DR. HILLA LIMANN TECHNICAL UNIVERSITY

PROMOTION POLICY FOR SENIOR MEMBERS

2025

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DR. HILLA LIMANN TECHNICAL UNIVERSITY

PROMOTIONS CRITERIA FOR SENIOR MEMBERS

1.0 Background

Dr. Hilla Limann Technical University (DHLTU) is a public tertiary institution established per the Technical Universities Act, 2016 (Act 922), as amended in Act 974 and Act 1016. The University was converted from a Polytechnic to a Technical University in April 2020 to provide higher education in engineering, science, technology-based disciplines, technical and vocational education and training (TVET), applied and general arts, and other related disciplines. The niche area of DHLTU is Industrial Art.

2.0 Purpose Statement

This policy is designed to provide a clear and consistent framework for the promotion of Senior Members in DHLTU, ensuring fairness, transparency, and meritocracy in all related decisions, while encouraging and rewarding excellence in teaching, research, professional practice, and service, and aligning the University's human resource development with its strategic goals and statutory obligations.

3.0 Scope of the Policy

The Policy shall apply to senior members (teaching and non-teaching) who are employed full-time by the University.

SECTION A
PROMOTION CRITERIA FOR TEACHING AND LIBRARY STAFF

4.0 Minimum Qualification for Promotion
4.1 General Requirements for Promotions

    i.   Staff who resume work after their studies must serve for one (1) year before they can apply for promotion.

    ii.   Staff who are on study leave but still discharge their duties are exempted from clause (i) above.

    iii.   Staff on full-time study leave are not eligible to apply for promotion until they have completed their programme of study. However, this restriction does not apply to staff who submitted their promotion application before being granted study leave.

    iv.   Applicant must have served the minimum required years in their current rank.

    v.   Applicant must meet academic qualification requirements for the next rank.

    vi.   Applicant must meet minimum publication requirements in reputable, peer-reviewed outlets.

    vii.   Applicant must demonstrate effectiveness in teaching, research, service, and professional activities.

    viii.   External assessor reports, a minimum of two (2), must be favourable in at least the required number.

4.2 Progression from one rank to another

Promotion shall normally proceed from one rank to the immediate next rank, for example, from lecturer to senior lecturer to associate professor to professor.

Every application must be submitted together with a duly completed application form, provided in Appendix A1.

4.2.1 Assistant Lecturer/Assistant Research Fellow to Lecturer/Research Fellow (SM4)

For Assistant Lecturer/Assistant Research Fellow seeking upgrading to the grade of Lecturer/Research Fellow, the Applicant must have attained the following:

    i.   Served as Assistant Lecturer/Assistant Research Fellow or their equivalent for at least two (2) years;

    ii.   Satisfactory performance in Teaching and Promotion of Knowledge as certified by the Head of Department and the Appointments and Promotions Committee;

    iii.   Show evidence of Promotion of Knowledge (i.e., at least ONE peer-reviewed publication);

    iv.   Must obtain a minimum performance score of "Adequate" in Teaching as assessed by students; and

    v.   Must have enrolled in a PhD Programme

4.2.2 Lecturer/Research Fellow to Senior Lecturer/Senior Research Fellow (SM3)

    i.   For promotion to Senior Lecturer/Senior Research Fellow, an applicant must:

    ii.   Have a terminal degree (PhD) or its equivalent.

    iii.   Have served as a Lecturer/Research Fellow for a minimum of four (4) years;

    iv.   Have a minimum of six (6) relevant publications in internationally recognized refereed journals. At least four (4) publications shall be in a refereed journal;

    v.   Evidence of technology or process innovations and/or patent, shall, upon evaluation, have a value of not less than two (2) research publications.

    vii.   In addition, original works and productions such as technical designs, scientific inventions and productions, creative and artworks supported with write-ups shall also be considered;

    viii.   Grantsmanship is an added advantage and shall be considered as service.

    ix.   Three (3) external assessors' reports shall be required, two of which must be positive;

    x.   In the case of a Research Fellow, an applicant shall have 50% more publications (i.e. 9 refereed journal articles); and

    xi.   Score at least 50% in each of the assessable areas of research, teaching, community service, and professional activities.

4.2.3 Senior Lecturer/Senior Research Fellow to Associate Professor (SM2)

For promotion to the grade of Associate Professor, an applicant must have:

    i.   Served as a Senior Lecturer/Senior Research Fellow for a minimum of four (4) years.

    ii.   Attained a PhD or equivalent higher terminal degree.

    iii.   In addition, original works and productions such as technical designs, scientific inventions and productions, creative and artworks supported with write-ups shall also be considered;

    iv.   A minimum of eight (8) relevant publications in internationally recognized refereed journals after promotion to the Senior Lectureship/Senior Research Fellowship grade is required. At least six (6) of the publications shall be in refereed journals;

    v.   Evidence of technology or process innovations and/or patent, shall, upon evaluation, have a value of not less than two (2) research publications

    vi.   Grantsmanship is an added advantage and shall be considered as service

    vii.   Three (3) external assessors' (assessment) reports shall be required, two of which must be positive; and

    viii.   Score at least 50% in each of the assessable areas of research, teaching, community service, and professional activities.

4.2.4 Associate Professor to Professor (SM1)

For promotion to the grade of Professor, an applicant must have:

i.   Served as an Associate Professor for a minimum of three (3) years;

ii.   Attained a PhD or equivalent higher terminal degree;

iii.   A minimum of ten (10) relevant publications in the area of specialisation of the applicant in internationally recognized refereed journals after promotion to the Associate Professor grade is required. At least eight (8) of the publications shall be in refereed journals;

iv.   Evidence of technology or process innovations and/or patents shall, upon evaluation, have a value of not less than two (2) research publications.

v.   In addition, original works and productions such as technical designs, scientific inventions and productions, creative and artworks supported with write-ups shall also be considered;

vi.   Grantsmanship is an added advantage and shall be considered as service

vii. Three (3) external assessors shall be required, two (2) of which must be positive; and

viii. Scored at least 50% in each of the other assessable areas of research, teaching, service to the community, and professional activities.

NB: In the case of an Associate Professor in a Research Unit, the applicant shall have 50% more publications (i.e, fifteen (15) refereed journal articles).

4.2.5 Assistant Librarian to Senior Assistant Librarian

For promotion to Senior Assistant Librarian, an applicant must have:

i.   A minimum of MPhil/MSc. /MA in Library Science/Information Studies or relevant studies. A PhD. in Library Science/Information Studies is preferable.

ii.   Served as Assistant Librarian for at least four (4) years in a tertiary institution.

iii.   Have a minimum of six (6) relevant publications in internationally recognized refereed journals;

iv.   Three (3) external assessors shall be required, two of which must be positive.

v.   Score at least 50% in each of the assessable areas.

vi.   Must be a member of a relevant professional body in Ghana.

vii. Must be computer literate and be conversant with relevant library software applications.

4.2.6 Senior Assistant Librarian to Deputy Librarian

For promotion to Deputy Librarian, an applicant must have:

i.   A minimum of MPhil/MSc. /MA in Library Science/Information Studies or relevant studies. A PhD. in Library Science/Information Studies is preferable.

ii.   Served as Senior Assistant Librarian for at least four (4) years.

iii. A minimum of ten (10) cumulative relevant publications, six (6) of which must have been published in recognized refereed journals after promotion to Senior Assistant Librarian grade. In addition, other evidence of research and innovation shall be considered.

iv. Hold membership of a professional body in Librarianship/Information Science.

v. Three (3) external assessors shall be required, two (2) of which must be positive.

vi. Score at least 50% in each of the assessable areas.

vii. Must be computer literate and be conversant with relevant library software applications.

4.2.7 Librarian

i. The vacancy shall be advertised. Appointment to the position of Librarian shall be through a competitive search and interview, and as provided for in the Technical Universities Act 2016 (Act 922), as amended, and the Guiding Statutes.

ii. An applicant must possess a minimum of a postgraduate degree in library or information science-related studies. A PhD in Library Science or Studies is preferable.

iii. He/She must have served as a Deputy Librarian in a University or comparable grade in a similar institution/organisation for at least six (6) years.

iv. Must be a scholar and a member of a Professional Body in librarianship/ Information Science.

v. Must be computer literate and be conversant with relevant library software applications.

5.0 Procedures for Promotions

5.1 Procedure for Submission of Applications

i.   Applications indicating the position sought and the area or discipline concerned on appropriate University application form shall be submitted to the Office of the Registrar who shall refer the application to the appropriate Head of Department for comments with copy of the forwarding letter to the Dean within seven (7) working days upon receipt of a complete application document(s).

ii. The Head of Department shall forward the application dossier with comments and recommendations within fourteen (14) working days of receipt to the Dean of Faculty.

iii. Upon receiving the application dossier, along with comments and recommendations from the Head of Department, the Dean of Faculty shall forward the application to the Faculty Appointments and Promotions Review Committee.

iv. Where the applicant is seeking a higher rank than the Head of Department, the Head of Department shall apply without his/her comments to the Dean for consideration by the Faculty Appointments and Promotions Review Committee.

v.   The Committee may co-opt others as appropriate to assist its work, including the Head of Department.

vi. For promotion applications that the Registrar deems complete, the effective date of promotion shall be the date the Registrar's Office receives the application and all supporting documents. If the dossier is found to have issues, the effective date shall instead be the date of resubmission to the Registrar.

vii. The Faculty Appointments and Promotion Review Committee shall consider the application and submit a comprehensive report with its recommendations to the Chairman of the University Appointments and Promotions Board through the Registrar.

viii. Where the Registrar considers that the application is complete, the effective date of promotion shall be the date on which the papers and any other documents submitted for assessment are received by the Office of the Registrar.

ix. The effective date of all appointments and promotions shall be confirmed in the minutes of the Faculty Appointments and Promotions Review Committee and the University Appointments and Promotions Board.

