



UGANDA TECHNOLOGY AND MANAGEMENT UNIVERSITY

UTAMU

**POLICY ON APPOINTMENT AND PROMOTION OF
ACADEMIC STAFF AS
APPROVED BY THE UNIVERSITY COUNCIL
AT THE 1ST MEETING HELD ON 25TH APRIL 2013**

Amended at the 3rd Meeting of University Council held on 25th June 2014

Amended at the 5th Meeting of University Council held on 11th June 2015

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1. INTRODUCTION

Uganda Technology and Management University (UTAMU) seeks to participate in training high quality human resource in the areas of management, science and technology for Uganda and the region. Furthermore, the university seeks to conduct research, consultancy, knowledge transfer partnerships and business incubation in the area of management, science and technology so as to contribute to the economic development of Uganda and the East and Central African Region.

Human Resources are the people employed by Uganda Technology and Management University and are its most important assets. Therefore it incumbent upon Uganda Technology and Management University to develop an appointments and promotions policy that motivates and rewards excellence in teaching, research and community engagement, builds human resource capacity and leads the University towards the realization of its Vision and Mission.

The Vision of Uganda Technology and Management University is "*To be a global educational institution for management, science, technology and innovation*" and

The Mission of the university is "*To provide global quality education, Research and innovation critical to economic and human development.*"

1.1. Background

This policy is to guide the university in the appointment and promotion of its academic staff. It lays premise on the fact that the university seeks to be an active center of teaching, learning, research, community and industrial engagements. At the same time, the university is focused on attracting, nurturing and promoting scholarship and innovations. The university, owing to its diverse modes of programme delivery is an ICT enabled university. It is therefore expected that all its staff, academic and administrative, have a high level of ICT proficiency.

Academic staff are responsible for running of academic programmes, undertaking research and knowledge transfer partnerships. Academic staff progress through five ranks viz Graduate Fellow, Lecturer, Senior Lecturer, Associate Professor and Professor. Each rank is a representation of qualifications, experience, skill and output. These attributes are used as guidelines to appoint, promote (or demote) members of academic staff. The staff are also appraised against these attributes on a continuous basis.

1.2. Objectives

The objectives of the policy are:

- (i) To provide guidelines to the Appointments Board on expected level of qualifications, competences, experience, publications and other requirements specific employees should have to be promoted to specific positions
- (ii) To provide guidelines to the Appointments Board on the expected qualifications, competences, experience, publications and other requirements specific persons/ applicants should have to be appointed to specific positions.
- (iii) To guide employees and applicants on the minimum requirements for each position in the university for purposes of application and promotion.

1.3. Definitions

In this policy,

- (i) **Basic pedagogical skills** means ability to physically teach in class, deliver in a face-to-face setting, and manage the course schedules as well as evaluate the students. Prior experience in teaching in a university or any other higher institution of learning, training in education and supervision of graduate students are used as evidence for basic pedagogical skills.
- (ii) **Contemporary pedagogical skills** means that on top of the basic pedagogical skills, the candidate should be able to develop electronic content perform electronic evaluation, create course and personal web pages as well as tools to manage interaction and control in a virtual classroom. Prior successful teaching of online or blended courses or successful training in blended/electronic pedagogy is used as evidence of contemporary pedagogical skills.
- (iii) **Good progress while undertaking an academic programme** is deduced from the way the candidate fared compared to the standard metric of measurement of a certain academic attribute in the academic programme. This includes (but not limited to) the marks scored compared to the maximum marks that can be scored in a course/subject; the number of courses retaken; and the time taken by the candidate to complete an academic programme compared to the normal duration of the academic programme.
- (iv) **Quality of a publication** is determined by its contribution and relevance to the current body of knowledge, its distinctness in comparison to other publications in the area of study, the impact factor of the avenue of publication and its own impact to the scholarship community.

2. APPOINTMENTS

An applicant may apply for appointment to any of the academic ranks subject to availability of the vacancy in the rank and satisfaction by the candidate of the minimum requirements for appointment for the same rank.

2.1. GRADUATE FELLOW

To qualify for appointment as a Graduate Fellow, the candidate should have the following:

- (i) An Honours Bachelor's Degree in the relevant field from a recognized institution;
- (ii) A Master's Degree from a recognized institution with evidence of good progress while undertaking the master's degree; and
- (iii) Evidence of having enrolled for a PhD in the relevant field.

Related professional qualifications will be added advantage.

A Graduate Fellow shall be appointed by University Management and ratified by Appointments Board.

