



Academic Staff Performance Review

Bhiksu University of Sri Lanka

Criteria for

Vice-Chancellor's Award

1. Introduction

Establishing a strong research culture at the Bhiksu University of Sri Lanka (BUSL) is an achievable challenge with the right drive and motivation. By fostering a robust research environment, the University can elevate its status locally and globally, ultimately enhancing its ranking as a prestigious higher education institution. Moreover, cultivating a strong research culture will create opportunities for further advancements in various areas of academia and contribute to the overall growth and development of the University.

Establishing a strong research culture will attract top-tier faculty and researchers, encourage interdisciplinary collaboration, and provide academic staff and students with valuable hands-on research opportunities. This, in turn, will lead to the generation of impactful research outcomes that can address real-world challenges and contribute to advancing knowledge in various fields. Ultimately, this commitment to fostering a robust research culture will position BUSL as a leading institution dedicated to academic excellence and innovation.

In this context, the Research and Publication Committee of the BUSL has initiated efforts to promote and enhance research activities within the University. In this regard, a proactive and positive measure would be to acknowledge, support, and incentivise academics who undertake high-quality research and publish it in recognised and indexed journals. Recognising such distinguished individuals through a fair reward system would not only motivate them to pursue further research of elevated standards but also serve as an enticement for fellow academics to emulate their achievements. In addition, this proposal recommends establishing the Appraisal Committee of the Academic Staff (ACAS) for evaluating the applicants and reviewing the terms and conditions for the awards.

2. Purpose of Award

The purpose of the award is to recognise and promote excellence in research, scholarship, and creative endeavours by the academics of the BUSL. The awards may be granted based on recent high-quality research publications, substantial research funding, or other notable accomplishments. Applicants are expected to demonstrate a high standard of service in both teaching and research at the University.

3. Name of the Award

Vice Chancellor's Award

4. Number of Awardees

- a. Senior Researcher
(age 40 years or above on the closing date of applications)
- b. Junior Researcher
(age below 40 years on the closing date of applications)

5. Description of the Award

Award of excellence in research, scholarly, and creative works consists of a plaque and a certificate. The name of the winner is inscribed on the plaque.

The award is presented at the Senate of the University, and the two (02) awardees are invited to give talks on their works at the BUSL-IBC Research Symposium.

6. Terms and Conditions:

The following terms and conditions are considered for the selection of awardees.

6.1 Eligibility:

6.1.1 To be eligible for this award, a candidate must hold a permanent academic staff position with a minimum of three years of active service at the University.

6.1.2 The candidate should have maintained accepted norms and ethics of the academic and research field.

6.1.3 The candidate must achieve at least the minimum required marks as outlined in the marking scheme. (50 Marks)

6.1.4 Once awarded documents shall not be considered for the next award.

6.1.5 The following research, scholarly and creative works are eligible for the award:

Section No.	Section name
Section I	Publications (Research articles, books, and book chapters)
Section II	Research Grants
Section III	Creative Works
Section IV	Awards

6.2 Application Procedure

The application must include all necessary documents, including a self-evaluation report (SER) to the guidelines and the required evidence to the Vice Chancellor's Office through the channel from the Head of the Department and Dean of the Faculty by the deadline specified on the University website. Duly filled application forms and guidelines can be available on the BUSL website.

7. Selection Process

The ACAS, nominated by the Senate of the University for three (03) years, will facilitate the selection and evaluation process. The composition of the Committee would be decided by the Senate. The decision of the ACAS appointed by the Vice Chancellor to evaluate applications for the 'Vice-Chancellor's Award' shall be final. The Committee evaluates the SER of each candidate and recommends eligible candidates for the award and merit certificates to the Senate. Importantly, this Committee reserves the right not to nominate a candidate if the provided evidence is insufficient or false.

The Committee will carry out the evaluation process following the specific terms and conditions, considering the marking scheme. (Annex 1: Marking Scheme for the 'Vice-Chancellor's Award' -BUSL).