5.2 Faculty/School Appointments and Promotions Review Committee

i.   There shall be a Faculty/School Appointments and Promotions Review Committee appointed by the Faculty Board for a two-year term, with the Dean as the Chairperson.

ii. Inter-Faculty Appointments and Promotions Review Committees may be constituted where necessary.

iii. The Faculty Appointments and Promotions Review Committee shall comprise confirmed staff, and where possible, it shall include a majority of professors, including a professor from a cognate Faculty appointed by the Board of Faculty, and a representative each from the grades of Lecturers and Senior Lecturers.

iv. The Committee may co-opt others as appropriate to assist in its work.

v. The Faculty Appointments and Promotions Review Committee shall meet at least twice a semester.

vi. On receipt of an application, the Dean shall refer it to the Faculty Appointments and Promotions Review Committee for consideration and report submission within fourteen (14) working days.

vii. The review process shall include a report from the Head of Department on an interactive assessment of the applicant.

viii. No application shall be withheld from the Faculty Appointments and Promotions Review Committee.

ix. The Committee shall consider the applications for appointments and promotions and shall forward each application dossier with its comments and recommendations to the Chairman of the University Appointments and Promotions Board.

5.3 Handling of Application at the Dean's Office

i. Following consideration by the Faculty Appointments and Promotions Review Committee, the Dean shall, in consultation with the Head of Department, nominate persons who may be asked to undertake an internal assessment of an applicant's work.

ii. The Dean shall request each assessor to comment on each publication submitted for assessment, stating its contribution to the candidate's field and the candidate's academic standing per the University's grading or weighting system, provided the assessors are in the applicant's areas of specialization.
   a. Where assessors' comments are unfavourable, the Dean, in consultation with the Head of Department, shall make it known to the applicant for further processing or otherwise

iii. The request for an assessment shall be accompanied by:
   a. a copy of the application, including the curriculum vitae;
   b. copies of publications and any other exhibits of the applicant's work; and
   c. The criteria for appointment or promotion.

iv. The Head of Department shall not provide an assessment on the applicant's publications.

v. For promotion from lecturer to senior lecturer and above, assessment of publications shall normally be outside the University by at least two (2) external assessors.

vi. An external assessor is a person of standing in the applicant's field, normally of the status of professor or equivalent but not employed by or in any way currently connected with the University.

vii. The assessor should not, however, have been associated with the applicant's formal studies at the graduate or professional level, nor should the assessor have been a collaborator.

viii. The Dean shall nominate at least five (5) External Assessors to the Registrar

ix. The Registrar, in consultation with the Vice Chancellor, shall appoint (3) External Assessors.

x. Whether an applicant fails or passes, the Dean and Head of Department shall provide the applicant with information in writing on the strengths and weaknesses of the application.

5.4 Handling Applications in the Registrar's Office

i. The Registrar shall maintain a register of applications received in the office of the Registrar indicating the dates of receipt, and shall bring the register to the attention of the Appointments Board at least once a semester indicating the state of processing of each application.

ii. When the processing of an application is completed, the Registrar on being satisfied that everything is in order, shall list the application for consideration by the University Appointments and Promotions Board, inviting the candidate for an interview where necessary.

iii. In each case of an appointment or promotion, the Registrar shall provide the Appointments Board with:

    a. the approved departmental establishment, if applicable;

    b. the approved University Promotion Policy, Scheme of Service and Statute of the University;

    c. the reports of the Faculty Appointments and Promotions Committee;

    d. the report of the assessor(s); and

    e. the salary scale and the recommended entry point.

6.0 Promotion Criteria for Senior Members (Teaching)

6.1 Areas of Evaluation

Subject to the provisions dealing with basic qualifications, Senior Members applying for promotion will be evaluated based on:

i. Teaching.

ii. Research and Scholarly Works.

iii. Community Service.

iv. Professional Activities.

Other factors that may be considered include:

i. Recommendations of the Faculty Appointments and Promotions Review Committee.

ii. Applicant's formal qualifications.

iii. Summary of annual reports dating to the last appointment or promotion.

iv. Summary of student assessments in the last five years (if holding teaching appointment).

6.1.1 Teaching

i. Where teaching is the primary and core duty of a senior member, the candidate for promotion shall be required to demonstrate an ability to teach effectively in addition to his/her other responsibilities.

ii. The Appointing Authority is required to consider the following factors and criteria in the evaluation of teaching performance:

    a. Completion of syllabus on schedule.

    b. Lecture/Teaching load.

    c. Conduct of quizzes, assignments, mid-semester exams, etc.

    d. Attendance and punctuality to lectures

    e. Attendance and punctuality to departmental meetings

    f. Preparation of lecture materials (lecture notes, handouts, PowerPoint slides, etc.)

    g. Promptness in Submitting Examination Questions, Marked scripts and results

    h. Provision of learning experience for students (practical, field trip, etc.)

    i. External Examiners'/Moderator's Evaluation of the Lecturer's Work on examinations

    j. Maintenance of Attendance and Continuous Assessment Records of Students

    k. Supervision of student research/project works (Diploma, HND, BTech, BSc, MTech, MPhil, MSc, DTech, PhD and etc).

    l. Students' assessment of the applicant's teaching and supervision.

6.1.2 Research and Scholarly Contribution

For purposes of appointment and promotion of Senior Members, the appointing authority shall take into account of research and creative scholarship of demonstrable quality. Evidence of research and scholarship should be based upon the senior member's published research in refereed journals, conference proceedings, monographs, technical reports, or an original professional work in the area of Science and Engineering, Arts and Humanities, and other related areas.

The appointing authority shall also consider the following in the evaluation of a senior member's research and scholarly accomplishments:

Contributions in the area of coordination of knowledge, such as survey articles and book reviews;

Service on editorial boards of scholarly journals;

Membership of technical committees of international or national conferences or symposia;

Technical reports authored;

Prizes and awards received for scholarly achievement; and

Consultancy work.

For purposes of this section, publication shall be relevant to the applicant's field and published in:

Internationally recognized refereed journals (local and external);

Refereed proceedings in internationally recognized conferences and specialized symposia;

Refereed, published, or accepted-for-publication technical reports from specialized research centres or other internationally recognized research and policy institutions;

Refereed textbooks and reference books;

Refereed authentication review of rare books;

Refereed translation of specialized scientific books and other scholarly works;

Refereed books and research reports published by scientific societies and also

Inventions and novelties that have patents from recognized patent agencies;

Distinguished creative activities

In evaluating books, articles, technical reports, inventions and novelties, and other scholarly works accepted under this Schedule as publication, the key ingredient should be significance, not volume. The evaluator can determine the relevance of a publication by examining the quality of the journals in which it is published, the use to which other researchers have made of it, or by requesting testimony from distinguished scholars or authors in the candidate's field of research.

6.1.3 University and Community Service

University and Community Service encompasses roles and activities performed by staff beyond teaching and formal knowledge dissemination. These services, carried out at the Department, Faculty, University, industry, or community levels, contribute to the effective functioning of the institution and its engagement with society. Acceptable forms of service include:

a. **Service to the University:**
    i. Vice Chancellor
    ii. Pro-Vice Chancellor
    iii. Librarian/Deputy Librarian
    iv. Deans
    v. Directors of School/Institute
    vi. Vice Deans/Deputy Directors
    vii. Head of Department
    viii. Hall Tutor/Master
    ix. Head of Section
    x. Co-ordinator/Supervisor of Industrial Attachment/Counselor
    xi. Academic Tutor
    xii. Membership of University, Faculty, Department, and Ad-hoc Committees.
    xiii. Academic Counselor
    xiv. Executive Members of Registered workers' organization/Trades Union/Staff Welfare Association
    xv. Securing a Grant.

b. **Contribution to Industry:**
    i. Contribution towards strengthening the relationship between the University and industry.
    ii. Creative work in a relevant field.

c. **Service to Community:**
    This refers to activities in which the applicant has used his knowledge and expertise in his field of specialization for the benefit of the local, national, and international community. Examples of such acceptable services are:
    Membership of National and International Boards, Committees, and Organizations.

d. **Membership of Editorial Boards of reputable journals**
    i. External Examiner or Moderator
    ii. External Assessor for Promotion of research/academic Staff
    iii. Extension work/workshops
    iv. Technical and consultancy work (evidenced by reports)
    v. Reviewer of internationally recognized refereed Journal Articles
    vi. Supervisor of Postgraduate Thesis/Dissertation shall be an added advantage

6.1.4 Professional Activities

The professional activities of senior members shall be duly recognized in the evaluation of applications for appointment and/or promotion. Such activities may include contributions to the advancement of their discipline, active participation in professional associations, engagement in conferences and workshops, editorial or reviewing responsibilities, consultancy, and other forms of professional practice. Where relevant, a candidate's role in shaping, promoting, or applying knowledge within their profession shall be taken into account in assessing their overall contribution.

6.2 Evaluation Method

1. For purposes of evaluating applications for promotion, the categories of academic senior members are:
    a. Teaching staff, e.g., lecturer, with a load of 75% Full Time Equivalent teaching and 25% research,
    b. Research staff, e.g., research fellow; i.e., senior members with at least 75% Full Time Equivalent research load and 25% teaching,
    c. Library staff with a load of 75% full-time equivalent library work and 25% research.

