



U N I V E R S I T Y O F
P O R T H A R C O U R T

UNIPORT

GUIDELINES FOR

APPOINTMENT AND

PROMOTION OF

ACADEMIC STAFF

DECEMBER 2023

**UNIVERSITY OF PORT HARCOURT
PORT HARCOURT**

MEMORANDUM

From: Registrar	TO: University Librarian/Provost/Deans/ HODs/Faculty Officers
Ref: No.: UPH/REG/POA/13	
Date: April 20, 2017	

RE: APPROVED NEW GUIDELINES FOR APPOINTMENTS AND PROMOTIONS OF ACADEMIC STAFF (REVISED EDITION)

Please, find forwarded the decision of the 140th Meeting (Extra-Ordinary) of Appointments and Promotions Committee (Academic) held on Tuesday, April 18, 2017.

The Committee deliberated on the Submissions from College/Faculty Boards based on the observation on the New Guideline for the Promotion of Academic staff by the Academic Staff Union of Universities (ASUU) and a concerned staff. Thereafter, the Committee **approved** as reflected in the attached revised edition of the Guidelines for the Appointments and Promotions of Academic staff as reviewed on April 18, 2017; subject to ratification by Council.

Approved New Guidelines for Appointments and Promotions of Academic Staff (approved at the 150th Adjourned Meeting (Extraordinary) of Council held on Wednesday, 13th May, 2015)	REVISED EDITION Approved New Guidelines for Appointments and Promotions of Academic Staff, (approved at the 140th Meeting (Extraordinary) of the Appointments and Promotions Committee held on Tuesday, 18th April, 2017)
Page 5, Section B, Sub-Section 2. ASSESSMENT OF PUBLICATIONS 2. Very Important for the Ranks of Senior Lecturer and Above At least sixty percent (60%) of the score from publications shall come from journal articles. In that respect, not more than 10% of the total score allotted to research and publications shall be obtained from book publications. At least thirty (30%) percent of the total score from publications for a Professorial position, 25% for Readership and at least 20% for Senior Lecturer must be from reputable international journals	Page 5, Section B, Sub-Section 2. ASSESSMENT OF PUBLICATIONS 2. Very Important for the Ranks of Senior Lecturer and Above <i>At least sixty (60%) percent of the score from publications shall come from journal articles. In that respect, not more than 10% of the total score allotted to research and publications shall be obtained from book publications. At least thirty (30%) percent of the minimum points (60 points) from publications for Professor; twenty-five (25%) percent of the minimum points (50 points) for Reader and at least twenty (20%) percent of the minimum points (20 points) for Senior Lecturer must be from reputable international journals</i>

<p>Page 7, Section 9, Sub-Section b.</p> <p>JOINT AUTHORSHIP</p> <p>For three or more authors, the lead author gets 60% of the points while the other authors get 40% each.</p>	<p>Page 7, Section 9, Sub-Section b.</p> <p>JOINT AUTHORSHIP</p> <p><i>For three or more authors, the lead author/ corresponding author gets 60% of the points while the other authors get 40% each.</i></p>
<p>Page 7, Section 10, Sub-Section b.</p> <p>SCHOLARLY PUBLICATIONS</p> <p>A maximum of 20% (12 points) should be earned from books/monographs and chapters in books combined. (See glossary for definition of monograph).</p>	<p>Page 7, Section 10, Sub-Section b.</p> <p>SCHOLARLY PUBLICATIONS</p> <p><i>A maximum of 20% (12 points) should be earned from books/monographs. (See glossary for definition of monograph).</i></p>
<p>Page 8, Section 11, Sub-Section b.</p> <p>SCORING OF RESEARCH AND PUBLICATIONS</p> <p>Technical Reports 0 to 2 points</p>	<p>Page 8, Section 11, Sub-Section b.</p> <p>SCORING OF RESEARCH AND PUBLICATIONS</p> <p><i>Technical Reports/Case Reports 0 to 2 points to a maximum of 4 points</i></p>
<p>Page 8, Section 11, Sub-Section d.</p> <p>Chapter in a referred book (scored together irrespective of the number of chapters but preferably should be a maximum of two chapters in all).</p>	<p>Page 8, Section 11, Sub-Section d.</p> <p><i>Chapter in a referred book 0 to 3 points to a maximum of 6 points</i></p>
<p>Page 8, Section 11, Sub-Section f.</p> <p>Paper in published conference proceedings 0 to 2 points.</p>	<p>Page 8, Section 11, Sub-Section f.</p> <p><i>Paper in published conference proceedings 0 to 1 point to a maximum of 3 points</i></p>
<p>Page 8, Section 11, Sub-Section h.</p> <p>Published full length translation of books provided that the book is not published in more than one language by the same author 0 to 3 points (maximum 12 points)</p>	<p>Page 8, Section 11, Sub-Section h.</p> <p><i>Published full length translation of books provided that the book is not published in more than one language by the same author 0 to 3 points to a maximum of 6 points</i></p>
<p>Page 10, Section 12</p> <p>ARTISTIC WORKS</p>	<p>Page 10, Section 12, Sub-Section j.</p> <p>ARTISTIC WORKS</p> <p><i>Illustrations in books 0 to 2 points to a maximum of 4 points</i></p>

Please note that the previous closing date of June 15, 2017 for submission of the recommendations of the College/Faculty Board, to the Registrar has been extended by two (2) weeks. The new date for submission is now **on or before June 29, 2017**.