2.2. LECTURER

To qualify for appointment as a Lecturer, the candidate should have:

EITHER

A PhD in the relevant field from a recognized institution. Professional qualification in the area of expertise will be an added advantage.

OR

An Honours Bachelor's Degree from a recognized institution and a Master's Degree with evidence of good progress while undertaking it. In addition the candidate must possess a minimum of seven (7) years of working experience with a job related to the department of appointment; at least five (5) years of which were attained after a masters degree and two (2) of which are in at least a middle management position. Professional qualification in the area of expertise will be an added advantage.

A Lecturer shall be appointed by University Management and ratified by Appointments Board.

2.3. SENIOR LECTURER

To qualify for appointment as a Senior Lecturer, the candidate should have:

- (i) Have obtained an academic doctorate;
- (ii) Five peer reviewed articles at least three of which should be published in the past three years; and
- (iii) Have evidence of basic pedagogical skills.

Experience in writing and winning research grants, contributions to community, supervision of graduate students and participation in research projects will be added advantage.

A Senior Lecturer shall be appointed by Appointments Board in accordance with the UTAMU Point System Criteria.

2.4. ASSOCIATE PROFESSOR

To qualify for appointment as an Associate Professor, the candidate should:

- (i) Have obtained an academic doctorate;
- (ii) Have evidence of contemporary pedagogical skills;
- (iii) Show evidence of active participation in writing fundable research grants. The total number of grants successfully won should either be at least 2 or have a total value of at least USD 100,000.
- (iv) Show evidence of activeness in research, publication and scholarship in his/her area of specialization. This should be in terms of
 - a. Books published;
 - b. Book chapters published;
 - c. Peer reviewed refereed conference proceedings; and
 - d. Peer reviewed refereed journal articles.

For (b), (c) and (d) in (iv) above, much as emphasis will be placed on quality of the publications, and the total number of the publications should not be less than fifteen(15).

- (v) For staff with a background in academia, the candidate should show evidence of:
 - a. Supervision of at least three graduate students to completion (At masters and PhD level; atleast one (1) of whom should be a PhD student).
 - b. Service to the community; and
 - c. Membership to at least one professional body.

2.5. PROFESSOR

To qualify for appointment as a Professor, the candidate should:

- (i) Have obtained an academic doctorate;
- (ii) Have evidence of contemporary pedagogical skills;
- (iii) Show evidence of active participation in writing fundable research grants. Total number of grants successfully won should either be at least 5 or have a total value of atleast USD 500,000.
- (iv) Should show evidence of activeness in research, publication and scholarship in his/her area of specialization. This can be in terms of
 - a. Books published;
 - b. Book chapters published;
 - c. Peer reviewed refereed conference proceedings; and
 - d. Peer reviewed refereed journal articles.

For (b), (c) and (d) in (iv) above, much emphasis will be placed on the quality of the publications, and the total number of the publications should not be less than twenty five (25).

- (v) For staff with a background in academia, the candidate should show evidence of:
 - a. Supervision of at least six graduate students to completion (At masters and PhD level; atleast two (2) of whom should be PhD students).
 - b. Service to community; and
 - c. Membership to at least one professional body.

2.6. ADJUNCT STAFF

An Adjunct staff shall be appointed by the Vice Chancellor on recommendation of School Dean and ratified by Appointments Board.

An Adjunct staff shall be appointed either at his / her current academic rank in his / her home institutions or accordance with the UTAMU appointment and promotions policy for academic staff.

2.7 HEAD OF ACADEMIC DEPARTMENT

The Head of Department, in a school shall be appointed by the Appointments Board from the best three candidates recommended by the School Board of Studies with the approval of the University Management. The School Board of Studies shall identify the three candidates through an open and fair process based on an assessment instrument approved by the relevant University organ (s).

The Head of Department shall be a Holder of a PhD or equivalent in one of the core disciplines of the Department; be at the rank of at least Senior Lecturer and possess a minimum of 3 years of teaching and research experience in a reputable academic and / or corporate or government institution.

The Head of Department shall hold office for a period of five years and shall be eligible for re-appointment for one more term subject to satisfactory performance. The Head of Department shall be responsible to the Dean of the School where the department is based.

2.8. DEAN OF A SCHOOL

The Dean shall be responsible for the academic and administrative matters of the School and as such shall assist the Deputy Vice Chancellor in the coordination, administration and organization of all academic matters in the School including admission, undergraduate studies, postgraduate studies, examinations, publications, research and innovation. The Dean shall be the Chairperson of the School Board of Studies.

