
**ST. AUGUSTINE INTERNATIONAL
UNIVERSITY**



Policy on Promotion of Academic Staff

AUGUST 2016

1.0 Introduction

A non-competitive internal promotion policy for staff is intended as a reward for successful performance and, as an assignment of additional responsibility to an individual who has accepted and fulfilled responsibility very well. In order to retain and motivate its staff staff, St Augustine International University (SAIU) will attempt, where circumstances permit, to fill some vacancies by offering timely opportunity for promotion within the University and; provided that it is consistent with the University's practice of ensuring impartiality and transparency in recruitment; to promote staff on the basis of skills, experience and performance and; to provide job related training and educational opportunities to help staff perform better so that they may benefit from promotional opportunities whenever they become available. This policy outlines a fair and transparent academic staff promotion process for SAIU staff members that is based on merit and equity.

1.1 Objectives

The objectives of this policy are:

- 1) To ensure an effective and efficient promotion process which is fair, equitable, professional and timely enabling SAIU to attract, retain and motivate staff.
- 2) To enable academics to make an application for promotion by providing clear information responding to the criteria against which promotion applications are considered.

1.2 General Provisions

The policy provides for the following:

- 1) Academic staff members holding a regular appointment and who have completed at least one year of their probation period shall be eligible for promotion.
- 2) Academic staff members whose probation period has been extended shall not be eligible to apply for promotion.

- 3) An eligible staff member may be recommended for promotion, or may request promotion in writing to the Vice Chancellor through an appropriate office in the University.
- 4) The University expects that, during their careers, all academic staff shall be:
 - a. active in research and scholarship; and
 - b. committed to and participate in research enriched teaching

2.0 Eligibility for Promotion

Academic or Library staff may apply for promotion if:

- 1) their appointment is continuing; or
- 2) they have completed at least 12 months' employment at the University at their current level at the time of applications to the level for which they are applying; or
- 3) their fixed term contract extends to the end of the year in which application is being made; or
- 4) Where a position is funded by a grant, eligibility for promotion will depend on the grant conditions governing the funding of employment.

3.0 Criteria for Promotion

- 1) That appointment and promotion to various academic positions shall be according to the following criteria:
 - a) **Pedagogical Skills:** At least two of the following shall constitute evidence of pedagogical skills:
 - i) Teaching
 - ii) Mentoring to a particular group of people
 - iii) Supervision of other staff, research teams, consultancy team
 - iv) Team building
 - v) Supervision of students
 - vi) Qualification in pedagogical skills.
 - b) **Scholarship and Innovation:**

- i) **Senior Lecturer:** Eight (8) recognized publications in the area of specialization and at least three (3) publications, within the last three years at the time of application.
 - ii) **Associate Professor:** Eleven (11) recognized publications in the areas of specialization and at least four (4) new publications within the last three years at the time of application
 - iii) **Professor:** Twenty-one (21) recognized publications in the area of specialization and at least five (5) new publications in the last three years at the time of application.
- c) In addition to the above criteria, candidates applying for the position of Associate Professor or Professor position shall have demonstrated academic leadership at institutional, national or international level.
- d) The appointment and promotion criteria of the Academic Library staff shall be composed of the following elements:
- i) Academic and professional qualifications
 - ii) Publications
 - iii) Professional Library work/ Professional Practice
 - iv) Research
 - v) Information Literacy Instructions and Innovations
 - vi) Other Academic Activities (Conferences/seminars attended and papers presented, lecturing, editors of periodicals, developing Library/Information courses, supervision of students, etc.)
 - vii) Service to the University and the Community
 - viii) Membership to Professional Bodies
 - ix) Conduct
- 2) Applicants will be assessed based on their achievements in Research, Scholarship and Innovation, Teaching and Learning and Academic Leadership and Contribution. As a result, applicants must provide:

- a) evidence of their capacity to perform at the level to which they are seeking promotion; and
- b) clear evidence of an upward trajectory in their performance, such as would warrant advancement to the next level of employment.