Thank you.

Mr. Promise E. Simeon
Personnel Officer, Academic
For: Registrar

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UNIVERSITY OF PORT HARCOURT
PORT HARCOURT

***QUALITY ASSURANCE AND QUALITY CONTROL COMMITTEE ON
GUIDELINES FOR APPOINTMENTS AND PROMOTIONS OF ACADEMIC STAFF***

PREAMBLE

University of Port Harcourt wants to be recognized nationally and internationally as an entrepreneurial University. Globally, Universities are known for knowledge acquisition, research and community service. Both knowledge acquisition and community service are anchored on sound and innovative research outputs. The place of outstanding research becomes more pronounced when the University is thinking of entrepreneurship. If our University must be assertive in her chosen vision and mission statements, as well as justify the current emphasis on research and development, her academic staff must be encouraged to give serious attention to research.

It is a common knowledge in the academic world today that the research strength of any University can be measured by the citations in bibliometric indices as publications in international journals, as well as edited books by reputable publishers. The University must acknowledge and reward sound scholarship, effective and competent teaching, and professional competence and technical skills where appropriate.

Therefore, this proposed guideline aims at reducing subjectivity in the assessment of publications and encouraging sound scholarship among the academic staff while acknowledging the place of effective teaching, professional competence and technical skills, as well as community service. The last comprehensive review of the guidelines took place 1982/1983 session.

PROCEDURE

A. GENERAL

1. Promotion shall be made normally from one rank to the next but a Senior Lecturer who has spent at least six (6) years in the position can apply for the position of a Professor provided the candidate satisfies the requirements for a Professor.

2. All academic positions for fresh appointments will be advertised.

3. Appointments to academic positions shall be made at any time of year after the normal processes of assessment.

4. Appraisals for promotions shall be conducted once a year. The process shall begin within each academic department from 1st April to 30th April of each year.

All papers for appraisal/assessments shall be submitted to the department by the 1 April, but not later than 30th April. Any materials received after 30th April will not be considered in the year of the exercise. Recommendations from the departments shall reach the Colleges/Faculties by the 1st of May, but not later than the 7th of May. Recommendations from the Faculties must reach the Registrar not later than 15th of June,

5. The Department Appointments / Promotions Committee (A&PC) shall consist of the Head of Department (Chairman), all Professors, Readers and Senior Lecturers in the Department to consider appointments and promotions up to Senior Lecturer positions (Part I Cases). However, when considerations are being made for the positions of Reader(s) and / or Professor(s) (Part H Cases), only Professors shall be involved. No Acting Head of Departments shall be involved in the consideration and assessment of any Part II Case (including the Acting Head of Department, if he/she is a candidate for promotion).

6. The Faculty Appointments / Promotions Committee (A&PC) shall consist of the Dean (Chairman), Heads of Departments, Acting Heads of Departments, Professors and the Representative(s) as elected by the Faculty Board who shall not be less than the rank of

Senior Lecturer for Part I Cases (appointments and promotions up to the position of Senior Lecturer) while Part II Cases (appointments and promotions of Readers and Professors) shall be handled by the Dean (Chairman), Heads of Departments and all Professors only.

7. The College Appointments / Promotions Committee shall consist of the Provost (Chairman), Deans of Faculties, Heads of Departments, Acting Heads of Departments and Faculty Representatives (not less than the rank of Senior Lecturers) as elected by the various Faculties Boards for Part I Cases while Part II Cases shall be handled by the Provost (Chairman), Heads of Departments and all Professors.

8. In all cases of promotions and new appointments, the same criteria shall be used for the determination of the rank.

9. In the event that an application fails either at the Department/Faculty/College A & PC or the Central Appointments and Promotions Committee [Academic] level, the candidate concerned must be officially informed immediately (at least within 72 hours) by the Head of Department/Dean or the Registrar, which ever is applicable, stating why the application was unsuccessful.

10. It is to be emphasized, however, that obtaining a pass mark in the point system, in the manner prescribed in the guidelines, does not automatically qualify a candidate for appointment to a particular position. Such a pass mark merely qualifies the candidate to be considered by the various A & P Committees of the University.

11. Promotion cases that fail at the Departmental / Faculty levels should not be taken further but the candidate should be informed by the Acting /Head of Department / Dean / Provost as it applies within 72 hours why the application failed. However, if such a candidate feels otherwise, please see F - Section on Petitions below.

12. A Part II candidate who fails at the interview stage of the University shall not have his / her publications sent out for external assessment but may reapply the following year with additional publications through the usual process from the departmental level.

13. Only academic staff members serving on ground offering continuous service satisfy residency and are eligible for consideration for promotion. For the avoidance of doubt, the case of a member of staff whose papers had been submitted and were being considered before such a member of staff proceeded on study leave with pay / sabbatical leave shall, however, be processed. Staff on Leave of Absence without pay is not eligible for promotion.

