs, Multi Disciplinary meetings, workshops, conferences, CMEs) (max 10 marks)
 - b) Written evaluations from trainees and students (max 10 marks)
- 4. **Administrative Activities** are:

Member (4 marks)/ chairman (6 marks) of different Hospital or Academic administrative committees (including inquiry committees)
- 5. **Personal Qualities and Reputation:**
 - i. No legal cases relevant to faculty duties with adverse outcomes to the applicant (-5 marks for each such outcome)

- ii. Good interpersonal relations with peers, students, trainees
- iii. Absence of any adverse findings/actions regarding any faculty activities by supervisors (-5 marks for each such finding)

Total marks: 100 [60 marks necessary for routine promotion (at 8th year) and 70% & above for accelerated promotion after 5th year.]

N.B.

1. ALL MEMBERS OF THE INSTITUTIONAL PROMOTION COMMITTEE (IPC) ARE REQUIRED TO WRITE THEIR RATIONALE FOR AWARDING MARKS FOR EACH ITEM
2. IF THE MARKS GIVEN BY ANY MEMBER OF THE INSTITUTIONAL PROMOTION COMMITTEE FOR ANY ITEM FALL OUTSIDE THE AVERAGE MARKS OF ALL THE MEMBERS FOR THAT ITEM BY MORE THAN 25%, THE REVIEWER MAY RECONSIDER HIS/HER MARKS, OR THE REVIEWER'S MARKS WILL BE EXCLUDED FROM THE FINAL CALCULATION.
3. IF THE CANDIDATE HAS WORKED IN ANOTHER REPUTABLE INSTITUTION AS A FACULTY MEMBER, THAT TIME SHOULD BE CONSIDERED, AS WELL THE PAPERS PUBLISHED DURING THAT POSTING.