The Appointments Board shall appoint a Reputable Consultancy Firm to undertake a search for the Dean and recommend the best three candidates to the Appointments Board for consideration. The Appointments Board shall appoint the Dean from among the three candidates recommended to the Appointments Board by a Reputable Consultancy Firm.

The Dean shall be a Holder of a PhD or equivalent in one of the core disciplines of the School; be at the rank of at least Associate Professor and possess a minimum of 5 years of relevant managerial experience, 3 of which shall be at the level of at least a Head of Department or equivalent in a reputable academic and / or relevant corporate or government institution.

The Dean shall hold office for a period of five years and shall be eligible for re-appointment for one more term subject to satisfactory performance. The Dean shall be responsible to the Deputy Vice Chancellor.

3. PROMOTIONS

Promotions shall be done by the appointments board subject to evidence of growth of the staff. To ease planning and budgeting, all promotions will be effective the beginning of the financial year much as applications for promotions can be received any time. All promotions will be effective from 1st of January of every financial year.

3.1. SENIOR LECTURER

To be promoted to a rank of Senior Lecturer, the candidate shall:

- (i) Have obtained an academic doctorate;
- (ii) Have worked at a rank of a Lecturer for a period of at least six months;
- (iii) Have contemporary pedagogical skills;
- (iv) Have satisfactory teaching and supervision appraisal;
- (v) Show evidence of research growth by way of:
 - a. Published books;
 - b. Published book chapters;
 - c. Published peer reviewed conference proceedings; and
 - d. Published journal articles.

For b, c, d in (v) above, emphasis will be put on the quality of the publications rather than the numbers. However, they should not be less than two (2).

3.2. ASSOCIATE PROFESSOR

To be promoted to a rank of Associate Professor, the candidate should:

- (i) Have obtained an academic doctorate;
- (ii) Have served at a rank of senior lecturer for a period of at least two years
- (iii) Have at least satisfactory teaching and supervision appraisal
- (iv) Should have supervised at least four graduate students to completion.
- (v) Show evidence of applying for and winning grants and should have won at least two grants each of at least US\$ 50,000 or one grant of at least USD 200,000.
- (vi) Show evidence of growth in research and scholarship since promotion to the rank of Senior Lecturer. This should be by way of
 - a. Published Books;
 - b. Published Book Chapters;
 - c. Published peer reviewed conference proceedings; and
 - d. Published journal articles.

For b, c, d in (v) above, emphasis will be put on the technical strength of the publications, the impact of the publications and the distinctness rather than the number. However, the publications should not be less than Five (5).

3.3. PROFESSOR

To be promoted to a rank of Professor, the candidate should

- (i) Have obtained an academic doctorate;

- (ii) Have served at a rank of associate professor for a period of at least three years
- (iii) Have at least satisfactory teaching and supervision appraisal
- (iv) Should have supervised at least six graduate students to completion.
- (v) to completion since promotion to the rank of associate professor
- (vi) Show evidence of applying for and winning grants. The candidate should have won at least three grants or less grants with net value of at least USD 400,000
- (vii) Should show evidence growth in research and scholarship since promotion to the rank of Associate Professor. This should be by way of:
 - a. Published Books;
 - b. Published Book Chapters;
 - c. Published peer reviewed conference proceedings; and
 - d. Published journal articles

For b, c, d in (v) above, emphasis will be put on the technical strength of the publications, the impact of the publications and the distinctness rather than the number. However, the publications should not be less than Eight (8).

For purposes of equivalence, a published book shall be equivalent to three (3) journal articles provided:

- (i) It consists of at least five (5) chapters; and
- (ii) It qualifies as a required textbook for a course at degree level in the same discipline the applicant is applying for either promotion or appointment.

4.0. TYPE OF EMPLOYMENT

Professors and Associate Professors shall be tenured. Senior lecturers and Lecturers shall serve on contracts of five (5) years and three (3) years respectively and are renewable subject to satisfactory performance.

5.0. TERMINATION OF EMPLOYMENT

The appointment of a member of Academic Staff shall be terminable by the University with notice in writing of three months or without notice but with three months payment in lieu; and the same conditions would apply when an academic staff decides to resign.

6.0 DISMISSAL

In cases where a staff is ultimately dismissed because of proven incompetency, abscondment from duty, gross abuse of office, theft, sexual harassment, changing students` results and any other serious offense; he / she shall not be given any payment in lieu.