



AFE BABALOLA UNIVERSITY, ADO EKITI

ACADEMIC STAFF PROMOTION POLICY

Effective Date: 01 January 2014
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Due for Review: 01 January 2024

1. PURPOSE

Attracting, inspiring and retaining talent is at the core of the academic missions of Afe Babalola University, Ado Ekiti (ABUAD). This policy governs the promotion requirements and process. To achieve its vision of being a globally recognized research-intensive university, ABUAD must have the best staff, students and – most especially – faculty.

Our appointment and promotion policies have been designed to ensure that ABUAD achieves this goal across all colleges by rigorously appointing top candidates and ensuring that every college retains its most productive, globally recognized academic talent.

2. POLICY DESCRIPTION

Faculty promotion is governed by the contributions the candidate has made and is expected to make to the excellence of the University, the advancement of the candidate's academic field, the quality of education, research and his/her contribution to the welfare of the University and the community. The promotion process plays a critical role in ensuring excellence at ABUAD. Faculty are evaluated on research, teaching and service. It is the documentable impact of their accomplishment in these areas that determines the outcome of the promotion process.

3. DEFINITIONS

- **Department Appointment and Promotion Committee:** A committee appointed by the Head of Department in a College (or Library) to review and make recommendations regarding promotion cases in the department.
- **College Appointment and Promotion Committee:** A committee appointed by the College Provost to review and make recommendations regarding college promotion cases.
- **Library Appointment and Promotion Committee:** A committee appointed by the University Librarian to review and make recommendations regarding library promotion cases.
- **University Appointment and Promotion Committee:** A committee appointed by the Governing Council of the University to advise on promotion cases forwarded by the Colleges.

4. COMPOSITION OF APPOINTMENT AND PROMOTION (A&P) COMMITTEES

- **Department Appointment and Promotion Committee at the College:** The Department A&P Committee shall consist of the Head of Department (Chairman) and at least two other faculty members of the Department, preferably at the rank of Full Professor. In the event that there are no faculty at the Professor rank within a Department, then other members within or outside the College, at the rank of Professor, whose expertise is directly related to the Department and who

must be qualified for appointment as a Professor within the College, can be invited to serve on the Committee. Preferably all Committee members shall be from ABUAD and in the event that an external member is appointed, the endorsement of the Vice Chancellor is required. At the beginning of each academic year, the list of the Committee members must be submitted to the College Provost for approval prior to the appointment.

- **The Department Appointment and Promotion Committee at the Library** shall consist of the Head of Department (Chairman) and two other members, preferably at the rank of Full Professor within or outside ABUAD, whose expertise is directly related to Library and Information Studies. Preferably all Committee members shall be from ABUAD and in the event that an external member is appointed, the endorsement of the Vice Chancellor is required. At the beginning of each academic year, the list of the Committee members must be submitted to the University Librarian for approval prior to the appointment.
- **College Appointment and Promotion Committee:** The College A&P Committee shall consist of the College Provost (Chairman) and all faculty members at the rank of Full Professors in the College. In any case, the College A&P Committee shall comprise of the Provost and no less than two other Full Professors. In the event that there are no faculty at the Professor rank within a College, then at least two other faculty members within or outside ABUAD at the rank of Professor, whose expertise is directly related to the College and who must be qualified for appointment as a Professor within the College, can be invited to serve on the Committee. Preferably all Committee members shall be from ABUAD and in the event that an external member is appointed, the endorsement of the Vice Chancellor is required. At the beginning of each academic year, the list of the Committee members must be submitted to the Vice Chancellor for approval prior to the appointment.
- **Library Appointment and Promotion Committee:** The Library A&P Committee shall consist of the University Librarian (Chairman) and no less than two other members, preferably at the rank of Full Professor within or outside ABUAD, whose expertise is directly related to Library and Information Studies or any other related disciplines (Information Science, Information and Resource Management etc), and who must be qualified for appointment as a Full Professor or University Librarian at ABUAD. Preferably all Committee members shall be from ABUAD and in the event that an external member is appointed, the endorsement of the Vice Chancellor is required. At the beginning of each academic year, the list of the Committee members must be submitted to the Vice Chancellor for approval prior to the appointment.
- **University Appointment and Promotion Committee:** The University A&P Committee shall be as constituted by the Governing Council of the University.

5. GENERAL POLICY STATEMENTS

Length of Service Criteria

1. In addition to the possession of relevant qualifications and/or experience, a faculty member shall serve a minimum period of service at the rank of appointment or last promotion, before he/she is considered for promotion to a higher rank. Except as otherwise provided in this policy, the minimum period of service is three (3) full years including those spent outside ABUAD.
2. Assistant Lecturers who obtain relevant higher qualification (Ph.D. or Postgraduate qualification) before three (3) full years shall advance, upon presentation of the relevant certificate, to Lecturer II.
3. In exceptional cases, the minimum residence period at ABUAD or the minimum period of service for promotion may be reduced or increased upon endorsement by the Vice Chancellor.

Mandatory Promotion Application

4. All faculty members below the rank of Reader shall apply for promotion to the next rank upon completing five years on the same rank.

5. If the promotion application is denied, the faculty shall be allowed a second attempt, no later than the next promotion cycle (sixth year of service). If the second attempt is not successful, the faculty will receive a terminal contract for one year. The eight year of service without promotion shall be considered the terminal year under all circumstances.