2. Applications for promotion shall be evaluated on a 100-point scale, which shall consist of the weighted average of scores on each of the criteria set out above. The 100-point shall be awarded as follows:
    a. The weighted average scores for candidates whose core responsibility is teaching:
        i. Fifty-five (55) points for Teaching
        ii. Twenty-five (25) points for Research and Scholarly Works
        iii. Fifteen (15) points for University and Community Service
        iv. Five (5) points for Professional Activities.
    b. The weighted average scores for candidates whose core responsibility is research:
        i. Fifty-five (55) points for Research and Scholarly Works
        ii. Twenty-five (25) points for Teaching
        iii. Fifteen (15) points for University and Community Service,
        iv. Five (5) points for Professional Activities.

3. A candidate shall be promoted to the rank applied for if his/her total number of weighted average points is not less than seventy (70) points.

4. The appointing authority shall make written findings and conclusions on each of the above-stated criteria, and the same shall form part of the record of proceedings of the meeting at which the decision relating to the application was made.

5. For appointments or promotions to the Professorial status, the University Appointments and Promotions Board shall make a report to Council for consideration. The report shall indicate whether the Board recommends or does not recommend the application.

7.0 Guidelines for Assessing Performance for Promotion
7.1 Pass Mark for Promotion

The tables below define the required pass mark for promotion to the various positions.

Table 5. 1:Pass Mark for Promotion to Senior Lecturer/Professorial

S/N	Assessable Area	Weighted Average Points	Minimum Points to Pass
1	Teaching Performance	55	35
2	Research/Scholarship	25	
3	Service	15	35
4	Professional Activities	5	
	TOTAL	**100**	**70**

Table 5. 2: Pass Mark for Promotion to Senior Research Fellow/Professorial

S/N	Assessable Area	Weighted Average Points	Minimum Points to Pass
1	Research/Scholarship	65	
2	Teaching	15	70
3	Service	15	
4	Professional Activities	5	
	TOTAL	**100**	**70**

Table 5. 3:Pass Mark for Promotion for Library Staff (Senior Members)

S/N	Assessable Area	Weighted Average Points	Minimum Points to Pass
1	Library work	55	35
2	Research	25	
3	Service	15	35
4	Professional Activities	5	
	TOTAL	**100**	**70**

7.2 Evaluation of Teaching

Evaluation of Teaching Performance for Lectureship and Research Fellow Grades

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Teaching performance shall be evaluated based on Table 5.4

Table 5. 4: Teaching Performance for Lectureship and Research Fellow grades

S/N	Performance Area	Maximum expected Weight (Teaching)	Maximum expected Weight (Research Fellow)	Score Obtained
1	Lecture/Teaching load	10	5	
2	Quality of Teaching (Assessment by students) • Course Planning • Lesson Delivery • Student Engagement • Assessment and Feedback • Professionalism and Continuous Improvement	10	2	
3	Regularity and punctuality at lectures	5	1	
4	Provision of learning experience for students (practical, field trips, industrial attachment supervision, etc.)	4	1	
5	Ability to complete syllabus on schedule (From Moderator's comment	5	1	
6	Punctuality in the submission of examination questions and marked scripts	5	1	
7	External examiners' and moderators' comments on applicant's examination questions and marking scheme	4	1	
8	Quality of supervision of students' projects/theses	5	1	
9	Regularity of attendance at seminars/ departmental board meetings	2	1	
10	Invigilation of end-of-semester examination	5	1	
	TOTAL	**55**	**15**	

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Per Schedule E of the Dr. Hilla Limann Technical University Statutes, the weighted average score for candidates whose core responsibility is teaching is Fifty-five (55) points for Teaching. Therefore, the total scores obtained by any candidate for teaching should be weighted to 55 points.

However, for a candidate whose core responsibility is research, the weighted average score is fifteen (15) points for Teaching.

7.3 Assessors

The performance of a candidate in teaching shall be assessed by the candidate's Head of Department, students of the candidate's Academic Department, and the Dean of the Faculty of the candidate. However, this assessment shall not include the candidate's publication(s).

7.4 Evaluation of research and scholarly accomplishments

7.4.1 Indicators for Assessment
   a. Research conducted
   b. Publications arising out of research conducted
   c. Invention arising out of research conducted
   d. Development of technology (machines, equipment, tools, and other products, industrial products, health, cosmetics, fuel and lubricants, etc.) For clarity, the following shall be an acceptable publication for promotion
      i   Referred Journal papers
      ii   Conference papers published in refereed conference proceedings
      iii Peer-reviewed document on exhibitions of art, sculpture, innovative designs, and innovative manufacture/ fabrication of prototypes
      iv   Published book in the areas of specialization for higher education
      v   Chapter in published books in the area of specialization for higher education
      vi   Patented inventions and technologies or products
      vii Copyright ownership of technology or products
      viii Evidence of Intellectual Property (IP) (copyright and industrial designs)

7.4.2 Weighting (single and co-authorship)

Table 5. 5: Weighting (single and co-authorship)

S/N	Publication	Single Authorship	Publication Equivalence (from 1st Author to 3rd Author)	Publication Equivalence (for the 4th Author position and above
1	A refereed journal paper	1	1 to each author	½ to each author
2	A published refereed book for higher education in the area of specialization	3	3 to each author	½ to each author
3	A published refereed conference paper/peer reviewed document on exhibition (art, sculpture, innovative design, manufacture/fabrication of prototype, e.g., auto vehicle laboratory equipment, tools, product development, etc.	½	½ to each author	¼ to each author
4	Chapter in a published refereed book in the area of specialization for higher education	1	1 to each author	½ to each author
5	A patented invention/technology/product (Intellectual Property with evidence)	3	3 to each author	2 to each author
6	Intellectual Property (Technology) transfer with evidence	2	2 to each author	1 to each author
7	Research Effort (Maximum of 3 points)	½	½ to each author	¼ to each author

Table 5. 6: Points for types of publications

S/N	Type of Publication	Maximum Points
1	Each refereed journal paper in the area of specialization of the applicant.	10
2	Each published refereed book in the area of specialization of the applicant.	30
3	Each refereed conference proceedings paper	5
4	Each chapter in a published refereed book in the area of specialization of the applicant	10
5	Each peer reviewed document on exhibition	5
6	Each patented invention/technology/product (IP with evidence)	30
7	IP (Technology) transfer with evidence	20

The weighted average score for a candidate whose core responsibility is teaching is Fifty-five (55) points for Teaching.

However, for a candidate whose core responsibility is research, the weighted average score is fifteen (15) points for teaching. Therefore, the total scores obtained by such candidates for teaching should be weighted to 15 points.

7.5 Evaluation of Service (University, National, and International)

Table 5. 7: Indicators for Assessment (Lecturer to Senior Lecturer)

S/N	ROLES/FUNCTION/ACTIVITY	WEIGHT	SCORE
1	**Service (University)**		
	i. Administrative experience		
	a. Head of Section/Department Examination Officer	15	
	b. Industrial Attachment Coordinator/Academic Counsellor/Mentor/ Academic Advisor/Project coordinator/ Departmental Representative to School or Faculty Board.	15	
	ii. Administrative Experience – Acting Position (In cumulative terms)	15	
	iii. Membership of Statutory Committees (Department/Faculty Level)	10	
	iv. Membership of Non-Statutory Committees		

	a. Chairman	10	
	b. Other Members/Secretary	8	
	v. Attendance of meetings and functions		
	a. Each departmental board meeting attended	10	
	b. Each Congregation attended	5	
	c. Each Matriculation attended	5	
	d. Each Convocation meeting attended	5	
2	**Service to the National and International Community**		
	a. Chairman of National or International Committee	10	
	b. Membership of National or International Committee	8	
	c. Membership of Editorial Board of recognized journals	8	
	d. External Examiner/Moderator/Reviewer of journal article	10	
	e. Initiation and participation in curriculum development	6	
3	**Community/Industrial Engagement**		
	a. Industrial/Professional engagement or training	40	
	b. Industrial consultancy	40	
	c. Contract research with industry	40	
	d. Industrial resource mobilization	40	
	TOTAL	**300**	**T**

Table 5. 8: Indicators for Assessment (Senior Lecturer to Associate Professor)

S/N	ROLES/FUNCTION/ACTIVITY	WEIGHT	SCORE
1	**Service (University)**		
	i. Administrative experience		
	a. Dean/Director/Senior Hall Warden/Tutor	40	
	b. Vice Dean	25	
	c. Head of Department/Hall Warden	20	
	d. Head of Section/Examination Officer	15	

	e. Industrial Attachment Coordinator/Academic Counsellor/Mentor/ Academic Advisor/Project coordinator/ Departmental Representative to School or Faculty Board.	15	
	ii. Administrative Experience – Acting Position (In cumulative terms)	15	
	iii. Membership of Statutory Committees		
	a. Chairman	10	
	b. Other Members/Secretary	8	
	iv. Membership of Non-Statutory Committees		
	c. Chairman	8	
	d. Other Members/Secretary	6	
	v. Attendance of meetings and functions		
	a. Each departmental board meeting attended	10	
	b. Each Congregation attended	5	
	c. Each Matriculation attended	5	
	d. Each Convocation meeting attended	5	
2	**Service to the National and International Community**		
	a. Chairman of National or International Committee	10	
	b. Membership of National or International Committee	8	
	c. Membership of Editorial Board of recognized journals	8	
	d. External Assessor for promotion of research/academic staff	10	
	e. External Examiner/Moderator/Reviewer of journal article	10	
	f. Initiation and participation in curriculum development	7	
3	**Community/Industrial Engagement**		
	a. Industrial/Professional engagement or training	40	
	b. Industrial consultancy	40	
	c. Contract research with industry	40	
	d. Industrial resource mobilization	40	

