
OFFICE OF THE VICE CHANCELLOR

COMMUNIQUE

TO: ALL ACADEMIC STAFF MEMBERS

FROM: The Vice Chancellor and Deputy Vice Chancellor Academic Affairs and Research

RE: CALL FOR 2018 APPLICATIONS FOR PROMOTION

We hope you have seen the above call, which has been posted on UR and College Websites.

Before making the application, please make sure that you are well informed about the promotion criteria as well as the process for applying, by reading and understanding the recently Board approved *UR Policy and Procedures on Academic Staff Appointments and Promotions*, which is also available on the websites. You can also seek advise from your academic leaders.

Please note the following in respect of the criteria for promotion:

1. Journal publications

- a) Only publications in refereed journals will be accepted
- b) In cases of papers that are not in English, it is the responsibility of the authors to furnish English translations of the proof of refereeing
- c) Papers published in predatory journals will not be accepted (details of predatory journals can be obtained from the respective Directors of Research and Innovation)

2. Conference proceedings

- a) Only papers published in refereed conference proceedings will be accepted,
- b) The submission of the paper must include the inner pages of the proceedings showing the ISBN Number, the Technical Committee and a statement about the refereeing process

3. Books and Book Chapters

- a) Only publications in scholarly books will be accepted
- b) Submission of a photocopy of the inner page of the book showing the Publisher and ISBN number will be sufficient
- c) Photocopies of the book chapters must be submitted with a copy of the inner page of the relevant book
- d) Books by predatory publishers will not be accepted

4. Teaching Portfolio

- a) It will be required as an alternative to the Postgraduate Certificate of Teaching in Higher Education
- b. Guidelines for the preparation and assessment of a teaching portfolio are

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available on the UR Website. Further information and assistance can be obtained from the Directors of Teaching and Learning Enhancement.

for 
Prof. Philip Cotton OBE
Vice Chancellor

26 February 2018