Promotion Review Timeline

The specific timelines for the promotion review process for a given academic year shall be as announced by the Office of the Vice Chancellor. A typical schedule is as follows:

1st Week in October	Deadline for faculty members to apply to the Head of Department. The review dossier, with information as specified in the relevant review guidelines, shall be submitted to the Head of Department at the same time together with the application. A copy of the covering memo transmitting the application and the dossier is to be sent by the applicant to the Head of Department, College Provost and the Office of the Vice Chancellor at the same time for record.
1st Week in December	Department Appointment and Promotion Committee to complete review and submit its recommendation report to the Head of Department
1st Week in February	College Appointments and Promotion Committee to complete review and submit its recommendation report to the College Provost
1st Week in March	College Provost to complete review and submit his/her own recommendation to the Vice Chancellor together with the review reports of the College Committee
April-June	The University Promotion and Appointment Committee to complete review and submit its recommendation to the Vice Chancellor
June-July	Vice Chancellor to complete review and submit his/her recommendations to the Governing Council and Chancellor
July-August	University Registrar to inform the applicant the outcome of the review
1st October	Effective date of promotion and appointment in the new rank for promoted faculty

5. PROMOTION CRITERIA

Assessment for Assistant Lecturer / Assistant Librarian

Candidates for Assistant Lecturer position must possess a good first degree plus a master's degree in a related discipline. Candidate must possess a master's CGPA that will enable registration for PhD. Registration and eligibility to practice in the professional society of the discipline is a requirement.

Candidates for Assistant Librarian position must possess a good first degree plus a master's degree in Library and Information studies or any other related disciplines (Information Science, Information and Resource Management etc). Candidate must possess a master's CGPA that will enable registration for PhD. Registration with Librarian Registration Council of Nigeria (LRCN) is a requirement.

Assessment from Assistant Lecturer to Lecturer II / Assistant Librarian to Librarian II

A candidate for Lecturer II position must possess a good first degree plus a master's degree in a related discipline from a recognized University and shall have three (3) years cognate teaching experience as

Assistant Lecturer (as of the date of application) before being qualified for promotion to the position of a Lecturer II. Candidate must possess a master's CGPA that will enable registration for PhD. Registration and eligibility to practice in the professional society of the discipline is a requirement. Evidence of at least 3 publications is required.

Candidates for Librarian II position must possess a good first degree plus a master's degree in Library and Information Studies or any other related discipline from a recognized University with three (3) years working experience as Assistant Librarian in an academic Library (as of the date of application). Candidate must possess a master's CGPA that will enable registration for PhD. Registration with Librarian Registration Council of Nigeria (LRCN) and evidence of at least 3 publication is also required.

Assessment from Lecturer II to Lecturer I / Librarian II to Librarian I

A candidate for Lecturer I position must possess a master's degree in a related discipline from a recognized University with not less than three (3) years cognate teaching experience as Lecturer II (as of the date of application) before being qualified for promotion to the position of a Lecturer I. Candidate must possess a master's CGPA that will enable registration for PhD; or evidence of a PhD from a recognized University with not less than two years cognate teaching experience. Evidence of at least 5 publications is also required.

Candidates for Librarian I position must possess a Master's degree in Library and Information Studies or any other related disciplines (Information Science, Information and Resource Management etc.) with not less than three (3) years cognate working experience as Librarian II (as of the date of application) before being qualified for promotion to the position of Librarian I. Candidate must possess a master's CGPA that will enable registration for PhD; or evidence a PhD from a recognized University with not less than two years cognate working experience. Evidence of at least 5 publications is also required.

Assessment from Lecturer I to Senior Lecturer / Librarian I to Senior Librarian

In addition to other requirements for Lecturer I, a candidate for Senior Lecturer must possess a PhD from a recognized University with at least three (3) years cognate teaching experience as Lecturer I (as of the date of application) before being qualified for promotion to the position of a Senior Lecturer. A candidate without a Ph.D. but with substantial cognate teaching, record of publications, and professional experience (at least eight years) may be appointed or promoted to Senior Lecturer. Evidence of at least 10 publications is also required.

Promotion to Senior Lecturer at ABUAD is a major milestone and will require internal and external review supporting evidence of the candidate's:

- i. Establishment of an independent research portfolio that demonstrates focus, excellence, potential for impact, international visibility and a trajectory to attain international recognition;
- ii. Demonstrated effectiveness in teaching and student advising, including documentation of the rigor of the courses taught and the student evaluations of those courses;
- iii. An appropriate level of service to both the institution and the professional discipline, including membership of College and University committees; and
- iv. Academic administrative / managerial experience.

The candidate's scores on the Relative Scores of the Criteria for Promotion shall not be lower than 10 points on teaching/professional practice, 30 points on publications, 20% of which must be derived from reputable offshore papers in Categories A or B and must have been achieved since the date of last appointment or promotion. An overall score of not less than 70 points shall be required.

In addition to other requirements for Librarian 1, candidate for Senior Librarian position must possess a good first degree plus PhD in Library and Information studies or any other related disciplines (Information Science, Information and Resource Management etc.) from a recognized University with at least three (3) years cognate experience as Librarian I (as of the date of application) before being qualified for promotion to the position of Senior Librarian. A candidate without a Ph.D. but with substantial cognate professional experience (at least eight years) may be appointed or promoted to Senior Librarian. Evidence of at least ten (10) publications is also required.

Assessment from Senior Lecturer to a Reader/ Senior Librarian to Deputy University Librarian

A candidate for Readership (Associate Professor) position shall have a Ph.D. degree in the relevant field. In addition, such an academic staff member shall have a minimum of four (4) years teaching/professional experience as a Senior Lecturer before being qualified for promotion to the position of a Reader. Evidence of at least fifteen (15) publications is also required.