B. ASSESSMENT OF PUBLICATIONS

1. Staff below the rank of Senior Lecturer shall not be assessed based on books published.

2. Very Important for the Ranks of Senior Lecturer and Above

For promotion to any rank above Senior Lecturer, only books published by reputable academic publishers shall be accepted. *At least sixty (60%) percent of the score from publications shall come from journal articles. In that respect, not more than 10% of the total score allotted to research and publications shall be obtained from book publications. At least thirty (30%) percent of the minimum points (60 points) from publications for a Professorship; twenty five (25%) percent of the minimum points (50 points) for Readership and at least twenty (20%) percent of the minimum points (20 points) for Senior Lecturer must be from reputable international journals* (a reputable international journal in this context means a scientific indexed journal with verifiable location and sound peer-review process, having the membership of the Editorial Board and authors' contributions reflecting international spread). For avoidance of doubt, the candidates should include the journal home and title page(s) showing the list of the Editorial Board members and other contributors in the issue where the article being assessed was published.

In addition, it is expected that any candidate applying for the position of a Senior Lecturer and above must show clear research focus, which must be verifiable from the publications.

3. Deadline for Publications in the Year of Promotion

Generally, only the articles published latest by the 30th April of the year in which promotion is being sought shall be accepted for the purpose of that promotion. This is necessary to make the process of appraisal decent and avoid confusion when the process has already started

4. Letter of Acceptance (Manuscript Accepted for Publication)

Letter of acceptance of publication dated latest 30th April of the year in which promotion is being sought shall be accepted for at most in 50% of the total publications a candidate for Lecturer I position presents. A candidate for Senior Lecturer position should not have more than 30% of his / her total publications as accepted papers (Letters of Acceptance of Publications). For promotion to the rank of Reader and Professor, Letters of Acceptance of publications shall not be used (that is, all publications should have been published by 30th April of the year of promotion).

5. Publications in the same Journal

For promotion to the positions of Readers / Associate Arts Director and Professors I Arts Director, not more than 30% of the total number of journal publications should have been published in the same journal. A good spread of publications is consistent with sound scholarship.

6. New Journals

Publications in scientific journals that have not gone beyond three volumes should not exceed 10% of the total journal publications of any candidate seeking promotion.

7. National Journals

A national journal may not be indexed and contributions and circulation may be limited to Nigeria but such journals should be determined by the various Departments and Faculties/Colleges.

8. Disallowed Journals

Publications in journals based in Colleges of Education and Polytechnics as well as textbooks published for primary and secondary schools are, not acceptable for promotion purposes in the University of Port Harcourt.

9. Joint Authorship

In joint authorship of a publication or publications that one of the authors (the candidate) is presenting for promotion, there should be a clear statement by the candidate concerning his / her contribution(s) in the publication(s) and endorsed by the Head / Acting Head of Department who must have verified the claim, This means that each co-author should have a percentage contribution in each of such publication(s). The following shall be applied in scoring the candidate from such publication(s);

(a) For two authors each author gets maximum score.

(b) *For three or more authors, the lead author/corresponding author gets 60% of the points while the other authors get 40% each.*

(c) a candidate seeking promotion to the grade of Reader or Professor should be lead author or corresponding author in at least 60% of his / her journal articles.

It should be noted that the above provisions are also applicable to non-journal publications.

(10) Scholarly Publications

They include articles in peer-review journals, referred books, articles in referred proceedings, monographs, technical reports and patents showing originality and contribution to knowledge.

a Book: In addition to number 8 of 13 above a book must be published by a recognized, standard publisher and must have proper ISBN number. It must be published in the candidate's area of specialization and edited by reputable scholar(s).

b A maximum of 20% (12 points) should be earned from books/monographs. (See glossary for definition of monograph).

• **Categories/ Grades of Books**

- a) Category or Grade A Book (0-6 points): This is a product of original research work which makes a major contribution to knowledge in the author's area of specialization: It can attract a maximum score of 6 points.
- b) Category or Grade B Book (0-5 points): This is a creative book such as in arts, plays, novels, etc usually in the candidate's specialty. This can attract a maximum score of 5 points.
- c) Category or Grade C Book (0-3): This is a compilation of existing knowledge in an area in a new form such as reviews and teaching manuals. Such a book can only attract a maximum score of 3-points.
- d) Category or Grade D Book: This is basically a write-up lifted verbatim from the work of other authors. This should not attract any point. This would rather attract sanctions or penalties.

(11) Scoring of Research and Publications

- a) Article in a Learned Journal 0 to 3 points
- b) *Technical Reports/Case Reports* *0 to 2 points to a maximum of 4 points*
- c) Published books in area of specialization and related areas. 0 to 6 points
- d) *Chapter in a referred book* *0 to 3 points to a maximum of 6 points*
- e) Book Review/Editorship of Book 0 to 1 point (maximum 3 points)
- f) *Paper in published conference proceedings* *0 to 1 point to a maximum of 3 points*
- g) Published full length translation of an article provided that the article is not published in more than one language by the same author 0 to 1 point
- h) *Published full length translation of books provided that the book is not published in more than one language by the same author* *0 to 3 points to a maximum of 6 points*

i) Bibliographies

i.	Journal	-	Unannotated	0 to 1 point
			Annotated	0 to 3 points
ii.	Monograph	-	Unannotated	0 to 1 point
			Annotated	0 to 2 points
iii.	Book	-	Unannotated	0 to 3 points
			Annotated	0 to 6 points

(j) e-Journal Publications

e-Journal publications must be made from indexed publications which are peer reviewed. Not more than 10% of publications should be from c-journals.