4.0 Promotion Interval

Promotion interval refers to the period a member of staff shall remain on the same level/rank before he/she qualifies for a promotion to the next level/rank. The promotion interval in St Augustine International University shall be three years provided that the member of staff seeking promotion shall have received a performance appraisal grade of “satisfactory” or better for the last four consecutive semesters; and, if he/she is an academic staff, he/she will also be required to meet some of the requirements laid down in the Terms and Conditions of Service; depending on the rank to which he/she hopes to be promoted.

5.0 Promotion Procedures and Requirements

5.1 Academic staff

A member of the academic staff who wishes to be promoted shall apply to his/her head of department giving reasons why he/she should be promoted. The application shall include up-to-date curriculum vitae and two or three publications of the applicant.

5.1.1 Promotion to the rank of a Professor or Associate Research Professor

- 1) The head of department shall send the application of those applying to be promoted to the rank of Professor/Associate Professor to the Principal of the College or Dean of the Faculty or School without comment.
- 2) The Principal or Dean shall convene a meeting of the College or School or Faculty Appointments and Promotions Committee to consider the application(s), constituted as follows:
 - a) four (4) members including the Principal or Dean, and three others who shall be Professors;
 - b) One of the Professors shall be the Chairperson; and,

- c) If the College or School or Faculty does not have Professors, the Principal or Dean shall request the Deputy Vice-Chancellor, Academic Affairs, in writing to appoint Professors either from other Faculties/Schools within the University or from other Universities to serve on the Committee.
- 3) The Committee shall consider the application(s) using an 11-point scoring system (section 8 below) and make recommendations to the Appointments and Promotions Committee through the Deputy Vice-Chancellor, Academic Affairs, stating clearly the grounds for its recommendations.
 - 4) The Deputy Vice-Chancellor, Academic Affairs shall agree with the Principal of the College or Dean of the School or Faculty the name(s) of a potential external assessor (s) who is a leading academic at the level of Professor in the applicant's discipline in a leading university in or outside Uganda, and has no conflict of interest.
 - 5) The selected external assessors will be required to assess the applications under the criteria listed under Criteria for Promotion listed in Section 3 of this document.
 - 6) The Deputy Vice-Chancellor, Academic Affairs shall forward the report of the external assessors to the University's Appointment and Promotion Committee for deliberation.
 - 7) The University's Appointments and Promotions Committee shall consider the College or School or Faculty Appointments and Promotions Committee's and the external assessor's recommendations in making its decision but shall not be bound by these recommendations.

5.1.2 Promotion to the rank of Senior Lecturer or Senior Research Fellow or Research Fellow or Lecturer or Research Fellow

- 1) The Head of department shall convene a meeting of the Departmental Appointments and Promotions Committee to consider application(s) from members of staff who wish to be promoted either to the Senior lecturer rank or to the lecturer rank.
- 2) The Committee shall comprise five (5) members, four of whom shall be at senior lecturer rank and above.
- 3) The head of department shall be the chairperson of the Committee provided that he/she is at senior lecturer rank and above. If the Committee is considering applications for

promotion(s) to senior lecturer rank, and the head of department is not a Professor, he/she shall invite the Dean of the School or Faculty in writing to chair the meeting.

- 4) The Committee shall make recommendations to the University's Appointments and Promotions Committee through the Deputy Vice-Chancellor, Academic affairs, stating very clearly the grounds for its recommendations.
- 5) The Appointments and Promotions Committee shall consider the Departmental Appointments and Promotions Committee's recommendations in making its decision but it shall not be bound by these recommendations.

5.1.3 Promotion to the rank of Senior Librarian or Senior Administrator

- 1) A senior librarian or a senior administrative staff who wishes to be promoted shall apply to University Librarian.
- 2) The University Librarian shall constitute a Committee charged with the task of scrutinizing applications for appointment and reviewing staff promotions. The Committee, made up of three or four members (preferably the most senior) chaired by the University Librarian, shall meet to review the progress of each member of staff for promotional or related considerations.
- 3) Where a Head of Section is a candidate or where two or more members of the Committee are being considered, or where the Committee has fewer than 3 members, the Committee shall co-opt members from other units in the University.
- 4) The Committee shall make recommendations to the University's Appointments and Promotion Committee, using the University criteria for Appointment and Promotion as described in section 3d (i-ix) above.

