

SOP- PROMOTION OF FACULTY



**RAHBAR COLLEGE
OF DENTISTRY**

**PRINCIPAL
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No.102/RCoD/175A Dated: 28 Nov 2024

To: Director Admin

Info: Medical Branch

SOP – PROMOTION OF FACULTY

1. On fulfilment of prom criteria laid down by PM&DC (Requisite qualification, No. of publication + teaching experience), the faculty concerned apply for issuance of eligibility certificate to PM&DC along with all supporting documents.
2. PM&DC issues certificate of eligibility for the applied faculty slot after scrutiny/ verification of documents.
3. The faculty concerned applies through proper channel for promotion through application addressed to Principal RCOD.
4. The application is forwarded to Dir HR RCOD for further processing.
5. Dir HR RCOD verifies available of slot applied for as per PM&DC accreditation / Inspection standards.
6. If slot is not available the applicant is offered, option of prom on Own Pay Scale (OPS), whereby they continue to serve on existing pay package albeit with teaching experience in fresh appt.
7. For formal processing, the faculty concerned are brought before a Board of Officers headed by DDG with other members comprising of MD PRPF, Principal RCOD, VP/ Dir HR RCOD, MS PRTH & DDMS PR (Pb).
8. On recommendation of the above-mentioned Board of Officers, board proceedings are processed on min sheet for formal approval of Chairman RCOD.
9. The faculty concerned are issued fresh appointment letter on promoted slot with effect from date of approval of min sheet.
10. Raise in pay package becomes applicable with effect from date of approval by Chairman RCOD whereas teaching experience on promoted slots is counted with effect from date given in PM&DC eligibility certificate.
11. The faculty concerned contingent upon promotion applies for fresh faculty registration with PMDC on promoted slot and share details with HR department for updating record.

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