		TOTAL	400	

Table 5. 9: Indicators for Assessment (Associate Professor to Professor)

S/N	ROLES/FUNCTION/ACTIVITY	WEIGHT	SCORE
1	**Service (University)**		
	i. Administrative experience		
	a. Vice Chancellor	50	
	b. Pro-Vice Chancellor	45	
	c. Dean/Director/Senior Hall Warden/Tutor	40	
	d. Vice Dean	25	
	e. Head of Department/Hall Warden	20	
	f. Head of Section/Examination Officer	15	
	g. Industrial Attachment Coordinator/Academic Counsellor/Mentor/ Academic Advisor/Project coordinator/ Departmental Representative to School or Faculty Board.	15	
	ii. Administrative Experience – Acting Position (In cumulative terms)	15	
	iii. Membership of Statutory Committees		
	a. Chairman	10	
	b. Other Members/Secretary	8	
	iv. Membership of Non-Statutory Committees		
	a. Chairman	8	
	b. Other Members/Secretary	6	
	v. Attendance of meetings and functions		
	a. Each departmental board meeting attended	10	
	b. Each Congregation attended	5	
	c. Each Matriculation attended	5	
	d. Each Convocation meeting attended	5	
2	**Service to the National and International Community**		
	a. Chairman of National or International Committee	10	
	b. Membership of National or International Committee	8	

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	c. Membership of Editorial Board of recognized journals	8	
	d. External Assessor for promotion of research/academic staff	10	
	e. External Examiner/Moderator/Reviewer of journal article	10	
	f. Initiation and participation in curriculum development	6	
3	**Community/Industrial Engagement**		
	a. Industrial/Professional engagement or training	40	
	b. Industrial consultancy	40	
	c. Contract research with industry	40	
	d. Industrial resource mobilization	40	
	TOTAL	**495**	

The total score is marked over 100. If the total score of the applicant is greater than or equal to 100, the applicant is assigned the full point which is 15 points. On the other hand, if the applicant gets a total score which is below 100, it is converted as follows: Points = T /100 × 15.

This computation is applicable for Table 5.7 to 5.9

7.6 Evaluation of Professional Activities

Table 5. 10: Indicators for Assessment

S/N	ROLES/FUNCTION/ACTIVITY	WEIGHT	SCORES
	President/Chairman	60	
	Secretary	50	
	Member	40	
	Involvement in continuous professional development activities with evidence (Maximum of 5 activities)	30 Marks per activity	

7.7 Evaluation of Performance of Library Staff

Table 5. 11: Scholarly Performance for Promotion of Library Staff

S/N	Publication	Maximum Expected Points	Position of Author	Score Obtained	Equivalent Score Based on Authorship Criteria
1	Refereed journal paper 1	10			
2	Refereed journal paper 2	10			
3	Refereed journal paper 3	10			
4	Refereed journal paper 4	10			
5	Refereed journal paper 5	10			
6	A published refereed book in the area of specialization of the applicant	30			
7	A published refereed conference paper 1	5			
8	A published refereed conference paper 2	5			
	TOTAL	**90**	**N/A**	**N/A**	**T**

In accordance with the norms of assessment for Staff in the Library (Senior Members), twenty-five (25) points are allocated to Research/Scholarship. In the case of an Assistant Librarian seeking promotion to Senior Assistant Librarian, the minimum number of publications required is six (6), and so if such a candidate submits eight (8) publications as shown in Table 5.11, and gets the total score of T, then the weighted score will be calculated as follows:

Maximum expected score = 90

Total score obtained = T

90 is equivalent to 25 points

Therefore, T will be weighted as = $T/90 \times 25\ Points$.

Please note that promotion from Senior Assistant Librarian to Deputy Librarian will follow a similar calculation

Table 5. 12: Library Work - Evaluation of Performance of Human/Public Relations of Library Staff

S/N	Roles/Function/Activity	Maximum Expected Weight	Score
1	**Supporting Diversity:**		
	a. Works effectively with a wide range of people	3	
	b. Sets and models a culture that leverages differences and supports diversity	2	
	c. Respectful of people and their different values	3	
	d. Encourages and values diverse points of view and differing opinions.	2	
2	**Organizational Awareness:**		
	a. Able to provide accurate advice to internal and external customers regarding structure and operation of the University.	5	
	b. Advocates for own area, while supporting University-wide initiatives.	5	
3	**Communication**		
	a. Communicates clearly and concisely, in a manner appropriate to the intended audience	5	
	b. Listens to understand, seeks input from others, and provides clarification where necessary.	5	
	c. Uses plain language when communicating, regardless of medium or audience	3	
	d. Uses non-discriminatory language	5	
	e. Understands and makes use of appropriate communication technologies to promote successful and efficient communication.	5	
	f. Shares information openly and honestly	4	

	g. Is influential and persuasive when necessary.	3	
4	**Customer Service**		
	a. Understands the needs of internal and external customers	5	
	b. Assist with customer queries accurately and promptly, in a professional and courteous manner	5	
	c. Provides customers with sufficient information to allow them to make choices about solutions	5	
	d. Strives to develop innovative solutions to improve customer service	3	
	e. Monitors customer satisfaction and listens and responds to customer concerns.	2	
	f. Seeks long-term mutual benefit to the customer and the University	5	
5	**Building Relations**		
	a. Builds appropriate rapport, maintains open and honest discussions with internal and external customers.	5	
	b. Uses tact, diplomacy, and discretion	5	
	c. Is approachable, open, non-defensive and transparent in their dealings with others	5	
	d. Perceives the moods and feelings of others; understands attitudes, interests, needs, and perspectives of others	3	
	e. Proactively works to build and maintain internal and external relationships and networks to share knowledge and achieve goals.	5	

	f. Exercises effective influencing skills when seeking and building consensus	2	
6	**Personal Effectiveness**		
	a. Understands how own work contributes to area/University objectives and goals	5	
	b. Understands limits of own authority and knows when to consult or inform others	5	
	TOTAL	**110**	

Table 5. 13: Evaluation of Performance of Service Staff of Library

S/N	ROLE/FUNCTION/ACTIVITY	WEIGHT
1	**Service to the University**	
	i. Administrative Experience – Substantive position	
	a. Head of Division/Directorate (Deputy Librarian)	45
	b. Head of Department (Senior Assistant Librarian)	40
	c. Head of Section (Assistant Librarian)	30
	ii. Administrative experience- Acting Position (in cumulative terms)	15
	iii. Membership of Statutory Committees	
	a. Chairman	10
	b. Members	8
	iv. Membership of Non-Statutory Committees	
	a. Chairman	8
	b. Members	6
	v. Attendance of Meetings and Functions	
	a. Each departmental meeting attended	10
	b. Each Congregation attended	5
	c. Each Matriculation attended	5
	d. Each Convocation meeting attended	5
2	**Service to the National and International Community**	
	a. Chairman of National or International Committee	10

	b. Membership of National or International Committee	8
	c. Membership of Editorial Board of recognized journals	8
	d. External Assessor for promotion of research/academic staff	10
	e. External Examiner/Moderator/Reviewer of journal article	10
	f. Initiation and participation in curriculum development	7
3	**Resource mobilization**	
	a. Any evidence of resources mobilization to the University i.e. material, technical and financial resources.	10
4	**Institutional Linkages**	
	a. Any evidence of local and international institutional linkages	10
	TOTAL	260

Table 5. 14: Evaluation of Professional Activities for Library Staff Indicators for Assessment

S/N ROLE/FUNCTION/ACTIVITY	WEIGHT	SCORES
President/Chairman	60	
Secretary	50	
Member	40	
Involvement in continuous professional development activities with evidence (Maximum of 5 activities)	30 marks per activity	
TOTAL		

8.0 Publications
8.1 Refereed Journal Papers

For promotion (and/or appointment), peer-reviewed refereed journal articles presented by faculty should either be published, ranked, or indexed by the publishing outlets, rankings list, or journal indexing catalogs as included in the list below:
1. Web of Science (Clarivate Analytics)
2. Science Citation Index (SCI)
3. Emerging Sources Citation Index (ESCI)
4. Scopus (Elsevier)
5. Engineering Index (Ei Compendex)

6. INSPEC (Physics, Engineering, Computer Science)
7. PubMed / MEDLINE (Medical & Life Sciences)
8. CAB Abstracts (Agriculture & Applied Sciences)
9. PsycINFO (Psychology & Behavioral Sciences)
10. ERIC (Education Resources Information Center)
11. EBSCOhost Research Databases
12. ProQuest Databases (ABI/INFORM, ProQuest Central, etc.)
13. JSTOR
14. IEEE Xplore Digital Library
15. Association of Business Schools (ABS) Academic Journal Guide
16. Australian Business Deans Council (ABDC) Journal Quality List
17. Elsevier
18. Springer
19. Wiley
20. Taylor & Francis / Routledge
21. Sage
22. Emerald Publishing
23. Inderscience
24. Cambridge University Press
25. Oxford University Press
26. Harvard University Press
27. Palgrave Macmillan
28. Nature Publishing Group
29. NOVA
30. IGI Global
31. BioMed Central
32. Hindawi
33. Project Muse
34. Royal Society of Chemistry Journals
35. IEEE
36. Association for Computing Machinery (ACM)
37. American Physical Society (APS)

Note: And any others that may be deemed credible by the University Appointments and Promotions Committee.