12. Artistic Works

- 1) Short Creative Writing (i.e. a drama between 30 minutes and hour, a short story or a musical composition between 15 minutes and 30 minutes, a corpus of at least 20 poems) which must be refereed and published would be equivalent to a scholarly article. 0 to 3 points
- 2) Solo exhibition of not less than 20 works 0 to 6 points
- 3) Joint Exhibition of two Artists (10 new works) 0 to 3 points
- 4) Art Exhibition of at least 10 new works 0 to 2 points
- 5) Group Exhibition of 3 or more Artists (10 new works) 0 to 2 points
- 6) A collection or an annotated anthology of 30 poems (which must be refereed and published) is equivalent to a monograph 0 to 2 points
- 7) Full-length play (i.e. 1½ hours and above must be refereed and published) is equivalent to book 0 to 6 points
- 8) A musical composition of 1½ hours and above (must be referred and published) 0 to 3 points
- 9) Creative Production (e.g. sculpture, Production of Drama, Opera Composition; Film/TV, Acting/Directing, Choreography, Designers subject to a maximum of 2 per year). For assessment purposes, 40% will be from Creative Production and 60% from Critical Writing 0 to 3 points

Illustrations in books

*0 to 2 points to
a maximum of 4 points*

13 Scoring of Patents, Scientific/Creative Works/Products

Patents

- | | |
|--------------------|-----------|
| (i) National | 5 points |
| (ii) International | 10 points |

A candidate is scored either for National or International patent

Scientific/Breakthrough/Creative Works - 5 points

Products derived from breakthroughs approved by

International Bodies (e.g. WHO accepted drugs) 10 points

14. Calculation of the Points for Research and Publications

- First, decide on the overall score for the publication or the artistic work such as 2 points out of the maximum 3 points for a journal article or creative works or. 4 points out of the maximum 6 points for books.
- Second, calculate the candidate's score out of the 2 points you had already awarded to the publication by using the percentage contribution of the candidate as indicated in the candidate's curriculum vitae as confirmed by the candidate's Head of Department [See number 9 above for details, and the Table 1 on Weighting of the Scoring Areas for the minimum scores from publications for promotions to different positions).
- Please note that obtaining the minimum scores for positions of Reader and Professor do not automatically mean that the candidate is promotable except the candidate satisfies the other requirements such as **B** numbers 2, 5 and 6 above.

15 Double Scoring

- It is ethically wrong for a researcher to report the same research finding(s) in different publications for the purpose of increasing the number of his/her publications. When this is discovered, only one publication should be assessed and scored **and the candidate should be warned.**
- When one or more publications extracted from a thesis or dissertation has been assessed and scored, the thesis or dissertation should not be scored also.

C. OTHER AREAS OF SCORING AM THE SCORING SYSTEM

1. Other Areas of Scoring

- a) Qualifications
- b) Teaching/Professional Experience
- c) Professional activities
- d) University/Public service
- e) Administrative Experience

2. Scoring System

Qualifications:

Academic

- | | | |
|-------|-------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|
| (i) | Bachelors Degree: 1 Class (Hons) | 5.0 points |
| | 2 Class (Hons) | 4.0 points |
| | Upper Division | |
| (ii) | Masters Degree Without Thesis | 6.0 points |
| (iii) | Masters Degree with Thesis | 7.0 points |
| (iv) | Special Masters Degree: three years or more | 8.0 points |
| (v) | MBBS I BDS Degrees | 7.0 points |
| (vi) | Doctoral Degrees (including M.D. degrees of
British Universities and University of Port Harcourt or Fellowship of
West African College of Surgeons or | |

National Postgraduate Medical College
of Nigeria or its equivalent from a
recognized professional Medical/Dental
Body abroad duly registered by
Medical and Dental Council of Nigeria (MDCN) 10.0 points

Degree Equivalents in French:

- | | |
|---------------|----------|
| (i) Diploma | DOUG |
| (ii) BA / BSc | LICANA |
| (iii) Masters | MAST |
| (iv) Ph.D | DECTARAT |

Professional

Beyond first degree by examination / dissertation 3.0 points

Teaching/Professional Experience

- (a) For each full year of teaching or equivalent
Experience (Quality to be ascertained from the
Course Evaluation Questionnaire) 0 to 1 point (10 points maximum)
- (b) Part-Time teaching in the University and/or an
Institution of comparable statue before joining the
University of Port Harcourt 0 to 0.5 points (10 points maximum)

Professional Activities

- | | |
|--------------------------------------------------------------------|------------|
| (a) Office in National and international professional Association. | 0-1 point |
| (b) Editorship of a reputable journal. | 0-3 points |
| (c) Associate Editor. | 0-2 points |
| (d) Membership of Editorial Board | 0-1 point |

University/Public Service

- (a) Appointment as University External Examiner,
University Committee, Ad Hoc and Statutory Board,
Service at Faculty Level, Hall Wardens, Assistant
Hall Wardens, etc 0 to ½ point per year up to a
maximum of 2 points
- (b) Appointment (on professional merit to outside body) 0 to 1 point per year up to a
maximum of 2 points

Administrative Experience

Acting Headship of Department, Acting Dean, and other administrative positions 0 to 1
point per year up to a maximum of 3 points

Conferences

It is mandatory for candidates aspiring for professorship to attend conferences at least in
the last three years. Failure to attend conferences may result in denial of promotion.

