**UNIVERSITY OF ENVIRONMENT AND SUSTAINABLE DEVELOPMENT**

**OFFICE OF THE REGISTRAR (HR DIVISION)**

**AREAS OF ASSESSMENT FOR ALL GRADES (SENIOR MEMBERS - TEACHING)**

1.0 **QUALIFICATIONS FOR PROMOTION**

1.1 **Promotion from Assistant Lecturer/Assistant Research Fellow to Lecturer/Research Fellow/Junior Assistant Librarian**

1. Upgrade from Assistant Lecturer or Assistant Research Fellow to Lecturer or Research Fellow shall be based on the production of a PhD certificate in a relevant discipline.
2. Upgrade from Junior Assistant Librarian to Assistant Librarian shall be based on the production of at least one (1) publication in a refereed journal after his/her appointment into the University.

1.2 **Lecturer/Research Fellow/Assistant Librarian to Senior Lecturer/Senior Research Fellow/Senior Assistant Librarian or Equivalent Grades**

1. The candidate must possess a PhD.
2. Must have served in the University or an analogous institution as Lecturer/Research Fellow/Assistant Librarian for a minimum of four (4) years.
3. A minimum of 6 publications from original research in the case of Lecturer/Assistant Librarian and 8 publications in the case of Research Fellow. In all cases, the publications must have been made after one’s appointment to the present rank. At least 2 and 4 of the publications must be published in refereed journals for Lecturer/Assistant Librarian and Research Fellow respectively.
4. At least 1 paper must be sole authored and the lead author in 2 papers.
5. Must receive favourable assessment by the Head of Department, School Appointments and Promotions Sub-Committee and the University Appointments and Promotions Committee.

Research Fellows should have at least one funded Research Proposal or Consultancy.

1. The candidate must score a minimum of either:
2. ‘High’ in any two (2) of the assessable areas and ‘Adequate’ in the third area; OR
3. ‘Good’ in all the three (3) assessable areas.
4. For Research Fellows, the applicant must score ‘High’ in Promotion of Knowledge.
5. Papers already considered for promotion from previous grades shall not be counted towards Promotion to the next grade.

1.3 **Senior Lecturer/Senior Research Fellow/Senior Assistant librarian to Associate Professor/Deputy Librarian**

A candidate must have a PhD and must have served in the University or an analogous institution as a Senior Lecturer/Senior Research Fellow/Senior Assistant Librarian for a minimum of Four (4) years.

1. A minimum of 8 publications from original research in the case of Senior Lecturer/Senior Assistant Librarian, and a minimum of 12 publications from original research in the case of a Senior Research Fellow. At least 6 and 10 of the publications must be published in refereed journals for Senior Lecturer/Senior Assistant Librarian and Senior Research Fellow respectively.
2. At least 1 paper must be sole authored and the lead author in 2 papers.
3. Must receive favourable assessment by the Head of Department, School Appointments and Promotions Sub-Committee and the University Appointments and Promotions Committee.
4. The candidate must score a minimum of a. ‘High’ in any two (2) of the assessable areas plus b. ‘Good’ in the third assessable area.
5. Papers already considered for promotion from previous grades shall not be counted towards promotion to the next grade.

1.4 **Associate Professor/Deputy Librarian to Professor/ Librarian**

A candidate must:

1. have a PhD and should have served in the University or an analogous institution as Associate Professor/Deputy Librarian for a minimum of two (2) years.
2. have a minimum of 12 publications from original research in the case of Associate Professor (Lecturing Category)/Deputy Librarian and a minimum of 16 Publications from original research in the case of Associate Professor (Research Category). At least 8 and 12 of the publications must be published in refereed journals for Associate Professor (lecturing category)/Deputy Librarian and Associate Professor (research category)
3. at least 1 paper must be sole authored and the lead author in 3 papers.
4. receive favourable assessment by the Head of Department and School Appointments and Promotions Committee
5. have attracted research funding/consultancy that benefited the University as an added advantage for Associate Professor (lecturing category)/Deputy Librarian and as mandatory for Associate Professor (research category)
6. The candidate must score ‘High’ in all the three (3) assessable areas.
7. Papers already considered for promotion from the previous grades shall not be counted towards promotion to the next grade.