**Marking Scheme for Vice Chancellor's Award
BUSL**

Section I. Publication (Research Articles & Book Chapters)				
	Component	Criteria	Marks Allocated	Maximum items
1.1	<i>h</i>-index values	<i>h</i> -index value 4 or above (Tier 3 or above)	Tier 4* =15 Tier 4 = 10 Tier 3 = 05	
1.2	Indexed Journal Articles	Published in indexed journals *	10 marks per paper	No Limit
1.3	Non-Indexed Peer-Reviewed Articles	Published in peer-reviewed, non-indexed journals	08 marks per paper	10 papers
1.4	Conference Proceedings (Indexed)	Papers presented at academic conferences and indexed in reputable databases *	06 marks per Paper	No Limit
1.5	Conference Proceedings (Non-Indexed)	Papers presented at conferences, not indexed in recognised databases. Peer-reviewed but with less visibility and impact compared to indexed proceedings	04 marks per Extended Abstract 02 marks per abstract	10 papers
1.6	Book Chapters (International)	Chapters published by internationally recognised publishers	08 marks per chapter	03 chapters
1.7	Book Chapters (National)	Chapters published by recognised local publishers	05 marks per chapter	05 chapters
1.8	Academic books/ Reference books/Monographs/ Textbooks/Translations	Authored by experts and published by reputable academic publishers	10 marks per item	05 items
1.9	Author Publications	Books published by the author (With ISBN)	03 marks per book	02 books
1.10	Edited Volumes/Books	Collections of chapters or essays by multiple authors, reviewed and curated by editors (published outside the BUSL)	05 marks per item	05 items
1.11	Citations	Self-citations will not be counted	0.5 per citations	20 citations (maximum 5 marks for one paper)

1.12	Editor	Editorialships of National and International journals, conference, proceedings	Editorial board member in index journal 06 marks, non-index journals 03 marks	10 memberships
1.12	Reviewer	Memberships of Review Panels in National and International Journals, conference	01 marks for one journal	10 journals

Section II. Research Grants				
	Component	Criteria	Marks Allocated	Maximum items
2.1	National Grants	Research grants obtained from national funding agencies. If the applicant is the principal investigator of the grant + 2 marks	10 marks per grant	No Limit
2.2	International Grants	Research grants obtained from international funding agencies. If the applicant is the principal investigator of the grant + 3 marks	15 marks per grant	No Limit

Section III. Creative Works				
	Component	Criteria	Marks Allocated	Maximum Items
3.1	Creative Literary Works	Original poems, lyrics, and fiction published on recognized platforms	05 marks per work	05 items
3.2	Performances (Drama, Film, Music)	Public performances, plays, or films produced and recognized nationally/ internationally	05 marks per production	03 items
3.3	Artistic Creations (Exhibitions)	Original artworks showcased at recognized exhibitions	05 marks per exhibition	05 exhibitions
3.4	Religious Publications & Performances	Public media religious performances (<i>Dhamma</i> Sermon series, <i>Dhamma</i> Discussion series), Religious creative works, Articles published in national/ international newspapers or media	02 marks per article/ series/ performance	05 items

Section IV. Awards				
	Component	Criteria	Marks Allocated	Maximum Items
4.1	International Research Awards	Awards from recognized international bodies (e.g., UNESCO, Commonwealth)	10 marks per award	02 Awards
4.2	National Research Awards	Awards from national institutions (e.g., CVCD, NRC, NSF Awards)	08 marks per award	02 Awards
4.3	University Awards	Awards from a University or Higher Education Institute (Awards from the BUSL will not be considered)	05 marks per award	03 Awards
4.4	Conference Best Paper/Presentation	Awards for the best paper or presentation in national/international conferences	04 marks per award	03 Awards

* Social Science Citation Index (SSCI), Science Citation Index (SCI), Science Citation Index Expanded (SCIE), Elsevier publishers/Scopus, PubMed, MEDLINE, Emerging Source Citation Index (ESCI), Arts and Humanities Citation Index®, Library and Information Science Abstracts (LISA), Library, Information Science and Technology Abstracts (LISTA), Education Resource Information Centre (ERIC), Engineering Index.