There must be evidence of continuing productivity in research through scholarly publications, good teaching/professional practice, service to the University and favourable external assessments. The candidate's scores on the Relative Scores of the Criteria for Promotion shall not be lower than 10 points on teaching/professional practice, 40 points on publications, 30% of which must be derived from reputable offshore papers in Categories A or B and must have been achieved since the date of last appointment or promotion. An overall score of not less than 70 points shall be required.

A candidate for the position of Reader, in addition to favourable assessment, shall be interviewed for the position. In order to merit promotion from Senior Lecturer to Reader, at least 80% of all publications must be in print addition to at least two positive External Assessors' Reports.

Areas of teaching, research and service will be evaluated using the rating criteria of Excellent, Very Good and Unsatisfactory. In addition, Tables 1 – 7 are relevant for scoring for the position of Senior Lecturer to Reader.

In order to merit promotion from Senior Librarian to Deputy University Librarian, at least 80% of all publications must be in print addition to at least two positive External Assessors' Reports. In addition, such staff member shall have a minimum of four (4) years professional experience as a Senior Librarian (as of the date of application) before being qualified for promotion to the position of Deputy University Librarian. There must be evidence of demonstrated professional growth and accomplishment and/or the assumption of greater responsibility, service to the University and favourable external assessments. Evidence of at least fifteen (15) publications is also required.

A candidate for the position of Deputy University Librarian, in addition to favourable assessment, shall be interviewed for the position.

Assessment From A Reader To A Professor/ University Librarian

A candidate for Professor position shall have a Ph.D. degree in the relevant field. In addition, such an academic staff member shall have a minimum of four (4) years teaching/professional experience as a Reader before being qualified for promotion to the position of a Full Professor. Evidence of at least twenty (20) publications is also required.

Candidates must demonstrate leadership through significant accomplishments, recognition, and scholarly contributions to their discipline; that they have reached high levels of teaching excellence; and have engaged in university governance or service to one's profession. A candidate must successfully pass internal and external reviews that document the following:

1. Sustained distinguished research program that has been recognized internationally for its impact and has clearly attained substantial international recognition and significant contributions to the field or profession, including:
 - i. Evidence of the quality and impact of research achievements on the discipline as well as ABUAD mission;
 - ii. Evidence of international status of the research program and international recognition by peers;
 - iii. Evidence of creative and independent thinking and the ability to identify and engage in new areas of research. Also the ability to sustain a research program and to extend its trajectory toward further growth and greater accomplishments through proactively seeking funding and starting/leading visionary initiatives.
 - iv. Sustained, successful teaching and student advising program, including documentation of the accomplishments of students under the faculty members' supervision, curriculum development, the rigor of the courses taught and the student evaluations of those courses; and
 - v. Exemplary level of service to both the institution and the discipline, including leadership activities within the discipline.
2. The candidate shall not score lower than 10 points in teaching and an overall score not lower than 70 points on the Relative Scores on the Criteria for Promotion, 40 points on publications, 50% of which must be derived from reputable offshore papers in Category A or B, and must have been achieved since the date of last appointment or promotion.
3. Areas of teaching, research and service will be evaluated using the rating criteria of Excellent, Very Good and Unsatisfactory. In addition, Tables 1 – 10 are relevant for scoring for the position of Reader to Professor.

In order to merit promotion from Reader to Professor, at least 85% of all publications must be in print. In addition, the candidate must have at least two positive External Assessors' Reports. A candidate for the position of Full Professor, in addition to favourable assessment, shall be interviewed for the position.

In order to merit promotion from Deputy University Librarian to University Librarian, at least 80% of all publications must be in print addition to at least two positive External Assessors' Reports. In addition, such staff member shall have a minimum of four (4) years professional experience as a Deputy University Librarian (as of the date of application) before being qualified for promotion to the position of University Librarian. There must be evidence of continuing productivity in research through scholarly publications, professional practice, service to the University and favourable external assessments. A candidate for the position of University Librarian, in addition to favourable assessment, shall be interviewed for the role.

Special and Accelerated Promotion in Recognition of Excellence

Senior Lecturers who have spent three years on the rank and have made an invention of world class acknowledgment, as demonstrated by having:

- i. Published twenty (20) or more interdisciplinary research papers in Category A journals; or
- ii. Earned major honors or grants at the national or international level; or
- iii. Made a score of 85% or more after regular assessment for promotion.

shall be deemed to have shown outstanding interdisciplinary research capacity. In recognition of such excellence, such a candidate shall be recommended for promotion to full professorship provided s/he meets the required minimum point criteria (particularly for qualifications, publications and teaching experience), required for the full professor rank as indicated in Table H.

Commendation Letter

Candidates for promotion to any rank, other than Professor, who score 85% or more, shall be written a letter of commendation by the University Senate.

Special Appointments

Outside the normal promotion process, the Vice Chancellor in conjunction with the University Appointment and Promotion Committee may appoint to a particular rank to fulfill certain needs. Such appointment review shall be in accordance with the criteria stipulated in this policy.

The rank of a newly appointed faculty member is determined at the time of appointment. Lateral appointment depends on the candidate's achievement.