SECTION B
PROMOTION CRITERIA FOR SENIOR MEMBERS (NON-TEACHING)

9.0 General Requirements

a. Individuals on their own initiative or at the invitation of the Heads of Department/Centre/Unit/Section may apply for promotion as provided for in the Scheme of Service.

b. Promotion shall normally proceed from one rank to the immediate next rank. For example, from Assistant Registrar to Senior Assistant Registrar and from Senior Assistant Registrar to Deputy Registrar. This progression applies to all analogous staff grades within the Senior Member (Non-Teaching) group.

c. Any Senior Member (Non-Teaching) of the University who qualifies for promotion may apply at any time to be promoted or appointed to the next rank for which he/she considers himself/herself qualified in accordance with the Appointments and Promotions Criteria.

d. An application letter together with an application form, curriculum vitae, and other relevant documents, indicating the position sought and the area of discipline concerned, shall be submitted to the University Appointments and Promotions Board through the Registrar, who shall review it and refer it to the Appointments and Promotions Review Committee.

e. The Registrar shall, in consultation with the Head of Human Resources, refer each application supported by relevant documents for assessment to the Appointments and Promotions Review Committee for further review, comments, and recommendations within three (3) weeks upon receipt of the application.

f. Each application shall be submitted for evaluation by two (2) external assessors who shall be persons of good standing in the applicant's field. The external assessors shall be of a higher rank than the applicant and shall not have any relationship with the applicant.

g. Promotion to the grade of Senior Assistant Registrar, Deputy Registrar and analogous grades in the Administrative and Professional class shall be based on evidence of continuing performance in respect of the following:

h. Grasp of administrative/professional procedures/regulations and organizational ability;

ii.   Leadership;

iii. Initiative and reliability;

iv. Good understanding of the mission and mandate of the Technical University;

v.   Sense of responsibility;

10.0 Minimum Qualification For Promotion

11.0 Registry
11.1 Registrar (SM1)

The vacancy shall be advertised. Appointment to the position of Registrar shall be through a competitive search and interview, and as provided for in the Technical Universities' Act 2016, Act 922, as amended, and the Guiding Statutes.

Applicant must hold a minimum of a Master's degree, preferably in Administration and Management-related area. Must have served as a Deputy Registrar in a University or comparable grade in a similar institution/organisation for at least six (6) years.

11.2 Deputy Registrar (SM2)

The vacancy shall be advertised. Applicant must hold at least a Master's degree, preferably in Administration and Management-related area. Applicant must have served as Senior Assistant Registrar in a University or comparable grade in a similar institution/organisation for at least four (4) years.

He /She shall demonstrate outstanding administrative and leadership abilities, proven by relevant working experience, and have written at least eight (8) papers (Position papers, Reports, Memoranda for two (2) External Assessors' evaluation

11.3 Senior Assistant Registrar (SM3)

The vacancy shall be advertised. Applicant must hold at least a Master's degree, preferably in Administration and Management-related area. Applicant must have served as Assistant Registrar in a University or comparable grade in a similar institution/organisation for at least four (4) years.

He/She shall demonstrate outstanding administrative and leadership abilities, proven by relevant working experience, and have written at least six (6) papers (Position papers, Reports, Memoranda for two (2) External Assessors' evaluation.

11.4 Assistant Registrar (SM4)

Applicant must hold at least a Master's degree, preferably in Administration and Management-related area. Applicant must have a minimum of three (3) years post-qualification experience.

11.5 Junior Assistant Registrar (SM5)

Applicant must hold at least a Master's degree, preferably in Administration and Management-related area.

12.0 Finance Directorate

12.1 Director of Finance (SM1)

The vacancy shall be advertised. Appointment to the position of Director of Finance shall be through a competitive interview and as provided for in the Technical Universities Act 2016, Act 922, as amended, and in the Statutes. Candidates must show clear evidence of the ability to hold schedule(s) without supervision.

Applicant must be a Chartered Accountant with a Master's degree in the relevant field. He/She must have served as a Deputy Director of Finance in a University or comparable grade in a similar institution/organisation for at least six (6) years.

12.2 Deputy Director of Finance (SM2)

The vacancy shall be advertised. Applicant must be a Chartered Accountant with a Master's degree in the relevant field. He /She must have served as a Senior Accountant in a University or comparable grade in a similar institution/organisation for at least four (4) years.

In addition, applicants shall be required to support their application with at least eight (8) technical reports or position papers. Two (2) External Assessors' reports on these documents shall be required.

12.3 Senior Accountant (SM3)

The vacancy shall be advertised. Applicant must be a Chartered Accountant with a Master's degree in the relevant field. He /She must have served as an Accountant in a University or comparable grade in a similar institution/organisation for at least four (4) years.

In addition, applicants must support their application with at least six (6) technical reports or position papers. Two (2) External Assessors' reports on these documents shall be required.

12.4 Accountant (SM4)

The vacancy shall be advertised. Applicant must be a Chartered Accountant with a Master's degree in the relevant field. He/She must have served as an Assistant Accountant in a University or comparable grade in a similar institution/organisation for at least three (3) years.

12.5 Assistant Accountant (SM5)

Assistant Accountant. Assistant Accountant. Applicant must be a Chartered Accountant with a Master's degree in the relevant field.

13.0 Internal Audit Directorate

13.1 Internal Auditor (SM1)

The vacancy shall be advertised. Appointment to the position of Internal Auditor shall be through competitive search and interview, and as provided for in the Technical Universities Act 2016, Act 922, as amended, and in the Statutes. Candidates must show clear evidence of the ability to hold schedule(s) without supervision.

Applicant must be a Chartered Accountant and hold a minimum of a Master's degree in the relevant field. He /She must have served as a Deputy Internal Auditor in a University or comparable grade in a similar institution/organisation for at least six (6) years.

13.2 Deputy Internal Auditor (SM2)

The vacancy shall be advertised. Applicant must be a Chartered Accountant and hold a minimum of a Master's degree in the relevant field. He /She must have served as a Senior Assistant Internal Auditor in a University or comparable grade in a similar institution/organisation for at least four (4) years.

In addition, applicants shall be required to support their application with at least eight (8) technical reports or position papers. Two (2) External Assessors' reports on these documents shall be required.

13.3 Senior Assistant Internal Auditor (SM3)

The vacancy shall be advertised. Applicant must be a Chartered Accountant and hold a minimum of a Master's degree in the relevant field. He/She must have served as an Assistant Internal Auditor in a University or comparable grade in a similar institution/organisation for at least four (4) years.

In addition, applicants must support their application with at least six (6) technical reports or position papers. Two (2) External Assessors' reports on these documents shall be required.

13.4 Assistant Internal Auditor (SM4)

Applicant must be a Chartered Accountant with a Master's degree in the relevant field. He/She must have at least three (3) years post-professional accountancy/auditing experience.

Applicant must be computer literate and must be conversant with accounting/auditing application software.

13.5 Junior Assistant Internal Auditor (SM5)

Applicant must be a Chartered Accountant with a Master's degree in the relevant field.

14.0 Works and Physical Development

14.1 Director of Works and Physical Development (SM1)

The vacancy shall be advertised. Appointment to the position of Director of Works and Physical Development shall be through competitive search and interview, and as provided for in the Technical Universities Act 2016, Act 922, as amended, and in the Statutes.

Applicant must have a minimum of a Master's degree in the Built Environment or relevant area of study, PLUS a relevant Professional Qualification.

Applicant must have served as Deputy Director of Works and Physical Development in a University or comparable grade in a similar institution/organisation for at least six (6) years. Applicants must be computer-literate.

14.2 Deputy Director of Works and Physical Development (SM2)

The vacancy shall be advertised. Applicant must have a minimum of a Master's degree in the Built Environment or relevant area of study, PLUS a relevant Professional Qualification. Applicant must have served as Senior Assistant Development Officer in a University or a comparable grade in a similar institution /organisation for at least four (4) years.

In addition, applicants shall be required to support their application with at least eight (8) technical reports or position papers. Two (2) External Assessors' reports on these documents shall be required. Candidates must show clear evidence of the ability to hold schedule(s) without supervision.

14.3 Senior Assistant Development Officer (SM3)

The vacancy shall be advertised. Applicants must have a minimum of a Master's degree in the Built Environment PLUS a relevant Professional Qualification. Applicants must have served as Assistant Development Officer in a University or comparable grade in a similar institution/ organisation for at least four (4) years. Applicants must be computer literate.

In addition, applicants shall be required to support their application with at least six (6) technical reports or position papers. Two (2) External Assessors' reports on these documents shall be required. Candidates must show clear evidence of the ability to hold schedule(s) without supervision.

14.4 Assistant Development Officer (SM4)

Applicant must have a minimum of a Master's degree in the Built Environment or relevant areas of study, PLUS a relevant Professional Qualification with at least three (3) years post-qualification experience as Junior Assistant Development Officer.

14.5 Junior Assistant Development Officer (SM5)

Applicant must have a minimum of a Master's degree in the Built Environment or relevant areas of study, PLUS a relevant Professional Qualification.

14.6 Estate Officer (SM3)

The vacancy shall be advertised. Applicant must have a minimum of a Master's degree in the Built Environment /Land Economy /Estate Management or relevant area of study, PLUS a relevant Professional Qualification.

Applicant must have served as Assistant Estate Officer in a University or comparable grade in a similar institution/organisation for at least six (6) years. Applicant must be computer literate.

In addition, applicants shall be required to support their application with papers and publications for two (2) External Assessors' evaluation. Candidates must show clear evidence of the ability to hold schedule(s) without supervision.

