



MODIBBO ADAMA UNIVERSITY OF TECHNOLOGY

(Office of the Registrar)

ESTABLISHMENT DIVISION

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

I. GENERAL GUIDELINES

- a.) An academic staff that has a Ph.D. should automatically be promoted/appointed to Lecturer II while those with Masters should be promoted/appointed to the rank of Assistant Lecturer straight away. However, special consideration shall be given in hard-hit areas.
- b.) No staff should be promoted to the rank of Senior Lecturer without a Ph.D. degree.
- c.)
 - i.) Graduate Assistant/Assistant Lecturer without a Master's Degree shall have his/her appointment terminated if he/she fails to obtain it within 5 years. Therefore, Graduate Assistantship is a training position.
 - ii.) A candidate with a first class degree shall be given one additional salary step above his colleagues with lower class degree.
- d.) Books in relevant areas should be consideration for promotion.
- e.) Papers published in reputable National and International journals should be considered for promotion. Papers published in journals of non-degree awarding colleges of Education and Polytechnics should not be considered for Promotion.
- f.) Under normal circumstance, no retired contract officer will be considered for promotion except where there is no suitable pensionable officer available or where he/she possesses an exceptional qualification and suitable experience, he/she could be considered for an enhanced appointment during the re-negotiation of his/her contract
- g.) A staff on leave of absence without pay shall not be considered for promotion during the period. A full-time study fellow shall be considered for promotion up to Lecturer I.
- h.) Where the HOD is not a Professor, the appraisal of an Associate Professor and Professor shall be forwarded to the Dean for appropriate action.
- i.) An appraisal Committee of Professors shall be appointed by the Vice-Chancellor to appraise staff for associate Professorship and Professorship.
- j.) A candidate, whose external assessment came back negative, should be communicated of his/her deficiencies and shall be required to make a fresh submission to the Vice-Chancellor.
- k.) Letters of acceptance more than 2 years old shall not be considered for promotion.
- l.) Overall assessment of Professors shall be made by the Vice-Chancellor who shall consider productivity in terms of additional publications, supervision of postgraduate students and teaching load.

m.) The criteria for Appointments, Appraisal and Promotion shall be reviewed ever 5 years unless it became absolutely necessary.

2. MINIMUM CRITERIA FOR APPOINTMENTS AND PROMOTIONS

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

TABLE 1: CRITERIA FOR APPOINTMENTS AND PROMOTIONS:

POSITION	CRITERIA FOR APPOINTMENT	CRITERIA FOR PROMOTION	REMARKS
Grad. Assistant	At least a Second Class Honours Degree plus NYSC Certificate or letter of exemption	--	Required to enroll for Masters Degree upon appointment (Not exceeding 5 years within which to obtain Masters degree)
Assistant Lecturer	i) Normally a Masters Degree ii) 2 nd class Honours degree for B.Sc Accountancy + ACCA, ACA, DVM, MBBS, LLB, BL, B.Pharm., B. Eng + COREN	Promotion avenue for Graduate Assistant who has successfully obtained a Master's degree.	i) Should be advised to register for Ph.D. ii) This is point of entry for special consideration.
Lecturer II	i) A Ph. D ii) A Masters Degree plus 3 years post qualification experience and a minimum of (2) scholarly journal publications. iii) Entry point for Masters Degree in Engineering + COREN, DVM, Master Degree in Accountancy plus ACA/ACCA	i) At least 3 years after relevant Master's Degree ii) At least 2 scholarly journal publications.	For accelerated promotion, an Assistant Lecturer is required to have spent 2 years time-in-rank with at least 4 scholarly journal publications.
Lecturer I	i) A Ph.D. with at least 3 scholarly Journal publications plus 3 years post qualification experience. ii) M. Sc. with at least 5 scholarly Journal publications plus six (6) years relevant post qualification experience. iii) M. Sc. with at least 6 years relevant experience. This shall apply only to candidates from outside the University system.	i) Promotion avenue for Lecturer II with a Ph.D. and 3 years time-in-rank and 3 scholarly journal publications. ii) Promotion avenue for Lecturer II with M. Sc. with at least 3 years time-in-rank and 5 scholarly journal publications	For accelerated promotion a lecturer II is required to have spent 2 years time-in-rank with at least six scholarly journal publications.
Senior Lecturer	i) A Ph.D. with at least 5 scholarly journal publications plus 6 years relevant post qualification experience.	i) Promotion avenue for Lecturer I with a Ph.D. and at least three (3) years time-in-rank and 5 scholarly journal publications.	-
Associate Professor	i) Must possess a Ph.D. ii) Must have at least 10 Scholarly Journal publications. iii) Must have 9 years teaching, Research and relevant experience.	Promotion avenue for Senior Lecturer with a Ph.D and at least two (3) years time-in-rank and 10 scholarly journal publications.	Subject to favorable external assessment
Professor	i) Must possess a Ph.D. ii) Evidence of at least 15 Scholarly Journal publications. iii) 12 years Teaching, Research and relevant experience.	i.) A minimum of 15 scholarly journal publications is required. ii) Promotion avenue for Associate Professor with a Ph.D and at least three (3) years time-in-rank.	Subject to favorable external assessment

