

CRITERIA AND GUIDELINES FOR PROMOTION OF ACADEMIC STAFF

1.0 AREAS OF ASSESSMENT FOR ALL GRADES

i. Qualifications

ii. Publications (items acceptable as publications, majority of which should be published, shall comprise the following):

- a. Books (published or accepted for publication by recognized publishers)
- b. Parts of Chapters of books (published or accepted for publication)
- c. Articles (published or accepted for publication) in scholarly journals
- d. Monographs, Research and Technical Reports
- e. Papers presented at Seminars, Conferences, Workshops that were reviewed by assessors before and after presentation, and public lectures.
- f. Musical compositions, Theatre performances, Exhibitions, Commissioned Works. (These items shall be accompanied by write-ups to be assessed by competent referees)
- g. Editing of books and published materials
- h. Evaluation in the area shall be done by students and Heads of Department

iii Service

To the university college, the Community and the Country (Evaluation shall be by the Faculty Appointments and Promotions Committee).

1.1 General Conditions

- i. Application procedure, as laid down in CIBT Statutes, shall be followed.
- ii. Promotions shall normally proceed from a rank/grade to the immediate next rank/grade i.e. from Lecturer to Senior Lecturer to Associate Professor to Professor.
- iii. Notwithstanding the normal progression as stated in ii above, any member of the University may apply at any time to be promoted to any rank/grade for which he/she considers himself/herself qualified.
- iv. A senior member who wishes to be promoted should submit their application twelve (12) clear months before their due date of retiring from the service of the college.
- v. Promotion of a senior member on study leave. A senior member who submitted his/her application for promotion before proceeding on study leave and was qualified at the time, should be eligible for consideration for promotion while he/she remains on study leave. Effective date would be when the staff returns to post. The outcome of the application would be made known to the applicant when he/she returns.

- vi. A senior member who had not applied for promotion before he/she proceeded on study leave, but was qualified while on study leave, may also apply for promotion while on study leave, but if the application is successful, his/her promotion letter shall not be released to him/her until he/ she has completed the course of study and resumed duty in the university college.

1.2 Roles

1.2.1 Roles of Faculty Appointment and Promotions Review Committee

- i. On receipt of an application from the Registrar, the Dean shall refer it to the Faculty Appointments and Promotions Committee for consideration. No application shall be withheld from the Faculty Appointments and Promotions Committee.
- ii. The Committee shall consider all applications for appointments and promotions and shall forward same with comments and recommendations to the Registrar.
- iii. In case of promotion, a candidate first writes to the Dean through the Head of Department. On receipt of an application, the Dean shall follow procedures i & ii above.

1.2.2 Role of Applicant

The applicant shall provide the following documents:

- Application letter
 - Curriculum vitae
 - Names of at least two (2) referees
 - Copies of publications
- iv. Except for the Dean and the Head of Department, the grade of members sitting for purposes of considering applications for appointments and promotions shall be at or above the grade applied for.
 - v. The Faculty Appointments and Promotions Committee shall meet at least once a semester.
 - vi. Promotions Committee shall constitute same as prescribed in the GIJ Statutes.
 - vii. Promotion shall take effect from the date of submission of an application.

1.2.3 Role of the Registrar

The Registrar shall ensure that external assessors are provided with the following:

- a. A copy of the application including applicant's Curriculum Vitae
- b. Copies of publications and other exhibits of the applicant's work.
- c. Document on criteria and guidelines for appointments and promotions.

1.2.4 Role of the Appointments and Promotions Review Committee

Final decisions on appointments and promotions shall be made by this body.

In the case of Associate Professor and Professor final decision shall be made by the Governing Council.

2.0 LEVELS OF PROMOTIONS

2.1 Promotion from Lecturer to Senior Lecturer

- i. Normally, the applicant must have taught for a minimum period of four years as a Lecturer after probation
- ii. Applicant must submit at least four publications to his/her credit for assessment.

2.2 Promotion from Senior Lecturer to Associate Professor

- i. Normally, the applicant must have taught for a minimum period of three years as a Senior Lecturer.
- ii. Applicant must submit at least six publications since the last promotion.

2.3 Promotion from Associate Professor to Professor

- i. Normally, the applicant must have taught for a minimum of two years as Associate Professor.
- ii. Applicant must submit at least eight publications since the last promotion.
- iii. Applicant must demonstrate academic leadership.

3.0 WEIGHTING OF AREAS OF ASSESSMENT

Points have been allocated to the various areas and items to ensure objectivity and equity and as much as possible, a good balance between quantity and quality.

3.1.0 Lecturer to Senior Lecturer

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|---------------------------|--|
| i. Publications | 50 points (0-12.5 points for each publication) |
| ii. Teaching | 35 points |
| iii. Service to Community | 15 points |

3.1.1 Rationale

i & ii. At this stage of a Lecturer's career, there should be a near equilibrium between scholarship and teaching. The two areas should inform each other with a slight bias towards publications which should constitute the bedrock of a Lecturer's career.

The comparatively low weighting given to Service to Community does not mean that its importance is not appreciated. Cognizance is being taken of the fact that serving on public and CIBT Boards may often not depend on the individual's willingness to serve, but rather on the opportunity offered him/her. In other words, opportunities for service are more often a matter of chance than willingness.