Membership and Registration in Professional Bodies/Societies

Aspirants to the position of Professor of Professional courses must be Registered by the
regulatory bodies: Engineering, Accounting, Nursing, Medical, Pharmacy etc. for non-
professional courses, aspirants should be members of such professional societies.

D. ASSESSMENT

(1) Graduate Assistant/Research Assistant

The minimum qualification for the post is a Bachelors degree with second Class honours upper division or its equivalent. Occupants of this position must serve for two years before they are eligible for promotion. In addition, the candidates must have a minimum, qualifying score of 4.00 points.

(ii) Assistant Lecturer/Assistant Research Fellow

The qualification for appointment to the position of Assistant Lecturer shall be a Masters degree although candidates with a 1 Class Bachelors degree who have relevant experience may also be considered. Holders of this position must serve normally for three years before they are eligible for promotion with a minimum qualifying score of 4.00 points. For Law programme, an Assistant lecturer should possess First degree in Law with a minimum of 2nd class upper and a B.L.

(iii) Lecturer II I Research Fellow II

The usual qualification for appointment or promotion to this position is a PhD or its equivalent. Persons without this qualification, however, may be appointed or promoted to the post if they have adequate teaching and/or professional experience, and evidence or promise in research. In addition, the candidates must obtain a total minimum qualifying score of 7.00 points from qualifications. For Law programme, Masters in Law and a B. L. are required.

(iv) Lecturer I / Research Fellow II

For appointment or promotion to this post, a candidate should, in addition to the requirement ‘for the post of Lecturer I / Research Fellow II / Arts Fellow Grade II, serve normally for three years as a Lecturer 11 in a University or in an Institution of similar status or had relevant professional experience elsewhere. In addition, the candidates must have a total minimum qualifying score of 17 points, out of which 7.0 must be obtained from qualifications, 2.0 from teaching / professional experience, and 8.0 from research and publications.

Note: The period indicated for the other categories is 3 years as against 2 years for Graduate Assistants

(v) Senior Lecturer/Senior Research Fellow / Senior Arts Fellow

For appointment or promotion to Senior Lecturer / Senior Research Fellow / Senior Arts Fellow, a PhD shall be the required qualification. To be promoted from Lecturer 1 to Senior Lecturer, a candidate must have served normally for 3 years as Lecturer 1. On the whole, the candidate should have had 6 years of teaching experience in a University or Institution of similar status. For the purpose of promotion from Lecturer I to Senior Lecturer or appointment as Senior Lecturer, there shall be an internal assessment of the candidate's publications by the Faculty. The candidate must have a total minimum qualifying score of 39 points out of which a minimum of 10.0 must be obtained from qualifications, 5.0 from teaching / professional experience, 20 from research and publications and 2.0 each from professional activities and University/public service.

(vi) Reader/Professor

Appointment or promotion to the grade of Reader/Professor shall be on the basis of outstanding and continuing scholarly achievement. Such achievement will be expressed mainly in form of publications. To be eligible for appointment or promotion from Senior Lecturer to Reader, candidate must have served in the position of Senior Lecturer or its equivalent normally for three years and shown evidence of outstanding scholarly ability.

(a) Reader

To be appointed or promoted to the position of a Reader / Associate Arts Director, the candidate must obtain a total minimum qualifying score of at least 81.0 points out of which at least 10.0 must be from qualifications, 8.0 from teaching / professional experience, 50 points from research and publications, 5.0 points each from professional activities and University/public service and 3 points from Administrative experience.

(b) Professor

To be appointed or promoted Professor/Arts Director, the candidate must have normally served as a Reader for 3 years or a Senior Lecturer for a minimum of 6 years and, obtain a total minimum qualifying score of at least 95 points out of which at least 10.0 points each must be from qualifications, teaching / professional experience, 60 points from research and publications and 6.0 points each from professional activities and University I public service while 3.0 points should come from Administrative experience.

E. ASSESSMENT PROCEDURE FOR APPOINTMENT OR PROMOTION OF READER OR ASSOCIATE ARTS DIRECTOR! PROFESSOR OR ARTS DIRECTOR

(i) On the advice of Provost of College/Dean of Faculty, the Vice-Chancellor, on behalf of the University Central Appointments and Promotions Committee (Academic) shall decide to advertise all existing vacancies for the post of Reader/Professor.

(ii) After receipt of applications, a shortlist of qualified candidates shall be made. Those candidates shall be requested to submit their published works to the College/Faculty for consideration.

