



MODIBBO ADAMA UNIVERSITY OF TECHNOLOGY

(Office of the Registrar)

ESTABLISHMENT DIVISION

CRITERIA AND GUIDELINES FOR APPOINTMENTS, APPRAISALS AND PROMOTIONS OF ACADEMIC STAFF (CONUASS 01 – 07)

1. GENERAL GUIDELINES

- a.) An academic staff that has a PhD. should automatically be promoted/appointed to Lecturer II while those with Masters should be promoted/appointed to the rank of Assistant Lecturer straight away.
- b.) No staff should be promoted to the rank of Senior Lecturer without a PhD. degree.
- c.)
 - i.) Graduate Assistant/Assistant Lecturer without a Masters Degree shall have his appointment terminated if he fails to obtain it within 5 years from the date of assumption of duty in the University.
 - ii.) A candidate with a first-class degree shall be given an additional salary step above his colleagues with second class degree.
- d.) Confirmation of Appointment shall be in accordance with the Condition of Service for Senior Staff.
- e.) Publications in non-degree awarding Mono-Technics, Polytechnics and Colleges of Education should not be considered for Promotion/appointment.
- f.)
 - i.) Under normal circumstance, no retired contract staff will be considered for promotion except where no suitable pensionable staff is available.
 - ii.) Where a retired contract staff possesses an exceptional qualification and suitable experience, he could be considered for an enhanced appointment during the re-negotiation of his contract.
 - iii.) An expatriate/normal contract staff shall be treated as tenured staff for the purposes of appraisals and promotions.
- g.) A staff on leave of absence without pay shall not be considered for promotion during the period.
- h.) A full-time study fellow shall be considered for promotion up to Lecturer I.
- i.) Where a HOD is not a Professor, the appraisal of an Associate Professor and Professor shall be forwarded to the Dean for appropriate action.
- j.) Where the Dean is not a Professor, the Appraisal Committee of an Associate Professor and Professor shall be chaired by a Professor in the School.
- k.) The Vice Chancellor shall appoint two panels for annual appraisal of academic staff as follows:
 - i.) A panel for levels 1 – 5 to be chaired by a Professor.
 - ii.) A panel for levels 6 and 7 whose membership shall be Professors.
- l.) Candidate for Professorial cadre, must provide statement indicating area of specialization.

- m.) A candidate, whose external assessment comes back negative, should be communicated of his deficiencies and shall be required to make a fresh submission through normal appraisal process after a minimum of one (1) year with effect from the date of the feedback..
- n.) Letters of acceptance of more than a year old shall not be considered for promotion.
- o.) Overall assessment of existing Professors shall be made by the Vice-Chancellor who shall consider productivity in terms of additional publications, supervision of postgraduate students, teaching load and administration.
- p.) There shall be a uniform curriculum vitae format in the University for the purposes of promotions.
- q.) The listing and the order of arrangement of articles should be in agreement as in form MAUTECH/R/SSE/FORM 15C.
- r.) Evidence of at least three additional publications after the last promotion exercise is to be provided before assessment will be made for another promotion from the rank of senior lecturer and above.
- s.) Qualifying time in rank means complete thirty six (36) calendar months as at 30th September, in the year of promotion.
- t.) Staff being employed/transferred from other tertiary institutions other than University shall have their time in rank commence from the date of assumption of duty in the University.
- u.) Promotion cases that failed at the school level should be rested there and reasons communicated to the staff concerned. However, an aggrieved staff can appeal to the Vice Chancellor.
- v.) The criteria for Appointments, Appraisal and Promotion shall be reviewed every 5 years

2. MINIMUM CRITERIA FOR APPOINTMENTS AND PROMOTIONS

All candidates must meet the minimum criteria set out in Table I before appointments or promotions to the respective rank.

