



UNIVERSITY OF ENVIRONMENT AND SUSTAINABLE DEVELOPMENT

OFFICE OF THE REGISTRAR (HR DIVISION)

APPLICATION FOR PROMOTION – ACADEMIC STAFF

1. Head of Unit's/Department's Checklist:

Documentation	Submitted	Date
Duly completed UAPB Form 01B (four (4) original copies)		
Completed Teaching Dossier (Teaching Portfolio, Teaching load etc)		
Completed UAPB Form 01A		
Completed UAPB Form 01D		
Completed UAPB Form 01E		
Publications Dossier (4 Copies of dossier of Research and Scholarly Works for Assessment)		
UAPB Form 01C Completed and Scored by Applicant		
UAPB Form 01C duly completed (to be scored by Head of Unit/Department)		
UAPB Form 01C duly completed (to be scored by Dean/Director)		

Head of Department's Certification of Completed Application Dossier:

1. Date Application was submitted to Department:
2. Effective Application Completion Date:
3. Name of Head of Department/Unit:
4. Signature:

Head of Unit's/Department's Required Tasks:

- Completion of Confidential Report Form
- Scoring of UAPB Form 01D
- Add Annual Teaching Load forms of the applicant for the last 2 years
- Submission of Completed Application Dossier to the Dean.

2. Dean's/Director's Required Tasks

- Certification of Completed Application Dossier
- Scoring of UAPB Form 01D
- Processing of Application for the Consideration of School Appointments and Promotions Committee

After SAPC Consideration

- Nomination of Assessors for Teaching Dossier (3 Assessors)
- Submission of Teaching Dossier for Assessment
- Nomination of External Assessors (5 Assessors)

- Submission of Application Dossier, SAPC Minutes and Recommendations, and Teaching Assessment to University Appointments and Promotions Board

3. University Appointments and Promotions Board

- Determination of Applications for Promotion to Senior Lecturer/Research Fellow based on SAPC's recommendations and assessment of RSW and Teaching Dossier
- Consideration of Professorial Applications based on recommendations of SAPC and application documentation
- Recommendations for external assessment or Rejection of Application.