(iii) The College/Faculty shall make a prima fade case to the University Central Appointments and Promotions Committee (Academic) for external assessment of the candidates published works. If a prima facie case is established for the candidate at the University Central Appointments and Promotions Committee (Academic), an interview with an External Assessor shall be organized for the candidate for further assessment. If the candidate is successful at the interview, then an approval will be given by the University Central Appointments and Promotion Committee (Academic) for the candidate's published woks to be sent to three External Assessors different from the External Assessor that assessed the candidate at the interview assessment. Interview shall not be weighted but decisions to be reached by consensus.

(iv) Where the interview assessment for Readership or Professorship was not successful, the candidate has the option to re-present his/her papers through the Departmental Appointments and Promotions Committee after at least one year.

(v) The Provost / Dean of the College / Faculty shall submit to the Vice-Chancellor a list of 6 names of possible assessors. The nominees shall not be:

(a) Current external examiners to the Department Concerned.

(b) A member of staff who had left the University in the past five years.

(vi) On receipt of at least two positive reports of the External Assessors, the University Appointments and Promotions Committee shall consider the reports accordingly and make the final decision on the candidate's application.

(vii) To facilitate timely conclusion on applications for Readership and Professorship, initial contacts could be made with the proposed External Assessors through speed posts with the candidate's CV containing the list of the publications to the Assessor who would be asked to indicate willingness to assess the candidate within three months. The Assessor could be asked to indicate his / her interest to assist in assessing the candidate through phone contact with the Registrar or Director (Academic), following which the candidate's publications would be sent to the Assessor through confidential speed post. Every effort should be made to conclude Readership or Associate Arts Director/Professorship or Arts Director assessment process within one year.

F. GUIDELINES ON APPOINTMENT AND PROMOTION OF THE ACADEMIC STAFF OF THE LIBRARY

The assessment of the academic staff of the Library should be similar to the other academic (teaching) staff in the University. They must be encouraged to give more attention to research and publications especially as they mature in the profession so as to generate more knowledge that can advance the practice of the profession.

CRITERIA FOR ASSESSMENT

Just like the teaching staff, the criteria for the assessment of academic staff of the library include:

- Qualifications
- Professional Experience
- Research and Publications
- Professional Activities
- University / Public Service
- Administrative Experience

(Note: Please see Table 2 for more guidance)

(i) Appointment of Assistant Librarian

- a good first degree in Library Science or relevant field
- Well motivated to pursue professional career in the field

To qualify for appointment as Assistant Librarian, the candidate must score a minimum of 4.0 points.

(ii) Promotion or Upgrading from Assistant Librarian to Librarian II

- Possession of a relevant higher degree
- May be upgraded from Assistant Librarian to Librarian II after obtaining the relevant degree in the profession

A minimum of 7.0 points must be scored by the candidate to qualify for promotion or upgrading to Librarian II.

(iii) Promotion from Librarian II to Librarian I

- At least after 3 years of experience as Librarian II
- Possession of a relevant higher degree

To qualify to be promoted Librarian I, the candidate must score a minimum of 17.0 points.

(iv) Promotion Librarian I to Senior Librarian

- Evidence of commitment to research and publications
- Should be able to give professional leadership to the younger colleagues
- Must have spent a minimum of 3 years as a Librarian I
- Possession of a higher degree

A minimum of 39 points must be scored by the candidate to qualify for the promotion.

(v) Promotion from Senior Librarian to Deputy University Librarian

- **Adequate professional** experience after at least 3 years as a Senior Librarian
- Outstanding professional contributions to knowledge through outstanding research and a publication
- Possession of a PhD in Library Studies or relevant field

The candidate must score at least 81.0 points after assessment to qualify for the promotion.

(vi) Appointment or Promotion to University Librarian

- Possession of a PhD
- Outstanding research and publications
- Outstanding professional contributions
- Adequate professional experience

It is expected that such a candidate must score not less than 95.0 points after assessment to qualify for this position.

G. LISTING OF THE PUBLICATIONS IN THE CURRICULUM VITAE OF THE CANDIDATE

For purposes of uniformity, consistency and easy assessment of the publications, the following should be adhered to in the presentation of the list of publications in the candidates' curriculum vitae:

1. General style Referencing should be discipline specific.
2. The serial numbering of the hard copies of candidate's publications should be same with the numbering in the curriculum vitae.
3. The publications should be listed from the oldest to the latest. For example, the publications of 2000 should be listed before those of 2012.
4. In listing the publications in the CV, the candidate's name should be highlighted (in bold).
5. In case of joint authorship, all the names of the co-authors must be written in the order in which they appear in the original published paper.
6. The publications used by the candidate in the previous promotion(s) should be marked with asterisk to differentiate them from the new publications.
7. The journal title where the paper was published should be written in full whether it has internationally accepted abbreviation or not. The journal title should also be highlighted. The location (country) of the journal office should be written in parentheses at the end.
8. The candidate should indicate the publications that define his /her research focus.
9. The publications below are used to illustrate the format of presenting the publications in the CV. Please note that the hypothetical percentage contributions indicated are purely for illustration purposes.