14.7 Assistant Estate Officer (SM4)

Applicant must have a minimum of a Master's degree in the Built Environment/Land Economy/Estate Management PLUS relevant Professional Qualification with at least two (2) years post-qualification experience.

NOTE: In assessing Promotion of Work, the candidates shall be assessed on the following:

i. Pre-Contract Services: (a) Advising clients; (b) Developing briefs (c) Design-sketch (d) Preparation of working drawings; and (e) Preparation of Bills of Quantities and Tender Documents.

ii. Post-Contract services: (a) Advising Contractors; (b) Supervising service, projects, etc, (c) Handing over of projects to the clients; (d) Giving initial guidance on maintenance of projects; and (e) Preparing final accounts on projects.

iii. Written technical reports/papers on physical development and works relating to procedures, standards, operations, management of works and physical facilities or related issues.

15.0 Procurement Directorate
15.1 Procurement Officer (SM2)

The vacancy shall be advertised. Applicant must hold a minimum of a Master's degree in Procurement Management plus a Professional Qualification in Procurement.

Applicant must have served as a Senior Assistant Procurement Officer in a University or comparable grade in a similar institution/ organisation for at least six (6) years. Applicant must be computer literate and must be abreast with relevant software applications.

In addition, applicants shall be required to support their application with at least eight (8) technical reports or position papers. Two (2) External Assessors' reports on these documents shall be required. Candidates must show clear evidence of the ability to hold schedule(s) without supervision and must be conversant with the Public Procurement Act 2003 (Act 663) and other relevant financial administration laws.

15.1 Senior Assistant Procurement Officer (SM3)

Applicant must hold a minimum of a Master's degree in Procurement Management plus a Professional Qualification in Procurement.

Applicant must have served as an Assistant Procurement Officer in a University or comparable institution/organisation for at least four (4) years. Applicant must be computer literate and must be abreast with relevant software applications.

In addition, applicants shall be required to support their application with papers and publications for evaluation by two (2) External Assessors. Candidates must show clear evidence of the ability to hold schedule(s) without supervision and must be conversant with the Public Procurement Laws and other relevant financial administration laws.

15.2 Assistant Procurement Officer (SM4)

Applicant must hold a minimum of a Master's degree in Procurement Management plus a Professional Qualification in Procurement. Applicant must have at least three (3) years post – post-qualification experience in the area of procurement. Applicant must be computer literate and be abreast with relevant software applications.

Candidates must show clear evidence of the ability to hold schedule(s) without supervision and must be conversant with the Public Procurement Laws and other relevant financial administration laws.

15.3 Junior Assistant Procurement Officer (SM5)

Applicant must hold a minimum of a Master's degree in Procurement Management plus a Professional Qualification in Procurement. Applicant must be computer literate and be abreast with relevant software applications.

16.0 Directorate of Academic Planning and Quality Assurance (DAPQA)

16.1 Planning

16.1.1 Planning Officer (SM2)

Vacancies shall be advertised. Applicant must hold a minimum of a Master's degree in a relevant field. A relevant professional qualification would be an added advantage. Applicant must have at least six (6) years post – post-qualification experience in a senior management position in tertiary education, industry, or any relevant public service organization

OR

Must have served in the grade of Senior Assistant Planning Officer for a minimum of six (4) years in a tertiary institution.

In addition, applicants shall be required to support their application with at least eight (8) write-ups on work done at the current grade, based on work output, for two (2) External Assessors' evaluation

16.1.2 Senior Assistant Planning Officer (SM3)

Vacancies shall be advertised. Applicant must hold a minimum of a Master's degree in a relevant field. A relevant professional qualification would be an added advantage. Applicant must have at least three (4) years post – post-qualification experience as an Assistant Planning Officer in a tertiary education institution, or senior management in industry, or any relevant public service organisation.

In addition, applicants shall be required to support their application with at least eight (6) write-ups on work done at the current grade, based on work output, for two(2) External Assessors' evaluation

16.1.3 Assistant Planning Officer (SM4)

Applicant must hold a minimum of a Master's degree in a relevant field. A relevant professional qualification would be an added advantage. Applicant must have at least three (3) years post – post-qualification experience as a Junior Assistant Planning Officer in a tertiary education institution, or senior management in industry, or any relevant public service organisation.

16.1.4 Junior Assistant Planning Officer (SM5)

Applicant must hold a minimum of a Master's degree in a relevant field.

16.2 Quality Assurance

16.2.1 Quality Assurance Officer (SM3)

Applicant must hold a minimum of a Master's degree in a relevant field. A relevant professional qualification would be an added advantage. Applicant must have at least eight (8) years post – post-qualification experience in a senior management position in tertiary education, industry, or any relevant public service organisation.

OR

Must have served in the grade of Assistant Quality Assurance Officer for a minimum of four (4) years in a tertiary institution.

Vacancies shall be advertised, and qualified applicants may be considered for appointments. Applicants shall be required to produce a write-up on work done at the current grade, based on work output, for the evaluation by two External Assessors.

16.2.2 Assistant Quality Assurance Officer (SM4)

Applicant must hold a minimum of a Master's degree in a relevant field. A relevant professional qualification would be an added advantage. Applicant must have at least three (3) years post – post-qualification experience in a senior management position in tertiary education, industry, or any relevant public service organisation.

Vacancies shall be advertised, and qualified applicants may be considered for appointment.

17.0 Industrial Liaison Office

17.1 Industrial Liaison Officer (SM2)

Vacancies shall be advertised. Applicant must hold a minimum of a Master's degree in a relevant field and must have at least eight (8) years post-qualification experience in a senior management position in liaison activities in a tertiary institution, industry, or any relevant public service organisation

OR

Must have served as a Senior Assistant Industrial Liaison Officer for four (4) years in a tertiary institution. In addition, applicants shall be required to support their application with at least eight (8) write-ups on work done at the current grade, based on work output, for the evaluation by two External Assessors.

17.2 Senior Industrial Liaison Officer (SM3)

Vacancies shall be advertised. Applicant must hold a minimum of a Master's degree in a relevant field and must have at least four (4) years post-qualification experience in a senior management position in liaison activities in a tertiary institution, industry, or any relevant public service organisation

In addition, applicants shall be required to support their application with at least six (6) write-ups on work done at their current grade, based on work output, for evaluation by two External Assessors.

17.3 Assistant Industrial Liaison Officer (SM4)

Vacancies shall be advertised. Applicant must hold a minimum of a Master's degree in a relevant field and must have at least three (3) years of experience as a Junior Senior Assistant Industrial Liaison Officer in a tertiary institution.

experience in a senior management position in liaison activities in a tertiary institution, industry, or any relevant public service organisation.

17.4 Junior Assistant Industrial Liaison Officer (SM5)

Vacancies shall be advertised. Applicant must hold a minimum of a Master's degree in a relevant field

18.0 Counseling Directorate

18.1 Director of Counseling (SM1)

Vacancies shall be advertised. Applicant must hold a minimum of a Master's degree in a relevant field and must have at least eight (8) years post-qualification experience.

OR

Must have served as deputy director of counseling for at least six (6) years in a tertiary institution.

18.2 Deputy Director of Counseling (SM2)

Vacancies shall be advertised. Applicant must hold a minimum of Master's degree in a relevant field and must have served as a senior counsellor for a minimum of four (4) years as a senior counselor.

Applicants shall be required to produce at least eight (8) write-ups on work done at the current grade, based on work output, for two External Assessors.

18.3 Senior Counsellor (SM3)

Vacancies shall be advertised. Applicant must hold a minimum of a Master's degree in a relevant field and must have served as a counsellor for a minimum of four (4) years as a senior counselor.

Applicants shall be required to produce at least six (6) write-ups on work done at the current grade, based on work output, for two External Assessors.

18.4 Counsellor (SM4)

Vacancies shall be advertised. Applicant must hold a minimum of a Master's degree in a relevant field and must have served as a junior counsellor minimum of three (3) years as a senior counselor.

18.5 Counsellor (SM5)

Vacancies shall be advertised. Applicant must hold a minimum of a Master's degree in a relevant field.

19.0 University Sports Office

19.1 Sports Officer (SM1)

Applicant must hold a minimum of a Master's degree in a relevant field and must have at least eight (8) years post-qualification experience in senior management.

OR

He/she must have served as Assistant Sports Officer for at least four (4) years

Vacancies shall be advertised, and qualified applicants may be considered for appointment. Applicants shall be required to produce a write-up on work done at their current grade, based on work output, for evaluation by two External Assessors.

19.2 Assistant Sports Officer/Coach (SM4)

Applicant must hold a minimum of a Master's degree in a relevant field and must have at least two (2) years post-qualification experience.

OR

He/she must have served as Junior Assistant Sports Officer for at least two (2) years in a tertiary institution.

OR

A Bachelor's degree plus a Professional Coaching Certificate in a specific sports discipline, plus ten (10) years of coaching experience.

Vacancies shall be advertised, and qualified applicants may be considered for appointments. Applicants shall be required to produce a write-up on work done at the current grade, based on work output, for evaluation by two External Assessors.

19.3 Junior Assistant Sports Officer/Coach (SM5)

Applicant must hold a minimum of a Master's degree in Physical Education or a relevant field.

OR

A Bachelor's degree plus a Professional Coaching Certificate in a specific sports discipline, plus ten (10) years of coaching experience.

