



**GUIDELINES FOR ASSESSMENT OF PUBLICATIONS
FOR PROMOTION**

Approved by Senate meeting of 9th June 2014

ASSESSING PUBLICATIONS FOR PROMOTION

1. Papers in Refereed Journals, rated at 1.00 units each
2. Papers in fully Peer Reviewed Refereed Proceedings of international conferences, rated at 0.5 units each
3. Books that has been refereed, reviewed and published by a reputable publisher, 0 to 6.00 units, OR each chapter rated at 1.0 unit up to a maximum of 6.00 units (note only research monographs/chapters reporting original research findings count as **research** publications. Other contributions may count as publications)
4. Other publications presented for assessment as research output, after peer review, can be rated between 0 to 1.0 units depending on the level of contribution to knowledge.
5. Theses and Dissertations are not considered
6. In Co-authored publications, each of the authors is awarded the units allocated to the publication
7. Inventions and innovations that have impact on social and economic development should be considered for promotion. Artefacts and performances should be considered in the Arts.

Note: 'peer review' means that the contribution has been fully reviewed by acknowledged experts in the relevant specialisation. If an applicant wishes account to be taken of other publications that have not previously been subject to peer review, they must be reviewed by at least two independent experts.

The publication should be assessed using grades A=Excellent, B= Very Good, C= Good, D= Fair, and E = Poor accordingly, using criteria in the Table below:

No	Assessment Item	Grade
1	Coverage of subject matter	
2	Originality	
3	Contribution to Knowledge	

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4	Relevance to Academic discipline	
5	Relevance to individuals specialization	
6	Presentation	
7	Relevance to Policy and Practice	
8	Overall quality of publication	

An average grade of C is needed to deem the publication worth one unit of publication. A publication is rated as 1.0 or 0 (zero) for a journal publication and 0 to 0.5 for conference proceedings.

NOTES:

- 1) The proposal is a modification of the HEC system
- 2) The points are awarded in recognition of the level of scholarship in the publication (i.e. a publication in a peer reviewed journal carries more weight than a refereed conference proceeding or consultancy report)
- 3) The award of points in a co-authored publication is meant to recognize the peculiarities of disciplines where joint publications are the norm; encourage collaboration in research and publications


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