- **Journal Articles (Print Version)**

- (a) **Yark V**, Rennie D. Disclosure of researcher contributions: a study of original researcher articles in The Lancet. Annals of Internal Medicine 1996; 130: 661- 670. (UK) (My contribution in this paper is 60%)

In this example, Yark V is the candidate going for promotion and his claimed 60% contribution in the publication of the paper, which the candidate must have settled with the co-author and approved by the Head of Department.

- (b) **Gibbs M.** The right to development and indigenous peoples: lessons from New Zealand. *World Development* 2005; 33(8): 1365-1378. (USA)

• **Journal Articles (Electronic version) with no DOI**

- (a) Harrison B, Papa R. The development of an indigenous knowledge program in a New Zealand Maori-language immersion school. *Anthropology and Education Quarterly* 2005; 36(1): 57-72. Retrieved from ProQuest Education Journals database. (USA)

• **Journal Articles (Electronic version) with DOI**

- (a) Hohepa M, **Schofield G**, Kolt GS. Physical activity: What do high school students think? *Journal of Adolescent Health* 2006; 39(3): 328-336. Doi 10.1016/j.jadohealth.2005.12.024 (USA)

For Books

- (a) Godlee F, **Jeffersen T.** Peer Review in Health Sciences. London: BMJ Books; 1999. (My contribution in the publication of this book is 30%)

Again, Jeffersen T is the one going for promotion and has claimed 30% contribution in the book publication, which the candidate must have settled with the co-author with the approval of the Head of Department.

• **Chapter in Edited Book:**

- (b) **Helber L.E,** Redeveloping one to one resort for new markets. In MV Conlin & T Baun (eds), *Island tourism: Management principles and practice* (pp1 05-113). Chichester, England: JohnWiley; 1995.

• **Paper Presented in a Conference**

- (a) Bochner S. Mentoring in higher education: Issues to be addressed in developing a mentoring programme. Paper presented at the Australian association for Research in Education Conference, Singapore (November, 1996).

H. PETITIONS

Guidelines for Handling Petition Arising from Promotions

A candidate not recommended for promotion can petition at any point in the appraisal process in the manner prescribed below:

1. Petition against Rejection at Departmental Level

- (a) The petition shall be addressed to the Provost I Dean of College I Faculty through the Head of Department.
- (b) The petition shall first be discussed by the Department Appointments / Promotions Committee before being transmitted with appropriate comments to the Provost I Dean by the Head of Department
- (c) The Provost /Dean shall present the petition together with the comments of the Head of Department, to the College/Faculty/Appointments and Promotions Committee.
- (d) The decision of the College/Faculty/Appointments and Promotions Committee shall be final.

2. Petition against Rejection at College/Faculty Level

- a) The petition shall be addressed to the Chairman of the University Central Appointments and Promotions Committee (Academic) through the Provost / Dean of the College / Faculty and through the Head of Department.
- b) It shall first be discussed by the College / Faculty Appointments and Promotions Committee (Academic)
- c) The comments, together with the petition shall be forwarded to the University Central Appointments and Promotions Committee (Academic)
- d) The decision of the University Central Appointments and Promotions Committee (Academic) shall be final

- 3. Petition against Decisions of the University Central Appointments and Promotions Committee (Academic)**
- a) Petition at this level can only be accommodated where the candidates provides fresh evidence that was not available to the University Central Appointments and Promotions Committee (Academic) at the time of its earlier decision.
 - b) The petition shall be addressed to the Chairman of the University Central Appointments and Promotions Committee (Academic) through the Provost/Dean of the College/Faculty
 - c) The comments of the College/Faculty Appointments and Promotions Committee (Academic) together with the petition shall be forwarded to the University Central Appointments and Promotions Committee (Academic).
 - d) The decision of the University Central Appointments and Promotions Committee (Academic) on this matter shall be final.

I. GLOSSARY

- Publication - A work issued to the public for the advancement of knowledge in one of several forms. Article in learned journal, monograph, book, novel, chapter in a refereed book, book review, indexes, paper in published conference proceedings, translations, bibliographies, arts exhibition, musical compositions, technical designs, dramatic, poetic and narrative writing. To be acceptable such works must have been refereed / assessed prior to publication.
- Book - A refereed published work with an independent physical existence. In the context of this document, it should normally be a contribution to knowledge at University level.
- Monograph - A separate treatise on a single subject or class of subjects or on one person usually detailed in treatment but not extensive in scope and often containing extensive Bibliographies frequently published in series. In the context of this document, Monograph should be a referred publication.
- Journal - A periodical issued by a learned / professional society or institution and containing new proceedings, transaction, researched reports or work, analytical, critical and creative work in a particular field.
- Article - A contribution written by one or more persons and published in a journal
- Paper - For the purposes of this document, paper is the same as Article
- Index - A detailed alphabetical list or table of topics, names of persons, places, etc treated Or mentioned in a book pointing out their exact position in the volume usually by page number (sometimes with an additional symbol indicating a portion of a page) but of ten by section, or entry number
- Anthology - A collection of choice texts, usually of poetry, or on one subject from the writings of one author, or various authors and having common characteristics such as subject matter or literary form.
- Musical Composition - Material written in musical symbols to be performed alone or to suit words for singing.