20.0 Medical Director (SM3)

Applicant must hold an MB.ChB or its equivalent, be a qualified Medical Doctor, duly registered by the Ghana Medical and Dental Council. Applicant must have six (6) years post-qualification experience and must have practiced in institutions of similar standing. Vacancies shall be advertised, and qualified applicants may be considered for appointments. shall be required to produce a write-up on work done at the current grade, based on work output, for evaluation by two External Assessors.

21.0 Legal Officer (SM3)

Applicant must hold the LLB and BL degrees and must be a qualified Lawyer, duly registered by the Ghana Bar Association. Applicant must have six (6) years post-qualification experience at the Bar and must have practiced in institutions of similar standing.

Vacancies shall be advertised, and qualified applicants may be considered for appointment. Applicants shall be required to produce a write-up on work done as a Practicing Lawyer, based on work output, for two External Assessors.

22.0 Information & Communication Technology (ICT) Directorate

22.1 Director of ICT (SM1)

Applicant must hold a minimum of a Master's degree in Information Technology and must have at least eight (8) years post-qualification experience in a senior management position in Information Technology management in a tertiary institution, industry or any relevant public service organisation

OR

Must have served as a Deputy Director of ICT for at least six (6) years in a tertiary institution.

Vacancies shall be advertised, and qualified applicants may be considered for appointment. shall be required to produce a write-up on work done at the current grade, based on work output, for evaluation by two External Assessors.

22.2 Deputy Director of ICT (SM2)

Must have served as a Senior Systems Analyst/Senior Programmer for at least four (4) years in a tertiary institution.

Vacancies shall be advertised, and qualified applicants may be considered for appointment. Applicants shall be required to produce at least eight (8) write-ups on work done at the current grade, based on work output, for two External Assessors' evaluation.

22.3 Senior Systems Analyst/Senior Programmer (SM3)

Must have served as a Programmer/Webmaster/ IT System Administrator for at least four (4) years in a tertiary institution.

Vacancies shall be advertised, and qualified applicants may be considered for appointment. Applicants shall be required to produce at least six (6) write-ups on work done at the current grade, based on work output, for two External Assessors' evaluation.

22.4 Programmer/Webmaster/ IT System Administrator/ Systems Analyst (SM4)

Applicant must hold a minimum of a Master's degree in a relevant field and must have at least three (2) years post-qualification experience in a senior management position in Information Technology management in a tertiary institution.

OR

Must have served as an Assistant Systems Analyst/ Systems Programmer for at least three (3) years in a tertiary institution.

Vacancies shall be advertised, and qualified applicants may be considered for appointment.

22.5 Assistant Systems Analysts/ Systems Programmer (SM5)

Applicant must hold a minimum of a Master's degree in a relevant field.

23.0 Security Services

23.1 Head, Security Services (SM4)

Minimum of a Master's Degree in Security Studies, Criminology, Law, Public Administration, Military Science, or related discipline.

Must have served as a Deputy Head of Security Services/Chief Security Officer or in a comparable grade in a recognized university, security organization, or related institution for at least five (5) years.

Retired Senior Police/Military Officer (minimum rank of Major/Superintendent or equivalent) may also be considered

23.2 Deputy Head, Security Services (SM5)

At least a Bachelor's degree in Security Studies, Criminology, Law, or a related discipline (Master's degree preferred).

Minimum of 10–12 years' experience in institutional security, law enforcement, or the armed forces, with at least 5 years in a senior supervisory role.

Proven leadership, integrity, and crisis management skills.

Must have attained at least the rank of Principal Security Officer or equivalent in a comparable institution, OR a demonstrable equivalent senior experience in the police/military.

24.0 Handling and Review of Applications

24.1 Acknowledgement of Receipt

Upon receipt of applications for promotion at the Office of the Registrar, the Registrar shall:

1. Acknowledge receipt of the application to the applicant with copies to the immediate Head of Department;

2. Take record of particulars of Application and Attachments (dossier)

3. Refer the application to the Head/Director of Human Resource Directorate to review the application dossier to ascertain whether the applicant meets the requirements to apply for promotion.

24.2 Preliminary Review/Checklist for Eligibility

The following shall constitute the factors to be considered for an application for promotion to be considered as having met the requirements to be accepted for processing to the Registry Appointments and Promotions Review Committee:

a. Required Length of Service

Has the applicant served the required minimum number of years on the current grade or the number of years of experience? Length of Service as prescribed in **SECTION B**

b. Quality of Application, Curriculum Vitae, Supporting Documents

Has the application form for promotion been properly completed? The following checklist shall serve as guide:

   i.   Legibility

   ii.   Formatting

   iii.   Completeness of documentation

   iv.   Factual accuracy of write-up or information provided

   v.   Quality and confidentiality of documentations
   vi.   Endorsement by applicant and other relevant officers.

c. Number of Position papers, Reports, Memoranda

The number of documents for the various grades shall be as described in **SECTION B.**

d. Completeness of Application Dossier

A complete application dossier shall comprise the following basic documents:

   i.   A completed Application Form for promotion.

   ii.   Updated Curriculum Vitae in the appropriate format.

   iii.   Duly endorsed Annual Performance Appraisals (over the period under review for 4 years).

   iv.   Head of Department and Immediate Supervisor's general assessment.

   v.   Self-Assessment in the form of a Report on Work done over the period of current rank.

   vi.   Position papers, Reports, Memoranda that are administrative/professional in nature, other visual or creative work).

   vii.   A forwarding letter or letter of transmittal.

The procedure for processing of applications for appointments and promotions shall be as follows:

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┌─────────────────────────────────────────────────────────┐
│        UNIVERSITY'S APPOINTMENTS AND PROMOTIONS          │
│                        BOARD                            │
└─────────────────────────────────────────────────────────┘

┌──────────────────────┐                    ┌──────────────────────┐
│      FACULTY         │                    │   APPOINTMENTS AND   │
│  APPOINTMENTS AND    │                    │ PROMOTIONS REVIEW    │
│    PROMOTIONS        │                    │ COMMITTEE (SM-NON-   │
│ REVIEW COMMITTEE     │                    │     TEACHING)        │
│   (SM-TEACHING)      │                    │                      │
└──────────────────────┘                    └──────────────────────┘

┌──────────────────┐   ┌──────────────────────┐   ┌──────────────────┐
│   DEPARTMENT     │   │   ADMINISTRATION     │   │   SECION/UNIT    │
│  (SM-TEACHING)   │   │  APPOINTMENTS AND    │   │  (SM-NON-        │
│                  │   │  PROMOTIONS SUB-     │   │   TEACHING)      │
│                  │   │ COMMITTEE (SENIOR    │   │                  │
│                  │   │  AND JUNIOR STAFF)   │   │                  │
└──────────────────┘   └──────────────────────┘   └──────────────────┘
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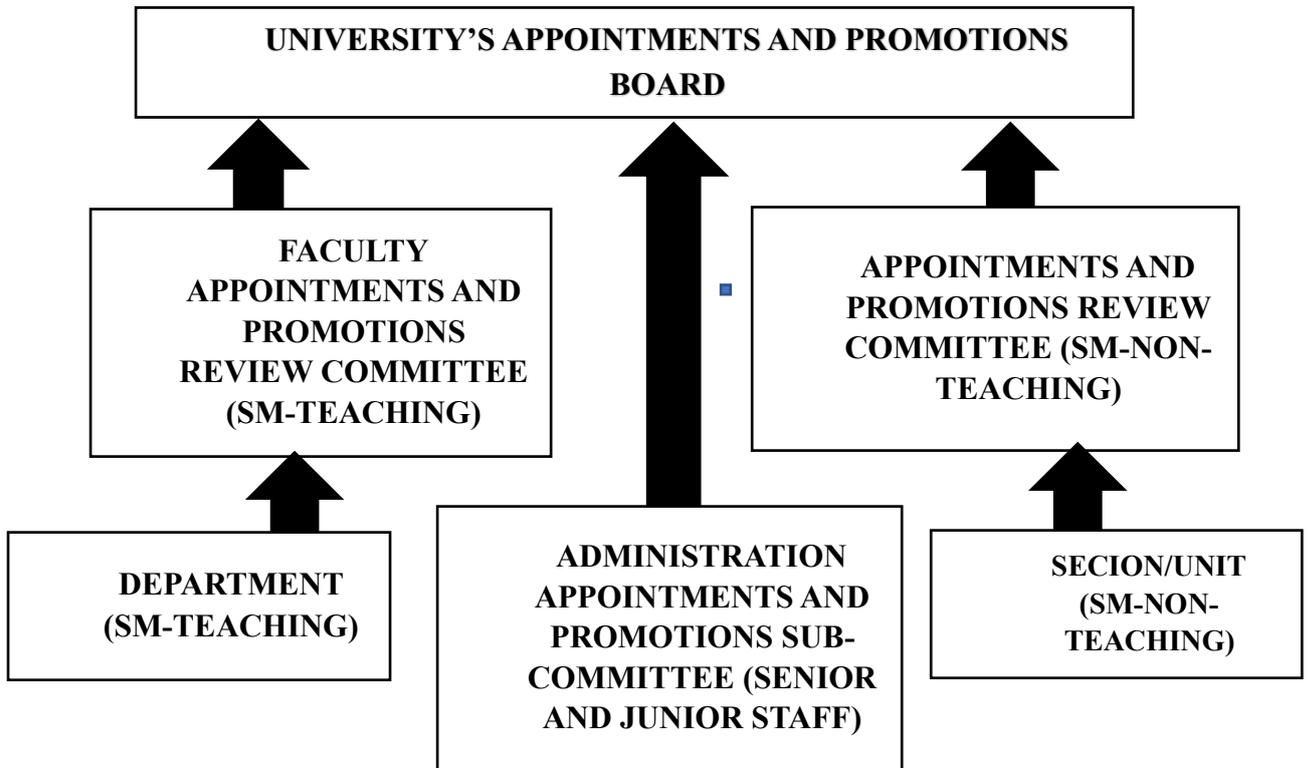
25.0 Processing of Application for The University Appointments and Promotions Board (UAPB)

Upon satisfying that the above requirements of the application dossier are met:

i.   The Registrar shall process the application for further review by the Appointments and Promotions Review Committee and clearance for external assessment.

ii. The Committee shall consider the applications for appointments or promotions and forward the list of the applicants with its comments and recommendations to the University's Appointments and Promotions Board for consideration.

iii. The Appointments and Promotions Review Committee shall meet at least twice a semester.