TABLE G: Summary of General Eligibility Criteria for Promotion

Except as otherwise provided in this policy, and without prejudice to the length of service criteria, the general minimum eligibility requirement to apply for promotion is as presented in the table below:

Criteria	Professor/ University Librarian	Reader / Deputy University Librarian	Senior Lecturer/ Senior Librarian	Lecturer I/Libraria n I	Lecturer II/ Librarian II	Assistant Lecturer/Assis tant Librarian
Qualifications	Ph.D.	Ph.D.	Masters	Masters	Masters	Masters
Number of publications patents, and creative works since last promotion or appointment	20 (at least three of which must be Category A)	15 (at least two of which must be Category A)	10	5	3	Research statement outlining publication plans
Cumulative years of teaching/ professional experience	15	12	8	6	3	Demonstrated interest in teaching, through teaching and/or research assistantships
Leadership/ Community Service	Evidence of management or administrative leadership of Committees; or; directorates; or; Institutes, or; boards, or journals.	Evidence of increased leadership responsibility in Committees; or; directorates; or; Institutes, or; boards, or journals.	Evidence of research leadership (conference organization, grants, and service to eminent professional societies; or; university centres; or directorates; or	Active membership and participation in professional societies; journal editorial committees; or; university	Active membership of professional societies	License to practice in the profession

			institutes; or journal editorial committees)	centres; or directorates; or institutes.		
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TABLE H: Summary of Minimum Point Criteria for Promotion of Academic Staff

Criteria	Professor/ University Librarian	Reader / Deputy University Librarian	Senior Lecturer/ Senior Librarian	Lecturer I/ Librarian I	Lecturer II/ Librarian II	Assistant Lecturer/ Assistant Librarian
Qualifications	10	10	10	10	10	10
Publications and creative works	55	45	40	35	25	25
Teaching/ professional experience	25	25	25	20	20	20
Leadership/ Community Service	10	15	15	15	15	15
TOTAL	100	95	90	80	70	70
Pass mark	70	70	70	70	60	50

Notes

- i. Each applicant should score the minimum pass mark to be promoted
- ii. Each applicant should score not less than 80% of the total available points in publications and creative work to be promoted. (Points for each candidate on publication is arrived at by simple summation of points up to the maximum required. Extra points after maximum are not counted)
- iii. Each applicant should score not less than 50% of the total available points in teaching to be promoted.

The assessment of academic staff for appointment and promotion shall be based on the criteria listed below:

- i. Publications and creative works
- ii. Academic qualifications
- iii. Teaching/professional experience
- iv. Administrative experience
- v. Community service (service to learned professional societies) in the context of teaching and research
- vi. Research Grants, Local and International fellowships

a) ASSESSMENT OF PUBLICATIONS AND OTHER PRODUCTIVE WORKS:

Publications shall be classified into four major groups for scoring, namely:

- i. Patents
- ii. Books/Monographs
- iii. Chapters in Books
- iv. Articles in Learned Journals
- v. Edited Conference Proceedings/Technical Reports
- vi. Edited Conference Proceedings/Technical Reports

Patents

A patent refers to the registration of an invention. It grants exclusive rights to an inventor on process, design or invention in exchange for a disclosure of the invention. For the purpose of promotion/academic assessment, a patent must have the names of all the inventors, title, number, date and country of registration.

Books/Monographs

A book is defined for the purposes of promotion/academic assessment, as a publication of more than 80 pages on 12 points or 100 pages on 14 points Times New Roman, single line- spaced, cover excluded. A book must have an ISBN. All books to be considered must be published, not merely printed. Books shall be classified into three categories using the quality of publishers as follows:

- i. **Category A:** Refereed book publications published by recognized and most reputable international publishers as listed in Appendix A.
- ii. **Category B:** Refereed book publications not in Category A, but published by recognized Overseas Publishers as listed in Appendix A.
- iii. **Category C:** Other University Texts published by recognized Nigerian Publishers, Universities/Faculties, Research Institutes, Learned Societies/Professional Bodies, including ABUAD Press.

Chapters in Books

The following guidelines shall apply:

- i. Only a maximum of two chapters shall be scored for a candidate in any one book.
- ii. No point shall be scored for editing a book.
- iii. Books shall not account for more than 20% of total score for all publications.

Number of Authors of Books

Three types of authorship are recognized, namely:

- i. Sole authorship
- ii. Joint authorship (Across all disciplines)
- iii. Multiple authorship (Across all disciplines)

Only one article shall be scored for a candidate in any one issue of a journal.

Status of Publication

Two categories of publications are recognized as follows:

- i. Published Articles
- ii. Assessed Articles

Galley proof shall be accepted as an evidence of a published article.

Journal Articles

This refers to a full-length article or paper published in reputable refereed or peer reviewed scholarly journals of good reputation. The maximum point that may be awarded to an article is 3 points. More emphasis should be laid on journal articles in promotions to the ranks of Senior Lecturer/Senior Librarian and above.

There should not be more than 20% of presented article in any one specific journal. There should not be more than two (2) articles in any single issue by the same author. Any article beyond two in a single issue should be discountenanced.

There are three types of journals acceptable to the Appointments and Promotions Committee, namely:

- i. **Category A:** High impact international peer-reviewed journals indexed by SCOPUS in the first or second quartiles (Q1 and Q2), or journals ranked by Scimago Journal Rank in the first or second quartiles (Q1 and Q2)
- ii. **Category B:** International peer-reviewed journals indexed by SCOPUS in the third or fourth quartiles (Q3 or Q4), or journals ranked by Scimago Journal Rank in the third or fourth quartiles (Q3 or Q4)
- iii. **Category C:** Peer-reviewed journals not in Category A or B. Journals published by Universities/Faculties, Research Institutes, Learned Societies/Professional Bodies, including those within ABUAD. Journals based in Colleges of Education and Monotechnics/Polytechnics are NOT acceptable for promotion purposes.

