

APPENDIX 1:

ACADEMIC STAFF PROMOTION PROCEDURES & GUIDELINES: APPLICATION CHECK LIST

Candidates to tick	YES	NO
1. Completed Application for Personal Promotion form (Annexure 2)		
2. Candidate's Statement not exceeding 4000 words		
3. Curriculum Vitae is in the prescribed format		
4. Application clearly shows the date of last promotion and what has been done since last promotion / appointment or details on how shortcomings have been addressed from previous unsuccessful application		
5. Certified copies of certificates for qualifications, programmes or courses completed (if applicable)		

TEACHING/RESEARCH CHECK LIST

Candidates to tick	YES	NO
1. Copies of peer- reviewed journal publications (since last promotion)		
2. Copies of peer-reviewed conference publications (since last promotion)		
3. Copies of books published (since last promotion)		
4. Copies of books chapters (since last promotion)		
5. Copies of other publications to be assessed as research output		
6. Table of post-graduate supervision (if applicable) with letters of appointments		
7. Table of under-graduate supervision (if applicable) approved by the HoD		
8. Student evaluation reports by the Quality Assurance Unit (at least 3)		
9. Performance evaluation report		
10. Copy of Postgraduate Certificate in Teaching and Learning in Higher Education		
11. Copy of Certificate for Postgraduate Supervision		
12. Teaching Portfolio evaluation report		

College Administrator to tick for documentation to CPC	YES	NO
1. Completed candidate's Application for Academic Promotion (Annexure 3)		
2. Candidate's statement		
3. Curriculum Vitae of the candidate (Showing date of last promotion)		
4. Line Manager's Report		
5. Assessors' Reports		
6. Copies of publications and other supporting documents		
7. Policy and Procedures on Academic Staff Appointments and Promotions		

APPENDIX 2:

APPLICATION FOR PERSONAL PROMOTION

Candidates must complete Sections 1-6 of this form and submit:

- the original application form
- candidate's statement
- candidate's curriculum vitae in prescribed format
- certified copies of originals of all degree or diploma certificates.

1. PERSONAL DETAILS OF THE CANDIDATE	
Name of Candidate (in full):	
Title: Mrs./Miss/Ms./Mr./Dr./Professor	Staff No:
Email:	Phone No:
Present designation:	
Field of study:	
School/Department:	
College:	Centre:
Date of last promotion:	

2. APPLICATION FOR: Please mark appropriate box with a cross.							
<input type="checkbox"/>	Lecturer	<input type="checkbox"/>	Senior Lecturer	<input type="checkbox"/>	Associate Professor	<input type="checkbox"/>	Professor

3. ASSESSORS (Proposed by the Candidate)

Please list the details of 5 potential assessors to assist the Dean of School in identifying suitable assessors in your discipline. The persons ultimately approached may not necessarily be selected from those provided below. Assessors currently employed at higher education institutions must be at a level equivalent to or higher than that for which you wish to be assessed.

1.

Name:

Address:

Telephone:

Fax:

E-Mail Address:

Relationship:

Reason for nomination:

2.

Name:

Address:

Telephone:

Fax:

E-Mail Address:

Relationship:

Reason for nomination:

3.

Name:

Address:

Telephone:

Fax:

E-Mail Address:

Relationship:

Reason for nomination:

4.

Name:

Address:

Telephone:

Fax:

E-Mail Address:

Relationship:

Reason for nomination:
<p>5.</p> <p>Name:</p> <p>Address:</p> <p>Telephone: Fax: E-Mail Address:</p> <p>Relationship:</p> <p>Reason for nomination:</p>
<p>6.</p> <p>Name:</p> <p>Address:</p> <p>Telephone: Fax: E-Mail Address:</p> <p>Relationship:</p> <p>Reason for nomination:</p>
<p>7.</p> <p>Name:</p> <p>Address:</p> <p>Telephone: Fax: E-Mail Address:</p> <p>Relationship:</p> <p>Reason for nomination:</p>
<p>8.</p> <p>Name:</p> <p>Address:</p>

Telephone:	Fax:	E-Mail Address:
Relationship:		
Reason for nomination:		

It is the responsibility of the candidate to ensure that their application is completed in full and submitted with all the relevant documentation (Use checklist in Appendix 2) within the deadline for submissions.

I hereby confirm that all information provided in this application form, my curriculum vitae and statement are true and accurate.

Full Name of Candidate:

Signature:

Date:

THIS SECTION IS TO BE COMPLETED BY THE CANDIDATE'S LINE MANAGER

NAME **OF** **CANDIDATE:**

Please note that assessors should be sufficiently detached from the candidate and of such high academic standing as to provide objective assessment, and **must be external to the University.**

Where a candidate is applying for promotion to the post of Associate Professor or Professor, **three of the assessors** should be **external to the country.**

Referees currently employed at higher education institutions must be at an equivalent or higher academic rank than that being sought by the candidate.

7. DETAILS OF ASSESSORS PROPOSED BY LINE MANAGER:

1.

Name:

Address:

Telephone:

Fax:

E-Mail Address:

2.

Name:

Address:

Telephone:

Fax:

E-Mail Address:

3.

Name:

Address:

Telephone:

Fax:

E-Mail Address:

4.

Name:

Address:

Telephone:

Fax:

E-Mail Address:

5.

Name:

Address:

Telephone:

Fax:

E-Mail Address:

Line Managers are requested to ensure that application forms (the checklist in Appendix 2, the candidate's statement and curriculum vitae) are complete before submitting them to the University Director of Human Resources by the date stipulated in the call.

By signing here, the line manager confirms that she/he has verified the accuracy of information in the candidate's statement and supporting documents.

NAME OF LINE MANAGER:.....

SIGNATURE:..... DATE:.....

APPENDIX 3:

CURRICULUM VITAE

SCHOOL:

COLLEGE:

CURRICULUM VITAE

Follow this format strictly

NAME:	Academic Rank:
E-mail:	

EDUCATION/TRAINING (*Begin with baccalaureate or other initial professional education and include postdoctoral training.*)

INSTITUTION AND LOCATION	DEGREE (<i>If applicable</i>)	YEAR(s)	FIELD OF STUDY

A. Positions and Honours. List in chronological order previous positions, concluding with your present position. List any honours. Include membership, over the last five years, on any national or international advisory or professional committee.

B. Peer-reviewed publications (in chronological order with latest dates first). Do not include publications submitted or in preparation. Please highlight publications since previous promotion or appointment into current position. If publications are included that have been accepted for publication, proof must be attached. Entries should be numbered and co-authors shown, where applicable. The length of the various publications should be indicated by means of the inclusion of page numbers. Candidates should quantify their individual contribution to any joint publications. List teaching/learning publications under heading D. Publications in Predatory Journals shall not be considered.

C. Research Support. List selected ongoing or completed (during the last five years) research projects. Briefly indicate the overall goals of the projects and your role in the research project.

D. Teaching. Indicate experience of curriculum and programme development and evaluation, undergraduate and post-graduate teaching and post-graduate research supervision over the last three years or since last promotion. List any honours or achievements in the field of teaching. List any publications in the field of teaching/learning under this heading.