TABLE IA: CRITERIA FOR APPOINTMENTS AND PROMOTIONS OF ACADEMIC STAFF:

RANK	CRITERIA FOR APPOINTMENT	CRITERIA FOR PROMOTION	REMARKS
Graduate Assistant (CONUASS 1)	At least a Second Class Honours Degree plus NYSC Certificate or letter of exemption.		Required to enroll for Masters Degree upon assumption of duty (Not exceeding 5 years within which to obtain Masters degree)
Assistant Lecturer (CONUASS 2)	i) Normally a Masters Degree not below 3.50 CGPA ii) 2 nd class Honours degree for B.Sc Accountancy + ACCA/ACA; DVM; MBBS; LLB + BL; B.Pharm.; B. Eng + COREN and any professional certificate through additional assessment may be considered.	Promotion avenue for Graduate Assistant who has successfully obtained a Masters degree.	i) Should be advised to register for PhD. ii) This is point of entry for special consideration.
Lecturer II (CONUASS 3)	i) A Ph. D ii) A Masters Degree plus 3 years post qualification experience and a minimum of (3) publications. iii) Entry point for Masters Degree in Engineering + COREN; DVM; Master Degree in Accountancy	i. Promotion avenue for an Assistant Lecturer with at least 3 years after relevant Masters Degree ii. At least 3 publications of which 2 must be in circulation.	i.) For accelerated promotion, an Assistant Lecturer is required to have spent 2 years time-in-rank with at least 4 publications 2 of which must be in circulation.

	plus ACA/ACCA plus (2) publications and any professional certificate through additional assessment may be considered.	iii. Must be the lead author in at least 1 of the publications.	ii.) He must be the lead author in at least 2 of the publications.
Lecturer I (CONUASS 4)	i) A PhD. with at least 3 publications plus 3 years post qualification experience. ii) M.Sc. with at least 5 publications plus five (5) years relevant post qualification experience. iii) Must be the lead author in 2 publications and 2 must be in circulation. iv) M.Sc. with at least 8 years relevant experience. This shall apply only to candidates from industry.	i) Promotion avenue for Lecturer II with a PhD. and 3 years time-in-rank and 3 publications. Must be the lead author in at least 1 publication and at least 2 must be in circulation. ii) Promotion avenue for Lecturer II with M. Sc. with at least 3 years time-in-rank and 5 publications. Must be a lead author in at least 2 of the publications and at least 2 must be in circulation.	i.)For accelerated promotion a lecturer II is required to have spent 2 years time-in-rank. ii.)At least six publications 3 of which he must be the lead author. iii.) At least 3 must be in circulation.
Senior Lecturer (CONUASS 5)	i.) A PhD. with at least 6 publications plus 6 years relevant experience. ii.) And must be the lead author in at least 3 publications and 3 publications must be in circulation.	i) Promotion avenue for Lecturer I with a PhD. and at least three (3) years time-in-rank and 6 publications. ii) Must be the lead author in 3 of the publications and at least 3 must be in circulation.	
Associate Professor (CONUASS 6)	i) Must possess a PhD. ii) Must have at least 12 publications and must be the lead author in at least 6 publications. iii) Must have 9 years relevant experience. iv) All publications must be in circulation.	i) Promotion avenue for Senior Lecturer with a PhD and at least three (3) years time-in-rank. ii) At least 12 publications and must be the lead author in at least 6 publications . iii) All the publications must be in circulation.	Subject to favorable external assessment
Professor (CONUASS 7)	i) Must possess a PhD. ii) Must have at least 12 years relevant experience. iii) Must have at least 18 publications and must be the lead author in at least 9 publications. iv) All the publications must be in circulation.	i.) Promotion avenue for Associate Professor with a PhD and at least three (3) years time-in-rank. ii) A minimum of 18 publications is required and must be a lead author in at least 9 publications. iii) All the publications must be in circulation.	Subject to favorable external assessment

NOTE:

1. Accelerated promotion (reduced time-in-rank) may be considered from Assistant Lecturer up to Lecturer I only.
2. Relevant experience means teaching and research in a recognized University or its equivalent.
3. Candidate for the professorial cadre must have a defined focus in a particular area of specialization which should be noticeable from his publications.