In addition to meeting the points and other requirements, three (3) of a candidate's required publications should be in category A journals for promotion to a full professor; while two (2) of a candidate's required publications should be in category A journals for promotion to the rank of Reader.

Papers published online ahead of print (online early) in Category A and B journals shall be scored as published papers provided they have digital object identifier (DOI) numbers.

Conference proceedings

There are two types of conference proceedings acceptable to the Appointments and Promotions Committee, namely:

- i. Published edited Conference Proceedings/Technical Reports in international conferences.
- ii. Published edited Conference Proceedings/Technical Reports in national conferences.

However, mere attendance and/or presentation of papers at a conference shall not attract any score. Published technical reports shall be rated as edited conference proceedings.

Published conference proceedings shall not account for more than 10% of total score of all publications.

SCORING OF PUBLICATIONS

Only books relevant to the areas of specialization of the candidate shall be accepted for scoring. In addition to the publication requirement, faculty members are encouraged to apply for research grants, and recognition is given to a faculty member for that fact.

Candidates' publications shall be scored as indicated in the tables below:

Table 1: Scoring of Patents

S/N	Types Patent	Max Point	Sole Authorship	Dual Authorship	Multiple Authorship*
1.	Offshore (International)	5	5	4	3
2.	Onshore	3	3	2	1

Table 2: Scoring of Books

S/N	Types of Books	Max Point	Sole Authorship	Dual Authorship	Multiple Authorship*
1.	Category A	4	4	3	2
2.	Category B	3	3	2	1
3.	Category C	2	2	1	0.5

Table 3: Scoring of Chapters in Books

S/N	Types of Books	Max Point	Sole Authorship	Dual Authorship	Multiple Authorship*
1.	Category A	3	3	2	1.5
2.	Category B	2	2	1.5	1
3.	Category C	1	1	0.5	0.5

Table 4: Scoring of Published Articles in Learned Journals

S/N	Types of Journals	Max Point	Sole Authorship	Dual Authorship	Multiple Authorship*
1.	Category A	3	3	2	1.5
2.	Category B	2	2	1.5	1
3.	Category C	1	1	0.5	0.5

Table 5: Scoring of Accepted Articles in Learned Journals

S/N	Types of Journals	Max Point	Sole Authorship	Dual Authorship	Multiple Authorship*
1.	Category A	3	3	2	1.5
2.	Category B	2	2	1.5	1
3.	Category C	1	1	0.5	0.5

Table 6: Scoring of Conference Proceedings/Technical Reports

S/N	Types of Proceedings/Reports	Max Point	Sole Authorship	Dual Authorship	Multiple Authorship*
1.	Offshore (International Conferences)	2	2	1	0.5
2.	Onshore	1	1	0.5	0.5

Table 7: Scoring of Other Publications (University Library Staff only)

S/N	Types of Books	Max Point	Sole Authorship	Dual Authorship	Multiple Authorship*
1.	Abstract	1	1	0.5	0.5
2.	Bibliography	1	1	0.5	0.5
3.	Indexes	1	1	0.5	0.5
4.	Guides	1	1	0.5	0.5

* In the case of multiple authorship, if the candidate is the Lead Author (first named author of the publication), they shall be awarded the full points as listed under Dual Authorship.

A. ACADEMIC QUALIFICATION:

Qualifications shall be scored as follows at every level of promotion

- i. Masters - 5 points
- ii. M. Phil. - 7 points
- iii. Ph.D. - 10 points

A candidate shall be scored for his/her highest qualification. No candidate shall be scored for two or more qualifications at the same time. For example, Master and Ph.D. cannot be scored at the same time.

Relative Scores on the Criteria for Promotion

In order to determine the suitability for promotion of a candidate, a relative weighting shall be assigned to each criterion for promotion, as well as the maximum score on each criterion and the maximum total score for promotion at each level as shown in Table 10 below:

TEACHING/PROFESSIONAL PRACTICE

Teaching shall be scored based on the following criteria:

- ii. Years of teaching
- iii. Quality of teaching
- iv. Postgraduate supervision

The concept of professional practice is relevant only to Librarians in the University Library and shall therefore be scored based on the following criteria:

- i. Years of professional practice
- ii. Punctuality
- iii. Job Knowledge
- iv. Leadership quality
- v. Supervision skill

A candidate shall be scored on the above criteria based on the candidate's status as indicated in Tables 8 and 9 below:

Table 8: Scoring of Teaching Practice (for Academic Staff only)

	Below Senior Lecturer	Senior Lecturer to Reader	Reader to Professor
Each year of successful teaching	1 point for each year of full-time	1 point for each year of full-time teaching in a	1 point per year to a max of 10 points

	teaching in a university/degree awarding tertiary institution to a maximum of 10 points	university/degree awarding tertiary institution to a maximum of 10 points	
Quality of teaching	5 (Applicants must have 50% average in the evaluation)	5 (Applicants must have 70% average in the evaluation)	5 (Applicants must have 70% average in the evaluation)
Postgraduate supervision	---	5	5
Technology & Computer Proficiency	5 (Applicants must demonstrate Technology & Digital Savvy in their classroom teaching and instructions)	5 (Applicants must demonstrate Technology & Digital Savvy in their classroom teaching and instructions)	5
Total	20	25	25

Table 9: Scoring of Professional Practice (for Library Staff only)

