**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.