CECOS University of IT and Emerging Sciences
Promotion Application Form

Instructions for Promotion Dossier to support one's candidacy:

1. Before anything, self-evaluate your eligibility based on the relevant criteria given at the end of this document
2. Fill the relevant sections of the form (titled in red color)
3. Submit this form in word format whereas your cover letter/Personal Statement (one-page), CV, copies of all educational testimonials and experience /service certificates as single pdf, as an attachment to promotion request sent via email to HR Office.

Application for promotion as:	

To be filled by Employee:

Employee Name:		Employee ID:	**E xxxx**
Department:		Date of Joining:	x
Current Designation:		Current Grade:	

Academic Record (start with highest qualification)

To be filled by Employee:

Degree Title	CGPA/Marks	Year of Completion	Field of Study	Institution	Country

Work Experience *(to be verified by HR department)*

To be filled by Employee:					Verification (For HR department use only)
Designation	Grade	Organization	Duration		
			From	To	
					☐
					☐

					☐
					☐
					☐
					☐
					☐
					☐
					☐

To be filled by Employee (for employment at CECOS only):		
	Extraordinary/Study Leave availed	
1.	From:	None
	To:	
	Duration:	
2.	From:	
	To:	
	Duration:	
3.	From:	
	To:	
	Duration:	

*Insert more rows if required

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(For HR department use only)	
Total Verified Experience:	Date and Signature of HR Manager
Years:	
Months:	
Days	

	Proforma for Verification of Research Publication *(to be verified by QEC department)*		
Journal Information	**Title of Journal**		
	Web of Science/Scopus Link/others		
	Print ISSN/E-ISSN		
	Impact Factor[1]		
Research Article Information	**Title of Research Article**		
	DOI Link		
	Type of Publication		
	Vol No		
	Issue No		
	Page No		
	Month,Year of Publication		
HEC Ca	**(HJRS Database) Before September 2024**	☐W ☐X ☐Y	
	Aft	**W**	**Web of Science:** ☐ **Science Citation Index Expanded (SCIE)** ☐ **Social Sciences Citation Index (SSCI)**

[1] Attach evidence

te go ry	e r S e p t e m b e r 2 0 2 4		
			☐ Arts & Humanities Citation Index (AHCI)
		X	**Web of Science:** ☐ Emerging Sources Citation Index (ESCI)
		X	**Pakistani Journal:** ☐ Indexed with Scopus ☐ 25 % International authorship ☐ Open Journal Management System (OJS) or similar Journal ☐ Management systems adopted for submission, acceptance, and rejection as well as peer review process of research articles. ☐ Self-Institutional publication and Editor(s) /Editorial Board members publication is not allowed. ☐ Published articles peer reviewed by well reputed international experts in relevant field.
		Y	**Pakistani Journal:** ☐ Scopus ☐ MEDLINE (PubMed) ☐ China National Knowledge Infrastructure (CNKI) ☐ National journals Recommended by HEC local committee

Proforma for Verification of Research Publication *(to be verified by QEC department)*			
Journal Information	**Title of Journal**		
	Web of Science/Scopus Link/others		
	Print ISSN/E-ISSN		
	Impact Factor[2]		
Research Article Information	**Title of Research Article**		
	DOI Link		
	Type of Publication		
	Vol No		
	Issue No		
	Page No		
	Month,Year of Publication		
HEC Category	**(HJRS Database) Before September 2024**	☐ W ☐ X ☐ Y	
	After September 2024	W	**Web of Science:** ☐ Science Citation Index Expanded (SCIE) ☐ Social Sciences Citation Index (SSCI) ☐ Arts & Humanities Citation Index (AHCI)
		X	**Web of Science:** ☐ Emerging Sources Citation Index (ESCI)
		X	**Pakistani Journal:** ☐ Indexed with Scopus ☐ 25 % International authorship ☐ Open Journal Management System (OJS) or similar Journal ☐ Management systems adopted for submission, acceptance, and rejection as well as peer review process of research articles. ☐ Self-Institutional publication and Editor(s) /Editorial Board members publication is not allowed. ☐ Published articles peer reviewed by well reputed international experts in relevant field.

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[2] Attach evidence

			Pakistani Journal: ☐ Scopus ☐ MEDLINE (PubMed) ☐ China National Knowledge Infrastructure (CNKI) ☐ National journals Recommended by HEC local committee
	Y		

Proforma for Verification of Research Publication *(to be verified by QEC department)*

Journal Information	Title of Journal	
	Web of Science/Scopus Link/others	
	Print ISSN/E-ISSN	
	Impact Factor[3]	
Research Article Information	Title of Research Article	
	DOI Link	
	Type of Publication	
	Vol No	
	Issue No	
	Page No	
	Month,Year of Publication	

HEC Category		(HJRS Database) Before September 2024	☐W ☐X ☐Y
	After September 2	W	**Web of Science:** ☐ Science Citation Index Expanded (SCIE) ☐ Social Sciences Citation Index (SSCI) ☐ Arts & Humanities Citation Index (AHCI)
		X	**Web of Science:** ☐ Emerging Sources Citation Index (ESCI)
		X	**Pakistani Journal:** ☐ Indexed with Scopus ☐ 25 % International authorship ☐ Open Journal Management System (OJS) or similar Journal ☐ Management systems adopted for submission, acceptance, and rejection as well as peer review process of research articles. ☐ Self-Institutional publication and Editor(s) /Editorial Board members publication is not allowed.

[3] Attach evidence

0 2 4		☐ **Published articles peer reviewed by well reputed international experts in relevant field.**
	Y	**Pakistani Journal:** ☐ **Scopus** ☐ **MEDLINE (PubMed)** ☐ **China National Knowledge Infrastructure (CNKI)** ☐ **National journals Recommended by HEC local committee**

*Insert more rows if required

(For QEC use only)		
Total Number of Verified Research Publications:		Date and Signature of Director QEC
Number of Research Publications in **Y category**:		
Number of Research Publications in **X category**:		
Number of Research Publications in **W category**:		
Number of Research Publications in **IF journals**:		Click to pick a date

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Declaration (by the applicant)

I hereby solemnly declare that all the entries/information provided in this form are true and legitimate in all respects, to the best of my knowledge and belief. If it is found fake or having incorrect information, at any point of time, the undersigned is liable for the penalty to be decided by the competent authority.			
Name:		Date & Signature:	

Endorsement (by Head of Department)

Remarks:	Date and Signature of HOD
	Click to pick a date

Endorsement (by Dean of Faculty/P Committee)

□ Promotion Recommended		□ Promotion Not Recommended
Position Title:		Remarks:
Effective Date:		
Date and Signature of Dean of Faculty:		Click to pick a date

Endorsement (by Vice Chancellor/Registrar)

□ Promotion Recommended		□ Promotion Not Recommended
Employee Name:		Remarks:
Position Title:		
Effective Date:		
Date and Signature of the Vice Chancellor:		Click or tap to enter a date.

Approval (by the President)

□ Promotion Approved	□ Promotion Not Approved
Date and Signature of the President:	Remarks:
	Click to pick a date