	Below Senior Librarian	Senior Librarian to Deputy Librarian	Deputy Librarian to University Librarian
Each year of successful practice	1 point per year to a max of 15 points	1 point per year to a max of 15 points	1 point per year to a max of 15 points
Punctuality	3	3	1
Job knowledge	2	3	2
Leadership quality	---	2	4
Supervisory skill	---	2	3
Total	20	25	25

Clarification on Teaching/Professional Practice

The modality for awarding scores for teaching/professional practice vis-à-vis the issues of study leave, sabbatical leave, and teaching/professional practice outside the University is as follows:

- i. Period of study leave, which covers more than one semester, shall not be scored.
- ii. Period of sabbatical leave shall be scored like normal period of full-time teaching/professional practice
- iii. Period of Post-doctoral research leave and Fellowship research leave shall be scored like normal period of full-time teaching/professional practice.
- iv. Period of leave of absence shall not be scored
- v. Period of teaching/professional practice done in any institution other than a University shall not be scored.
- vi. Period spent as University Scholar shall not be scored.

SERVICE

The concept of service shall be understood to mean the totality of contribution to the University community and the nation, outside teaching/research. Recognition is also given for service on boards of academic journals, professional societies, or leading international/ national organizations; and participation in research-oriented international conferences. Special recognition is given to faculty involved in organizing international conferences.

The maximum point for service is indicated in Table G. The scoring for the different types of common administrative services which an academic staff may engage in is as indicated in Table 7.

	ACADEMIC EXPERIENCE	POINT	REMARK
A	Provost	1 point for each year	Max of 4 points
B	Headship of Department/ Coordinator/ Associate Provost /Directorship	1 point for each year	Max of 3 points
C	Membership of Committee of the University/College/Institute	1 point for each year	Max of 3 points
D	Membership of relevant external bodies, academic editorial boards or professional societies	1 point for each year	Max of 2 points
E	University Representative on outside Agencies	1 point for each year	Max of 2 points
F.	Service on leading national or international organizations	1 point for each year	Max of 2 points

Maximum points indicate the highest possible score a candidate can obtain on any given item.

6. PROMOTION DOSSIER

Promotion applicant must submit a dossier containing the following. A faculty member may request to submit additional documents. The relevant Head of Department and College Provost will determine whether these additional documents are relevant to the promotion dossier. If they are deemed relevant, they will be included in a separate section.

- A. **Application Form:** A duly completed and signed application form (in Appendix B) indicating the type and category of application.
- B. **Curriculum Vitae:** The CV submitted as part of the dossier will be used throughout the promotion process. It will be sent to internal, dependent and independent assessors and will be included in the dossier forwarded to the college as well as the University promotion committees. It is the applicant's responsibility to make sure that the information reported in the CV is accurate. Any inaccurate statements in the CV may lead to disqualification of the candidate. For example the status of a submitted paper must be reported accurately using: (i) submitted, (ii) minor revision, (iii) major.
- C. **Statement of Research** (Not to exceed five pages): All candidates shall submit a statement of research. The statement should provide an overview that summarizes all major research activities undertaken as well as research achievements and awards (if any) during the candidate's time as an independent investigator and emphasizing activities accomplished since joining ABUAD. For promotions to Professor, the statement on research should provide an overview that summarizes all major research activities undertaken since the time of the promotion to Reader as well as any evidence of international recognition and impact. Emphasis should be placed on activities while at ABUAD. This statement should detail the rationale for the research directions pursued by the faculty member and how research achievements fit in the context of the area of research. Future research should also be briefly described in the document including future plan for the research focus and for achieving high-impact SCOPUS-indexed publications. When possible, a list of prospective and targeted publication outlets should be specifically mentioned. The statement should also include efforts in students' supervision and students' achievements and placements after graduation (current employers of MS and PhD graduates).

- D. **Teaching Portfolio:** The teaching portfolio should contain the following information:
- I. A teaching statement that explains the faculty member's teaching style, philosophy and approach, and any significant teaching contributions while at ABUAD;
 - II. All teaching evaluation summaries since the last successful promotion or appointment at ABUAD;
 - III. Evidence of teaching excellence including tangible achievements, awards, students feedback on teaching; etc.;
 - IV. Record of students' supervision at the undergraduate, Master and PhD levels. If students have already graduated.
- E. **Citation Information:** Citation information and citation indexes should be generated and reported in the CV. Information such as total citation, h-index, i-10 index should be clearly reported preferably using both Scopus and Google Scholar. It is mandatory that the applicant creates a profile on Google Scholar which is included in the CV and summarizes all citations profile of the applicant.
- F. **Publications:** The Dossier should contain copies of all peer-reviewed original publications deemed by the candidate to best reflect his/her research accomplishments. The candidate must clearly indicate those publications that have been achieved since the date of last promotion or appointment. Papers that are under review should not be included, but papers that are accepted or in press may be used

7. COMMITTEES

Participation in evaluation and decision related to promotion shall be limited to faculty members whose academic rank is higher than the candidate's. Faculty members serving in their terminal year of a contract are ineligible for appointment to a promotion committee.

8. CONFIDENTIALITY

All the proceedings in the promotion review must be treated in strict confidence. Violations of confidentiality by persons involved in the promotion reviews will be regarded by the University as a serious breach of professional ethics, and such person will be subject to appropriate sanctions.

9. CONFLICT OF INTEREST

A member of any promotion review committee shall declare conflict of interest in writing to the chair of the committee and abstain from serving on the committee if the candidate being considered is his/her relative, close acquaintance, a former student or a close co-researcher.