3.2 Senior Lecturer to Associate Professor

i. Publications	60 points (0-10 points for each publication)
ii. Teaching	20 points
iii. Service to Community	20 points

3.3 Associate Professor to Full Professor

i. Publications	70 points (0-8.8 points for each publication)
ii. Teaching	10 points
iii. Service to Community	20 points

3.3.1 Rationale

A lot of weight has been put on publications at professorial levels because the teaching ability of the applicant has been tested and given the necessary recognition at the Senior Lecturer level. An integral part of his general output emphasis can now be shifted to scholarship which is very much needed at this level for academic leadership especially by supervision of post-graduate programmes.

3.4 NOTE:

i. Persons who are already teaching in Ghanaian Universities or equivalent institutions and who are given appointment at the Jayee University College shall be considered at the level they have attained prior to their appointment.

4.0 ALLOCATION OF POINTS (EQUIVALENT)

4.1 Publications	weighting
Books	4 Articles
Chapters in Books/Policy Briefs	2 Articles

Article	1 Article
Editing Books & Published materials	2 Articles
Monograph, Research & Technical reports	2 Articles
Book Review	½ Article
Article Review	½ Article
Papers presented at Seminars, workshops and conferences	refereed ½ Article non refereed ¼ Article
Creative work: Musical composition, Theatre Performance, literary publications etc.	1 Article

4.1.1 NOTE

Determination of Points

- i. Points shall be awarded to best four, five, seven items respectively depending on the position applied for.
- ii. Final determination of points shall be based on the average of points awarded by the two or three external assessors.
- iii. The wide range of points allocated to the various categories of items is to ensure as much qualitative assessment as possible.
- iv. The cut-offs are meant to ensure that the applicant does not rely solely on a single category of items for promotion.
- v. Joint publications shall be credited to the co-author in the following manner:
 - One chapter contributed by a co-author in a book/article to count as one publication.
 - Two or more chapters contributed by a co-author in one book/article should be counted as two publications.
- vi. An applicant submitting a joint publication should indicate clearly his/her contribution to the joint publication.

vii. Books must be published by reputable publishers.

4.2 Teaching

Items	Lecturer to senior lecturer	Senior to Assoc. Professor	Assoc. Prof to Professor
	Maximum	Maximum	Maximum
Student's Assessment	15	10	5
Head of Department Assessment	20	10	10
Total	35	20	15

4.3 Service to Community

The following shall be considered as Service to Community

Items	Lecturer to senior lecturer	Senior to Assoc. Prof.	Assoc. Prof. to Professor
I. Departmental duties outside normal teaching. ii. Membership of College's Committee. iii. Other college assignments. iv. Outside assignment relevant to the college's work.	15	20	20

4.3.1 NOTE

Candidates shall state all assignments and membership of Committees for assessment by the Head of Department/ Dean.

5.0 OVERALL TOTAL

An applicant shall score a minimum of fifty percent (50%) in each of the three (3) areas of assessment and a minimum aggregate of sixty percent (60%) to qualify for promotion to the next grade.

6.0 APPEALS

- i. Aggrieved applicants may appeal to the Appointments and Promotions Board for a review.
- ii. The Board may review its own decision affecting the application. For this purpose, a meeting shall be summoned at which there shall be not less than two thirds of the membership of the Board.
- iii. In case the applicant is still unsatisfied the appeal is then presented by the Appointments and Promotions Board to the Governing Council. In considering such appeals, Council may be assisted by an expert or experts appointed by Council.

7.0 RESEARCH AND PUBLICATIONS

These form the focal point of scholarship which a university demands of its deadline.

Staff Assessment of scholarship shall include the following:

- a. Journal publications: Special recognition shall be given to publications in research and professional journals, the quality of which shall be determined by norms such as the journal's status as a refereed journal and readership (both national and international)
- b. Chapters in Books: these shall be assessed both in terms of the inherent quality of the piece and the relative scope of dissemination of the book.
- c. Books: special consideration shall be given to scholarly books that contain information which extends the frontiers of knowledge or produces novel applications of existing knowledge to problems. Textbooks that compile and organize existing knowledge shall be given less weight. The relative scope of dissemination of the book shall be considered. Quality textbooks are acceptable materials for promotion purposes.
- d. Professional Reports/ Technical Reports and Monographs: These shall be assessed in terms of their quality with reference to the source commissioning the report.
- e. Creative Work: Assessment shall include i. Scope of discrimination ii. Character of receiving audience iii. Prestige of validating authority, institution or agency iv. External validation of quality.

7.1 Acceptance letters for publication

In the case of Lecturer to Senior Lecturer, not more than one publication may be covered by an acceptance letter for publication while in the case of Senior Lecturer to Associate Professor two is required.

7.2 Teaching Experiences

Assessment of candidates shall include the following:

- Head of Department's general assessment of applicant
- Students appraisal
- Evidence of student learning or accomplishment as reflected in examination results, external examiner's report etc.

7.3 Service

There shall be three major areas of service institutional, professional and community and government. Institutional service shall be given high priority. Evaluation of members' shall be based on both quality and quantity. Service should contribute positively to meeting the needs of applicant's department, the university college, the community and the nation.

7.4 Academic Leadership

Assessment shall include the following criteria:

- Identification, development and implementation of research information
- Recognition brought to the university college through the academic activities of the applicant.