General Notes:

1. **Evidence Required:** All claims must be supported by valid documentary evidence, including certificates for awards and grants, published works for publications, and proof of creative works.
2. **Contribution Marking:** For multi-authored works (publications, grants, etc.), marks will be divided by the number of contributors, with the first author, corresponding author, or principal investigator receiving an additional 20% of the marks.
3. **Maximum Marks Per Category:** For each category, a cap is placed on the maximum number of items to ensure fair distribution across different fields of academic contribution. To qualify for the Award, applicants must reach a minimum total of **50 marks**. However, the applicant must obtain a minimum total of 25% marks from Section I.
4. **Affiliation:** To qualify for the award, the applicant's name must be clearly mentioned in the publication with the 'Bhiksu University of Sri Lanka' affiliation. Publications without the 'Bhiksu University of Sri Lanka' affiliation will not be considered for awards.
5. **Fraud or mistake:** The applicant is responsible for all material presented and published under the norms and ethics. If any fraud or mistake is detected, it shall be subject to any decision taken under the rules and regulations of the University.

Vice Chancellor's Award - Bhiksu University of Sri Lanka

Self-Evaluation Report (SER)

Summary of Self-Evaluation:

Sections and description	Marks Claimed	Verified by ACAS (office use only)
Section I. Publication		
Section II. Research Grants		
Section III. Creative Works		
Section IV. Awards		
Total Marks		

Detailed Evaluation by the Sections:

Section I: Publications:

Criteria No.	Bibliographical details	Year	Marks claimed	Verification by ACAS

Section II. Research Grants:

Criteria No.	Title of the Project with Funding Agency	Year	International/ National	Grant amount	Marks claimed	Verification by ACAS

Section III. Creative Works:

Criteria No.	Type of Creative Work (Literary/Performance/Artistic, etc.)	Title	Venue/ Platform	Year	Marks claimed	Verification by ASAC

Section IV. Awards:

Criteria No.	Type: (international/National/University/Conference)	Award Title	Awarding Body	Year	Marks claimed	Verification by ASAC

Declaration by the Applicant

I hereby declare that the information provided in this Self-Evaluation Report is true and accurate to the best of my knowledge. I affirm that all the submitted documents are authentic and all publications clearly mention my affiliation with Bhiksu University of Sri Lanka. I understand that the University may take disciplinary action if any false or misleading information is discovered.

Signature of Applicant:

Date:

Annexures / Document List

Ensure that all relevant evidence is included, and clearly reference the corresponding criteria number from the marking scheme for each item within its respective category.



Vice Chancellor's Award - Bhiksu University of Sri Lanka

APPLICATION FORM Academic Staff Performance Review

Applicant Information:

1. **Full Name (as per official records):**

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2. **Designation:**

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3. **Department/Faculty:**

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4. **Date of Birth:**

..... (Please attach a copy of the NIC)

5. **Age on Closing Date of Application**.....

6. (Please confirm category below)

Junior Researcher (Below 40 years)

Senior Researcher (40 years and above)

7. **Date of First Appointment to BUSL (Permanent Post):**

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8. **Total Years of Active Service at BUSL:**

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9. **Contact Information:**

○ **Phone:**

○ **Email:**

○ **Postal Address:**

Declaration of Eligibility

Please confirm the following by ticking the appropriate boxes:

- I am a permanent academic staff member with a minimum of three years of active service at the BUSL.
- I have adhered to accepted norms and ethics in academic and research conduct.
- I have submitted a Self-Evaluation Report (SER) according to the guidelines.
- I have attached all required supporting documents and evidence.
- I understand that a minimum score of 50 marks is required to be considered for the award and if applying with contributions from Sections II, III, and/or IV, at least 25% of total marks must come from Section I (Publications).

I declare that all information provided in this application is true and accurate to the best of my knowledge. I understand that providing false or misleading information may result in disqualification from the award process.

Signature of Applicant:

Date:

Submission Instructions:

- Submit one hard copy of the completed application, with the SER and all supporting documents, to the **Vice Chancellor's Office**.
- Refer to the University website for the **deadline** and **guidelines**: www.busl.ac.lk