A candidate may submit to the College Provost a request to disqualify a committee member from reviewing his/her promotion committee on the basis of conflict of interest. The request should provide a brief statement on the nature of the conflict with explaining why the committee member should be disqualified. The Provost will notify the candidate of his/her decision regarding the request within a week of the submitted request. The Provost should include the request and the decision in the candidate's dossier that is forwarded to the Vice Chancellor.

10. REVIEW PROCESS

1. After receiving the circular on promotion schedule for the academic year, the Head of Department shall inform all academic staff in his/her Department. Each candidate shall meet with the Head of Department ahead of promotion submission deadline (preferably in May preceding the submission deadline) and reviews with them his/her intention to submit for promotion. The Head of Department reviews with the Candidate the promotion criteria. In case of promotion review for Library Staff, all responsibilities assigned to the College Provost in this policy shall be undertaken by the University Librarian.
2. The candidate submits details promotion dossier by the University established deadline. Along with the submission, the candidate should submit a signed memo requesting promotion consideration and a certification indicating that the dossier is complete. Such certification should be communicated to the Head of Department, College Provost and the Vice Chancellor for the record.
3. The Head of Department will confirm the receipt of the dossier and will review the dossier for completeness and compliance with the policy. Late and incomplete submissions will be disqualified in writing by the Head of Department. The memo should include the reasons for the disqualification.
4. If the candidate disagrees with the Head of Department on what is being included in the dossier, he/she can submit a statement in the dossier explaining reasons for disagreement. Once the dossier is certified by the Head of Department, no additional material shall be included by the candidate except the College Provost, committees, and the external review reports.
5. The Head of Department forwards the dossier to the Department Appointment and Promotion Committee no later than a week from the dossier certification, for their review.
6. The Department Appointment and Promotion Committee will convene and make its recommendation based on all information in the dossier. If a consensus is not reached, the committee will need to vote in secret ballot. The results of the vote must be communicated in the summary report to the College Provost. The minority may submit a separate statement explaining their position. The statement must be included in the dossier. The summary report should address the contribution to teaching, research and service.
7. The full dossier along with the Department Appointment and Promotion Committee summary report and the recommendations of the Head of Department shall be submitted to the College Provost by the deadline established by the University. Promotion cases that fail at the departmental level should be rested there and not taken to the College Appointment and Promotion Committee.
8. The College Provost forwards the dossier to the College Appointment and Promotion Committee no later than a week from receiving the full dossier and recommendation from the Head of Department.
9. The College Appointment and Promotion Committee will convene and make its recommendation based on all information in the dossier. If a consensus is not reached, the committee will need to vote in secret ballot. The results of the vote must be communicated in the summary report to the College Provost. The minority may submit a separate statement explaining their position. The statement must be included in the dossier. The summary report should address the contribution to teaching, research and service.
10. The full dossier along with the Department and College Promotion Committee summary reports and the recommendations of the Head of Department and the College Provost shall be submitted to the Vice Chancellor by the deadline established by the University.
11. For promotion above the grade of Senior Lecturer, the report of the College Provost to the Vice Chancellor shall include a list of at least five independent external assessors who are qualified to evaluate the file. To facilitate the process of external assessment, College Provosts are requested to forward the e-mail addresses of the prospective assessors such that the first letter requesting availability of an assessor could be sent as an e-mail attachment. The College Provost should avoid apparent or perceived conflict of interest when nominating external

assessors. The external assessors must be at the rank of professor, of at least five years standing, from leading institutions. The list of independent assessors must avoid former advisors, current collaborators on research or conference organization or edited books or conference proceedings. An individual shall not be eligible to serve as an external assessor within five years of disengagement from ABUAD.

12. The Vice Chancellor may amend the list or ask the College Provost to add more potential assessors. Amendments must be justified. External assessors' consent to serve shall be obtained before publications are sent to them, and they shall be paid honoraria.
13. When the Vice Chancellor is satisfied that there is a *prima facie* case for promotion, the Vice Chancellor shall proceed to seek the advice of three external assessors who shall be appointed by the University. The request for assessment will be sent together with the dossier and shall stipulate a deadline of no later than four weeks for the assessment report to be returned.
14. The Committee may request additional information from assessors, as deemed appropriate if the submitted report is ambiguous or vague. They may seek additional assessors' input if deemed necessary. Copies of all communication with assessors should be included in the dossier.
15. A minimum of two favorable independent external assessment reports are required for a candidate to be promoted or appointed. Any additional internal assessment reports are not part of the minimum required external assessment.
16. The Vice Chancellor forwards the complete dossier to the University Promotion and Appointments Committee as soon as possible after receiving the number of required external assessment reports, bearing in mind all relevant timelines stipulated in this policy.
17. The University Promotion and Appointments Committee will convene and review all promotion dossiers and make recommendations to the Vice Chancellor. If a consensus is not obtained through discussion, the committee will need to vote in secret ballots. The results of the vote will be communicated in the summary recommendation and communicated to the Vice Chancellor. The minority may submit a separate statement explaining their position. The statement must be included in the dossier. The report should address contributions in teaching, research and service.
18. The Vice Chancellor shall make his/her recommendation to the Chancellor who will be the final decision-making authority for all promotion cases.
19. Candidates will be informed of the Chancellor's decision via letter from the Registrar. The Registrar shall convey the decision of the review by letter to the applicant, which will be passed on to the College Provost. The College Provost shall have a discussion with the applicant on both positive and negative aspects of the case.
20. In the event of unsuccessful promotion application: A candidate who submitted an early promotion case will be allowed to submit his/her promotion again in due time without alteration to the faculty member's contract. A candidate who submitted mandatory promotion and was not successful may be allowed to submit in the next cycle or be extended for a period of one year to make plans for next steps in his/her career.