Exhibition - Display of works of art in two or three-dimensional form for public appreciation. In the context of this document, such display will be subject to critical assessment by experts (internal or external) in the discipline, and will normally be expected to have some degree of documentation of the medium and style employed as well as the social relevance of the works as a whole conceived from a unifying theme. The documentation together with photographs, preferably in colour, of the works displayed should be bound and made available for assessment

Accepted for Publication - This implies a manuscript that has been refereed and adjudged definitive for publication. In the context of this document, a Letter of Acceptance must indicate that all possible corrections have been carried out to the satisfaction of the publishers and the manuscripts is in the final form for publication

In Press - Works for which galley proofs are available Bibliography A listing of all kinds of books and periodicals / articles by an author or authors or about subjects, this could be annotated or un-annotated.

Annotation - A short elucidation, evaluation, description or summary of the subject content of an entry in a bibliography

Guide - A treatise or compendium on a special subject, often a simple but all-embracing treatment containing concise information which serves to direct, show the way to use or conduct. It should be small enough to be held in hand, but strictly a book of science or technology written primarily for practitioner and serving as a book for constant revision or reference.

Manual - For the purpose of this document, Manual is the same as Guide

Technical Report A document which gives the results of a scientific investigation or applied research or technical development, or evaluation, presented in a form suitable for dissemination to the technical community. It must be capable of making some important contribution to knowledge or understanding. Usually more detailed than an article or paper appearing in a journal or presented as a technical conference or meeting, it will normally contain.

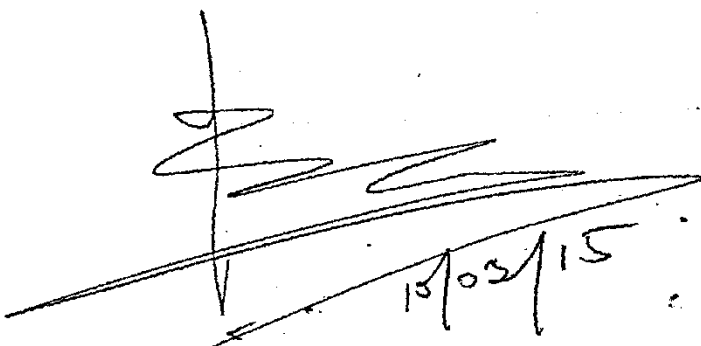
sufficient data to enable the qualified reader to evaluate the investigative process in response to a specific request or need and submitted to the individual or agency making the request or commissioning the investigation.

TABLE 1: WEIGHTING OF THE SCORING AREAS

AREAS OF SCORING	PROFESSORS/ ARTS DIRECTORS	READER/ ASSOCIATE ARTS DIRECTOR	SENIOR LECTURER/ SENIOR RESEARCH FELLOW/ SENIOR ARTS FELLOW	LECTURER I/ RESEARCH FELLOW I	LECTURER II/ RESEARCH FELLOW II/ ARTS FELLOW GRADE II	ASSISTANT LECTURER/ ASSISTANT RESEARCH FELLOW	GRADUATE ASSISTANT
	MIN. POINTS SCORABLE	MIN. POINTS SCORABLE	MIN. POINTS SCORABLE	MIN. POINTS SCORABLE	MIN. POINTS SCORABLE	MIN. POINTS SCORABLE	MIN. POINTS SCORABLE
Qualifications	10.0	10.0	10.0	7.0	7.0	4.0	4.0
Teaching/Professional Experience	10.0	8.0	5.0	2.0	-	-	-
Research and Publications	60.0	50.0	20.0	8.0	-	-	-
Professional Activities	6.0	5.0	2.0	-	-	-	-
University/Public	6.0	5.0	2.0	-	-	-	-
Administrative Experience	3.0	3.0	-	-	-	-	-
Total Maximum Qualifying Score	95.0	81.0	39.0	17.0	7.0	4.0	4.0

TABLE 2: WEIGHTING OF THE SCORING AREAS FOR ACADEMIC STAFF IN THE LIBRARY

AREAS OF SCORING	UNIVERSITY LIBRARIAN	UNIVERSITY LIBRARIAN	SENIOR LIBRARIAN	LIBRARIAN I	LIBRARIAN II	ASSISTANT LIBRARIAN	GRADUATE ASSISTANT
	MIN. POINTS SCORABLE	MIN. POINTS SCORABLE	MIN. POINTS SCORABLE	MIN. POINTS SCORABLE	MIN. POINTS SCORABLE	MIN. POINTS SCORABLE	MIN. POINTS SCORABLE
Qualifications	10.0	10.0	10.0	7.0	7.0	4.0	4.0
Teaching/Professional Experience	10.0	8.0	5.0	2.0	-	-	-
Research and Publications	60.0	50.0	20.0	8.0	-	-	-
Professional Activities	6.0	5.0	2.0	-	-	-	-
University/Public	6.0	5.0	2.0	-	-	-	-
Administrative Experience	3.0	3.0	-	-	-	-	-
Total Maximum Qualifying Score	95.0	81.0	39.0	17.0	7.0	4.0	4.0



Handwritten signature and date: 15/02/15