



## UNIVERSITY GRANTS COMMISSION

ESTABLISHMENTS CIRCULAR LETTER NO. 12/ 2019

No. 20, Ward Place,  
Colombo 07.

December 13, 2019

Vice-Chancellors of Universities  
Rectors of Campuses  
Directors of Institutes

### EFFECTIVE DATE AND PROBATIONARY PERIOD APPLICABLE FOR THE POST OF ASSOCIATE PROFESSOR/PROFESSOR BY OPEN ADVERTISEMENT/MERIT PROMOTION

Your attention is invited to the Commission Circular No. 461 of 21.01.1991 with reference to the effective date of promotion to Associate Professor and Professor posts, and sub-paragraph 21:1:2 and 21:1:3 of Chapter III of the Establishments Code of the UGC and Higher Educational Institutions and Section 72 of the Universities Act No. 16 of 1978, as amended, with reference to probationary period of teachers.

2. Effective date of merit promotion to the post of Associate Professor/Professor shall be the date on which the applicant's successful application was received by the Vice-Chancellor.

3. The Commission noted that in the absence of clear guidelines regarding the effective date for appointment to the advertised post of Professor (cadre chair) and probationary period applicable for appointments or merit promotions to the post of Associate Professor/Professor, different practices are being followed by the Higher Educational Institutions/Institutes at present.

4. Therefore, the Commission at its 1018<sup>th</sup> meeting held on 18.09.2019 decided the followings;

- (i) Effective date of appointment to the advertised post of Professor/Senior Professor (cadre chair) shall be a date later than the date of approval of such appointment by the Council of the respective Higher Educational Institution/Institute.
- (ii) In case of appointment to the advertised post of Professor/Senior Professor (cadre chair), a teacher who has been confirmed in the previously held teacher post in the same or another Higher Educational Institution/Institute, shall serve a probationary period of one year.
- (iii) The probationary period need not be applicable for merit promotions to the post of Associate Professor/Professor.

5. Please take action accordingly.

  
Professor Mohan de Silva  
Chairman

Contd.....

Copies:

1. Secretary/Ministry of Higher Education, Technology and Innovations
2. Chairman's Office/UGC
3. Vice-Chairman/UGC
4. Members of the UGC
5. Secretary/UGC
6. Registrars of Universities
7. Deans of Faculties
8. Accountant/UGC
9. Bursars of Universities
10. Librarians/SAL/AL of the Higher Educational Institutions /Institutes
11. Deputy Registrars/Snr. Asst. Registrars/Asst. Registrars of Campuses/Institutes
12. Deputy Bursars/Snr. Asst. Bursars/Asst. Bursars of Campuses/Institutes
13. Internal Auditor/UGC
14. Govt. Audit Superintendents of Universities
15. Snr. Asst. Int. Auditors of HEIs
16. Secretaries of Trade Unions
17. Auditor -General

File Nos. UGC/HR/4/3/10  
UGC/HR/4/3/25