NOTE: Accelerated promotion (reduced time-in-rank) may be considered from the lower ranks up to Lecturer I only.

TABLE II: APPOINTMENTS SCORE

S/No	Criteria	Prof. Min/Max	Assoc. Prof. Min/Max	Snr. 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	Research and Publication	30/45	20/45	10/45	6/45	-/45	-/45
3	Relevant Experience	10/15	8/15	6/15	4/15	2/15	-/15
4	University Administration	0/5	0/5	0/5	0/5	0/5	0/5
5	Interview Performance	0/25	0/25	0/25	0/25	0/25	0/25
	Total	100pts	100pts	100pts	100pts	100pts	100pts
	Required Minimum	75pts	65pts	50pts	35pts	25pts	6pts

Note: The minimum score for Qualification and Publications/Research must be met in addition to required overall minimum.

TABLE III: PROMOTIONS SCORE

S/No	Criteria	Prof. Min/Max	Assoc. Prof. Min/Max	Snr. 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	Research and Publication	30/45	20/45	10/45	6/45	-/45	-/45
3	Relevant Experience	10/10	10/10	9/10	6/10	3/10	0/-
4	Postgraduate Supervision	0/10	0/10	0/10	0/10	0/10	0/10
5.	Undergraduate Supervision	0/5	0/5	0/5	0/5	0/5	0/5
6.	Teaching Load	0/10	0/10	0/10	0/10	0/10	0/10
7	University Administration	0/5	0/5	0/5	0/5	0/5	0/5
8	Community Service	0/5	0/5	0/5	0/5	0/5	0/5
	Total	100pts	100pts	100pts	100pts	100pts	100pts
	Required Minimum	75pts	65pts	50pts	35pts	15pts	6pts

Note: The minimum score for Qualification and Publications/Research must be met in addition to required overall minimum.

TABLE IV: SCORE FOR QUALIFICATIONS

Qualification	Ph.D	M.Phil	M.Sc	First Degree		
				1 st Class	2 nd Class Upper	2 nd Class Lower
Sore	10	7	6	4	3	2

A Ph.D qualification shall score the maximum points and shall not be scored again for any lower qualification such as Master's Degree or Diploma.

TABLE V: CRITERIA FOR SCORING PUBLICATIONS AND OTHER PRODUCTIVE WORKS.

S/No	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, Design and Commissioned Reports)	2 points for sole authorship 1 point for joint authorship.
3.	Books in the candidate's discipline or in closely related area	(i) University Research, Professional/Applied - 3 points. (ii) University Text – 3 points (single authorship) (iii) University Text (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 Books 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 works
7.	Published conference proceedings (Not book of abstract)	2 points for sole and 1 point for multiple up to a maximum of 6 points.
8.	Seminar presentations	0.5 up to maximum of 2.5 points

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

ITEM DESCRIPTION	SCORE
Experience	10 points (1 point each year in active teaching in University or related (institution))
Postgraduate Supervision	10 points (2 points for each Postgraduate student supervised)
Undergraduate Supervision	5 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 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, School/Units Committee, Students Advisorship, other internal University Services. The scoring shall be 1 point for post or membership of committee up to maximum of 5 points.

2. COMMUNITY SERVICE

Community service or public bodies, membership of Professional bodies, editorship of learned journals, documented public lecturers/radio and television talks, other intellectual creative activities, etc. the scoring shall be 1 point for activity up to a maximum of 5 points.