TABLE 1B: CRITERIA FOR APPOINTMENTS AND PROMOTIONS OF ACADEMIC LIBRARIAN			
RANK	CRITERIA FOR APPOINTMENT	CRITERIA FOR PROMOTION	REMARKS
Graduate Librarian (CONUASS 1)	At least a Second Class Honours Degree plus NYSC Certificate or letter of exemption and any professional certificate.		Required to enroll for Masters Degree upon assumption of duty (Not exceeding 5 years within

			which to obtain Masters degree)
Assistant Librarian (CONUASS 2)	Normally a Masters Degree not below 3.50 CGPA	Promotion avenue for Graduate Librarian who has successfully obtained a Masters degree.	Should be advised to register for Ph.D.
Librarian II (CONUASS 3)	i) A Ph. D ii) A Masters Degree plus 3 years post qualification experience and a minimum of (3) publications.	i. Promotion avenue for an Assistant Librarian with at least 3 years after relevant Masters Degree ii. At least 3 publications of which 2 must be in circulation. iii. Must be the lead author in at least 1 of the publications.	i.) For accelerated promotion, an Assistant Librarian is required to have spent 2 years time-in-rank with at least 4 publications 2 of which must be in circulation. ii.) He must be the lead author in at least 2 of the publications.
Librarian I (CONUASS 4)	i) A Ph.D. with at least 3 publications plus 3 years post qualification experience. ii) M.Sc. with at least 5 publications plus six (5) years relevant post qualification experience. iii) Must be the lead author in 2 publications and 2 must be in circulation. iv) M.Sc. with at least 8 years relevant experience. This shall apply only to candidates from industry.	i) Promotion avenue for LibrarianII with a PhD. and 3 years time-in-rank and 3 publications. Must be the lead author in at least 1 publication and at least 2 must be in circulation. ii) Promotion avenue for Librarian II with M. Sc. with at least 3 years time-in-rank and 5 publications. Must be a lead author in at least 2 of the publications and at least 2 must be in circulation.	i.)For accelerated promotion a Librarian II is required to have spent 2 years time-in-rank. ii.)At least six publications 3 of which he must be the lead author. iii.) At least 3 must be in circulation.
Senior Librarian (CONUASS 5)	i.) A Ph.D. with at least 6 publications plus 6 years relevant experience. ii.) And must be the lead author in at least 3 publications and 3 publications must be in circulation.	i) Promotion avenue for Librarian I with a Ph.D. and at least three (3) years time-in-rank and 6 publications. ii) Must be the lead author in 3 of the publications and at least 3 must be in circulation.	
Deputy University Librarian (CONUASS 6)	i) Must posses a Ph.D. ii) Must have at least 12 publications and must be the lead author in at least 6 publications. iii) Must have 9 years relevant experience. iv) All publications must be in circulation.	i) Promotion avenue for Senior Librarian with a PhD and at least three (3) years time-in-rank. ii) At least 12 publications and must be the lead author in at least 6 publications . iii) All the publications must be in circulation.	Subject to favorable external assessment

TABLE II: APPOINTMENT SCORES

S/No	Criteria	Prof. Min/Max	Assoc. Prof. Min/Max	Senior Lecturer Min/Max	Lect. I Min/Max	Lect. II Min/Max	Asst. Lect. Min/Max
1	Qualification	10/10	10/10	10/10	6/10	6/10	6/10
2	Publications	45/54	30/54	15/54	12/54	7/54	0/54
3	Relevant Experience	10/10	9/10	6/10	3/10	3/10	0/10
4	University Administration	2/3	2/3	2/3	1/3	0/3	0/3
5	Interview Performance	18/23	14/23	17/23	10/23	6/23	6/23
	Total	100pts	100pts	100pts	100pts	100pts	100pts
	Required Minimum	85pts	65pts	50pts	32pts	22pts	12pts

Note: Minimum score of each criteria must be met.

TABLE III: PROMOTION SCORES

S/No	Criteria	Professor Min/Max	Assoc. Prof. Min/Max	Senior Lect. Min/Max	Lect. I Min/Max	Lect. II Min/Max	Asst. Lect. Min/Max
1	Qualification	10/10	10/10	10/10	6/10	6/10	6/10
2	Publications	45/54	30/54	15/54	12/54	7/54	0/54
3	Relevant Experience	10/10	9/10	6/10	3/10	3/10	0/10
4	Project/Thesis Supervision	7/10	6/10	6/10	3/10	1/10	0/10
5.	Teaching Load	4/10	6/10	8/10	5/10	4/10	0/10
6	University Administration	2/3	2/3	2/3	1/3	0/3	0/3
7	Community Service	2/3	2/3	3/3	2/3	1/3	0/3
	Total	100pts	100pts	100pts	100pts	100pts	100pts
	Required Minimum	80pts	65pts	50pts	32pts	22pts	6pts

Note: The minimum score must be met in all the categories.