6.0 Promotional outlet

As is the case with other academic staff in the Colleges, Faculties/Schools/Institutes, promotion of Library academic staff shall not be limited to available established posts. The main consideration for the promotion of any member of staff from one scale to another shall take into account the satisfaction of the academic professional qualifications, professional proficiency or ability, research, publications and other requirements for the higher position.

7.0 Effective Date of Promotion

Promotion shall come into effect on the date decided by the Appointments and Promotions Committee.

8.0 Points System Criteria for Academic Staff Appointment and Promotion Used at the College/Faculty/School/ Institute/ Departmental Level

The Points System Criteria for Academic Staff Appointment and Promotion for use at the College/Faculty/School/ Institute/ Departmental Levels based on eleven parameters as follows:

8.1 Academic and Professional Qualifications

	<i>Parameters</i>	<i>Max Score</i>
a.	Master's Degree (one year Coursework and Examination programme)	5
b.	Master's Degree by Coursework and Dissertation/Thesis	10
c.	PhD	15
d.	Other Academic and Professional qualifications (will include Fellowships, Postgraduate Diploma) and other Distinguished Awards	5

Maximum points for academic and professional qualification = 20 Points

8.2 Publications

8.2.1 Publication in Journal

	<i>Parameters</i>	<i>Max Score</i>
a.	Refereed professionally recognised Journal, assessed as:	
i.	Area of Specialisation	4
ii.	Relevant to area of Specialisation	3
iii.	Other publication	1
b.	Non-refereed Journal, assessed as:	
i.	Area of Specialisation	2
ii.	Relevant to area of Specialisation	1

<i>iii.</i>	Other publication	0.5
-------------	-------------------	-----

8.2.2 Published Books and Manuscripts

	<i>Parameters</i>	<i>Max Score</i>
<i>i</i>	Professionally recognised published book	12
<i>ii</i>	Published article or chapter in a professionally recognized Book	4
<i>iii</i>	Printed book	2
<i>iv</i>	Manuscript	2
<i>v</i>	Instruction/teaching materials	1
<i>vi</i>	Instructional study materials	2

Maximum points for publication = 25

8.3 Teaching Ability and Experience

- a) This includes Teaching, Clinical Ability and Library Practice Ability (Points to be awarded are based on evaluation/appraisal but not years)8
- b) Teaching Experience (0.5 points per year)5
- c) Teaching Graduate programme per course.....1

Maximum points = 13 points

8.4 Research

Departmental/Faculty or College Appointments and Promotions Committees shall rate the candidate. The score is between 0 for no involvement in research to 8 for conducting a viable research programme generating acceptable results. Rating should be based on evidence of participation, research reports or successful research grants application (Maximum points = 8).

8.5 Supervision of Students' Research

- a) Supervision of a Graduate Student up to completion stage:
 - i. PhD.....10
 - ii. Masters.....5
 - iii. Postgraduate Diploma.....2

b) Supervision of Undergraduate Students' Research.....2

Maximum points = 10 points

8.6 Other Academic Activities

a) Deanship of Faculty/Director/Deputising/ Headship of a Department.....3

b) Attendance at a conference/seminar and giving a paper.....1

c) Organiser/Convener of a Conference/Seminar.....1

d) Curriculum Development.....2

e) External Examination.....1

f) Vetting of publication.....1

g) Editing of a Book.....1

Maximum points = 8

8.7 Service to the University and The Community

a) University

i. Membership to a University Standing Committee.....1

ii. Membership of a University Taskforce/Mission.....1

iii. Headship/Coordinator of Academic Programme2

b) Community

i. Membership to a National Technical Committee/Commission.....1

ii. Membership to a National/District Taskforce/Mission.....1

iii. Other involvement in Community Activities (training, Mobilization, Membership of Executive Committee of Public or Private Organisation or Local Community).....
.....1

Maximum points = 5

8.8 Membership of Professional Bodies

Maximum = 2 points.

8.9 Professional Practice/Outreach Services

Maximum = 2 points.

8.10 Innovation

This involve patents, discovery of a new variety of seeds or cows, etc) (Maximum 2 points).

There will be no pass/fail mark and the points system is purely to serve as a guideline to the Appointments and promotion committee in reaching fair decisions.