Applicants Serving on Administrative Positions

1. If a candidate for promotion is serving as a Head of Department, his/her promotion file should be submitted to the Office of the College Provost who will task an ad hoc committee to take responsibility of the Department Appointment and Promotion Committee. The Chair of the ad hoc committee will take the responsibility of the Head of Department.
2. If a candidate for promotion is serving as a College Provost, his/her promotion file should be submitted to the Office of the Vice Chancellor who will task an ad hoc committee to take responsibility of the College Appointment and Promotion Committee. The Chair of the ad hoc committee will take the responsibility of the College Provost.
3. Individuals serving as Principal Officers of the University (e.g. Deputy Vice Chancellors) are not allowed to apply for promotion while in Office.

Appeal

4. A candidate may lodge an appeal of unsuccessful promotion on the grounds of material irregularity in the process or on the basis of substantial evidence of significant achievement not available when the case was under review. The appeal should be directed to the Vice Chancellor.
5. The Vice Chancellor may submit the appeal to the University Appeal Committee to evaluate the grounds for the appeal and make recommendations to the Vice Chancellor
6. The Vice Chancellor may (a) accept the appeal and ask for reevaluation of the case taking into consideration the new evidence (b) reject the appeal.
7. The Vice Chancellor shall make recommendation to the Chancellor who shall make the final decision regarding the appeal.

Implementation of Promotion

8. The promotion will become effective at the start of the next academic year. At that time, a salary reflecting the promotion will be effective and the faculty contract will be adjusted to reflect the new title and the contract will be extended accordingly.

11. COMMUNITY THAT MUST KNOW THIS POLICY

Chancellor, Principal Officers, Provosts, Directors, Heads of Departments, Program Coordinators, Faculty, Students.

APPENDIX A

LIST OF REPUTABLE BOOK PUBLISHERS

CATEGORY A-PUBLISHERS (ARRANGED ALPHABETICALLY)

California University Press
Cambridge University Press
Clarendon Press
Columbia University Press
Harvard University Press
John's Hopkins University Press
John Wiley
MIT Press Cambridge Mass
Oxford University Press
Pennsylvania University Press
Princeton University Press
Stanford University Press
University of Chicago Press
University of Pennsylvania Press
Yale University Press

CATEGORY B-PUBLISHERS: (ARRANGED ALPHABETICALLY)

Allen and Unwin
Ashgate/Avebury
Basic Books, Inc.
Berg, Oxford
Blackwell
Brill
Curzon Press
Duke University Press
Earthscan
Edward Elgar
Emond Montgomery
Elsevier
Frank Cass
Garrisberg MacMillan
Harcourt Brace Jovanovich, Inc.
Harper & Row Publishers, Inc./Ballinger Publishing Co. Harwood Academic Publishers
Hart Publishing
Heinemann
James Currey
Karthala
Kegan Paul International
Kluwer Academic Publishers
Kluwer Law International
Lexis Nexis
Lit Verlag
Lynn Rienner
M.E.Sharpe Inc.
Macmillan/Palgrave Press
McGill-Queens University Press
Methuen
Palgrave
Pergamon Press
Permanent Black/Orient Longman
Pluto Press, London
Polity Press

Praeger
Random House Inc, New York
Routledge
Routledge Curzon
Rowman and Littlefield Publishers
Sage Publications
Springer
St. Martin Press
STET
Suhrkamp Verlag
Swets Blackwell
Taylor & Francis
Texas University Press
Thomson – Sweet & Maxwell
Verso
Westview Press
Zed Books

APPENDIX B

FORM 1: APPLICATION FOR PROMOTION

Reference: Academic Staff Promotion Policy

SECTION A: (To be completed by the Applicant)

Name:	Staff Number:
College /Directorate /Unit:	Department:
Current Rank:	Rank Applied to:
Date of joining ABUAD:	Date of Last Promotion/ Appointment:
Candidate's Highest Degree:	Date of Highest Degree:
Category of Application: General <input type="checkbox"/> Special <input type="checkbox"/>	

Checklist (please tick to confirm that the following information have been enclosed)

1. Curriculum Vitae
2. Statement of Research
3. Teaching / Professional Portfolio
4. Citation Information
5. Copies of publications

I certify that my application is complete, accurate, and in accordance with all university policies. I understand that providing false or misleading information may lead to immediate rejection of my application and further disciplinary actions.

Signed

Name:	Signature:	Date:
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SECTION B (For Office Use Only)

1. RECOMMENDATION: DEPARTMENT APPOINTMENT AND PROMOTIONS COMMITTEE

Application granted: Yes No

WE ENCLOSE A FULL REPORT OF THE COMMITTEE

Signed

Chair of the Department A&P Committee	Signature and stamp:	Date:
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2. RECOMMENDATION: COLLEGE APPOINTMENT AND PROMOTIONS COMMITTEE / LIBRARY APPOINTMENT AND PROMOTIONS COMMITTEE (as applicable)

Application granted: Yes No

WE ENCLOSE A FULL REPORT OF THE COMMITTEE

Signed

Chair of the College (or Library) A&P Committee:	Signature and stamp:	Date:
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3. RECOMMENDATION: UNIVERSITY APPOINTMENT AND PROMOTIONS COMMITTEE

Application granted: Yes No

WE ENCLOSE A FULL REPORT OF THE COMMITTEE

Signed

Chair of the University A&P Committee	Signature and stamp:	Date:
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