TABLE IV: QUALIFICATION SCORES

Qualification	PhD	M.Phil	Masters	First Degree		
				1 st Class	2 nd Class Upper	2 nd Class Lower
Score	10	7	6	4	3	2

Only the highest qualification shall be scored for a candidate.

TABLE V: CRITERIA FOR SCORING PUBLICATIONS AND OTHER PRODUCTIVE WORKS

S/N	ITEM DESCRIPTION	SCORE
1	Articles in journals and patents	3 points for sole authorship 2 points for multiple authorship up to a maximum of 4 authors. One point for more than 4 authors.
2.	Productive work (Technical Report, Designs and Commissioned projects)	2 points for sole authorship 1 point for joint authorship.
3.	Books in the Candidate's discipline or in a closely related area	(i) University Research, Professional/Applied – 3 points (ii) University texts – 3 points (single authorship) (iii) University texts – multiple authorship – 2 points (iv) Other relevant texts 2 points
4.	Chapter in Books in the candidate's discipline	2 points for sole authorship 1 point for multiple authorship

5.	Editorship of Book in the candidate's own discipline	1 point for sole and multiple editorship, up to a maximum of 3 points.
6.	Inventions, Innovations and Exhibitions	2 points for sole works 1 point for joint works up to a maximum of 30 points
7.	Published conference proceedings (Not book of Abstracts)	2 points for sole and 1 point for multiple up to a maximum of 6 points
8.	Seminar presentations	0.5 up to a maximum 2.5 points

1. Papers published in predatory journals, local or international shall not be accepted. The University shall comply and continuously update list of such journals.
2. International journals, peer reviewed indexed, with continental spread in the editorial board and contribution.
3. National journals - Peer reviewed, indexed, with national spread in editorial board and contributors.
4. Local journals – may or may not be indexed but must be peer reviewed.
5. A book is defined as a publication with more than (80) eighty pages, cover excluded and must have an International Standard Book Number (ISBN).
6. Eighty five percent (85%) of required minimum publications must be from referred journals.
7. For Senior Lecturer and above, publications must have good spread with not less than 20% of the journal articles being International.
8. Not more than 2 chapters in a single book shall be scored.

TABLE VI: CRITERIA FOR SCORING EXPERIENCE, SUPERVISION AND TEACHING LOAD

ITEM DESCRIPTION	SCORE
Experience	10 points: 1 point for each year in active teaching in University or related institution.
Postgraduate Supervision	6 points: 2 points for each Postgraduate student supervised.
Undergraduate Supervision	4 points: 1 point for each Undergraduate student supervised.
Teaching Load	10 points: 1 point for each unit taught.

Note: Exhibition is equivalent to publishing in so far as the item so exhibited were properly documented and catalogued with bibliographical data. Thus, before staging an exhibition, notice should be given to experts whose judgment will guide the relevant University Committee. The acceptable procedure for documenting an exhibition should be as provided by relevant professional body of the discipline.

Items to be scored for University Administration and Community Service are listed below:

1. UNIVERSITY ADMINISTRATION

Deanship, Deputy Deanship, Directorship, Co-ordinatorship, Headship, Hall Master/Wardens, University Senate Committees, University Senate/Council Committees, Schools/Departments/Units Committees, Students Advisorship, other internal University Services. The scoring shall be 1 point for post or membership of committee, whose evidence must be provided up to maximum of 3 points.

2. COMMUNITY SERVICE

Community service on public bodies, membership of Professional bodies, editorship of learned journals, documented public lecture/radio and television talks, other intellectual creative activities, etc whose evidence must be provided, the scoring shall be 1 point for each activity up to a maximum of 3 points.