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25.1 Basis for Assessment of Applications

The following shall form the basis for the assessment of applications:

   i.   Work Output and Professional Competence (Grasp of Administrative, Technical, and Professional procedures and regulations as revealed in the applicant's report on work done)

   ii.   Leadership Abilities

   iii.   Relationship with Colleagues and other members of the Institution

   iv.   General Contribution to the advancement of the work of the Institution

   v.   Scope and Quality of Community Service

   vi.   Exposure (scope of schedules held internal and external)

25.2 Assessment Criteria

Applications for promotion for the Administrative/Professional Senior Members shall be assessed as follows:

25.2.1 Internal Assessment (40 percent)
(To be done by the Registrar in consultation with the Head of Department, Immediate Supervisor, or based on the dossier)
Assessable Areas
   i.   Work Output and Competence = 20 marks

   ii.   Community Service to Institution/External = 10 marks

   iii.   Supervision/Leadership Ability = 5 marks

   iv.   Conduct (Relationship with Superiors, Peers, and Subordinates, record of Good Conduct) = 5 marks

25.2.2 External Assessment (60 percent)
(To be done by External Assessor based on CV, Self-Appraisal Report, Position papers, Memoranda /Reports). The breakdown shall be as follows:

a. Assistant Registrar to Senior Assistant Registrar (and equivalents)
   i.   Quality of Position papers (reports, etc.) = 35 Marks (That is, Content: Relevance to career or schedules held, Language, Formatting, Contribution to knowledge or advancement of administrative or professional area).

      ii.   Scope of duties and familiarity with procedures = 25 Marks (Range of schedules held, knowledge of procedures, processes, systems as exhibited in the self-appraisal report and recommendations on applicant).

b. Senior Assistant Registrar to Deputy Registrar (and equivalents)

      i.   Quality of Position papers/Reports/Memoranda = 36 Marks (That is, Content: Relevance to career or schedules held, Language, Formatting, Contribution to knowledge or advancement of administrative or professional area).

      ii.   Scope of duties and familiarity with procedures = 24 marks (Range of schedules held, knowledge of procedures, processes, systems as exhibited in the self-appraisal report and recommendations on applicant).

25.3 Processing of Applications from APRC to UAPB

The Registrar shall ensure that:

a. The documentation to UAPB shall include:
      i.   The Application Dossier.
      ii.   Report of the Appointments and Promotions Review Committee (RAPRC).
      iii.   Internal Assessment Report and Score
b.   No application shall be withheld from the APRC.

Pass Mark for promotion (To be determined at UAPB)
    a.   A minimum Average Score of 60 percent from the External Assessors.
    b.   60 percent overall (average of Internal and External)

25.4 Handling of Assessment Process at the UAPB Level

The Chairman of the UAPB, working with the Registrar, shall handle the assessment process as follows:

a.   Set deadlines for external assessment, which shall not be more than six (6) weeks upon receipt of the application dossier by the external assessor;

b.   Manage replacement of assessors who delay without prompting;

c.   Send an applicant's report to two external assessors.

d.   The Chairman shall present the External Assessment Reports and Scores to the UAPB for consideration.

25.5 Score Sheets for Internal and External Assessors

For the purpose of Internal and External Assessment, Assessment Score Forms shall be used by the Assessor and submitted in addition to a written report on the assessable areas.

26.0 Appeals Relating to Appointments and Promotions:

a. The University Appointments and Promotions Board may, upon petition by a Senior Member, review its own decisions affecting the appointment or promotion of the Senior Member.

b. If the Senior Member is still dissatisfied with the outcome of his/her petition to the Appointments and Promotions Board, he/she may appeal to Council.

c. In considering such appeals, Council may be assisted by an expert or experts invited by Council.

NUMBER OF DOCUMENTS FOR PROMOTION – SENIOR MEMBERS (NON-TEACHING)

Category	Total No. of Papers Required	Assessable Papers and Weighted Score (External) (Total = 60 marks)	Recommended No. of Papers (At Least)
Assistant Registrar/Accountant/Internal Auditor /Assistant Procurement Officer **To:** **Senior** Assistant Registrar/Accountant/Internal Auditor	Six (6)	Quality of Reports/Technical Reports - 15	Two (2)
		Quality of Minutes/Financial Statement /Audit Report - 10	Two (2)
		Quality of Action Memos/Proposals - 18	Two (2)
		Quality of Regular Letters/Memos - 5	Two (2)
		Write-Up - 12	
Senior Assistant Registrar/Accountant/Internal Auditor **To:**	Eight (8No.)	Quality of Reports/Technical Reports - 18	Four (4)
		Quality of Minutes/Financial Statement/Audit Report - 7	Three (3)
		Quality of Action Memos/Proposals - 20	Three (3)

Deputy Registrar /Director of Finance/ Director of Internal Audit		Quality of Regular Letters/Memos - 5	Three (3)
		Write-Up - 10	

REFERENCES

1. Scheme of Service of Technical Universities in Ghana.

2. Technical Universities Act, 2016 (Act 922), as amended in Act 974 and Act 1016.

3. Migration of Staff of Wa and Bolgatanga Polytechnics onto the Public Universities Single Spine Structure (Fair Wages and Salaries Commission), 2021.

4. Dr. Hilla Limann Technical University Statutes, 2021.

5. Bolgatanga Technical University Promotion Criteria for Senior Members (Teaching and Non-Teaching), 2021

6. Koforidua Technical University Criteria for Appointments and Promotions for Senior Members (Academic).

7. Kumasi Technical University Appointments and Promotions Policy, 2020

8. Cape Coast Technical University Promotion Criteria for Senior Members (Academic).

9. University of Professional Studies Accra, Criteria for Appointments and Promotion of Non-Teaching Senior Members (Non-Academic), 2019.

10. University of Professional Studies Accra, Criteria for Appointments and Promotion of Senior Members (Academic), 2021.

APPENDICES

THE APPENDICES ARE IN TWO (2) SECTIONS: **SECTION 1** FOR TEACHING AND **SECTION 2** FOR NON-TEACHING

SECTION A: APPENDICES FOR TEACHING STAFF

APPENDIX A1

APPLICATION FORM FOR PROMOTION OF TEACHING STAFF
DR. HILLA LIMANN TECHNICAL UNIVERSITY

APPLICATION FORM FOR PROMOTION OF TEACHING STAFF

UAPB FORM
APPLICATION FOR PROMOTION
Four (4) copies of this Application Form should be completed and forwarded together with updated curriculum vitae
and any other relevant documents in support of your application to the:

REGISTRAR, DR. HILLA LIMANN TECHNICAL UNIVERSITY

Application for promotion to the grade of……………………………………………………………………..........

in the Department of...

………..........

1.   **Personal Particulars (BLOCK LETTERS)**

      Surname: ....

      Other Names: ....

      ....

      Date of Birth (dd/mm/yyy): ....

2.   **Date of First Appointment (dd/mm/yyy):** ....

3.   **Date of Last Promotion (dd/mm/yyy):** ....

4.   **Details of Teaching/Supervision since Appointment or Last Promotion:**

a.	Courses Taught	*Indicate the courses*

b.	Curriculum Development	*Indicate the title(s)*
c.	Student Supervision (Project work/ Dissertation/Thesis)	*Indicate the title(s)*
d.	Supervision of Students' Internships and Industrial Attachment	*Indicate the location and academic year of supervison*
e.	Academic Counselling	*Indicate the academic year(s)*
f.	Mentoring of Junior Colleagues	*Indicate the name and department of mentee(s)*

5.   List of Projects Supervised/Involved (non-student-based)

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6.   Conferences, seminars, and workshops (virtual or in-person) attended, including dates and references where applicable, since appointment or last promotion.

a.	Conferences	
b.	Seminars	
c.	Workshops	

7. **Details of Peer-Reviewed Publications since Appointment or Last Promotion:**

a.	Journal Articles	
b.	Books	
c.	Book Chapters	
d.	Technical Reports	
e.	Conference Proceedings	*Indicate the academic year(s)*
f.	Exhibitions (Creative Works)	*Indicate the name and department of mentee(s)*
g.	Patents	

8. **List of Community Services for Promotion (University, National, International):**

a.	University	
b.	National	
c.	International	

9. Resources Mobilised for the University since Appointment or Last Promotion:

a.	Funds/Grants/ Voluntary contribution (extra teaching load)	
b.	Equipment	
c.	Books	
d.	Others	

10. Self-appraisal report (Refer to the self-appraisal form)

11. Any other information relevant to this application in support of promotion

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12. Declaration

I declare that the information provided is accurate to the best of my knowledge.

Signature: _____ Date (DD/MM/YYYY): _____

CONFIDENTIAL ASSESSMENT BY IMMEDIATE SUPERVISOR OR HEAD OF DEPARTMENT

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Name of Immediate Supervisor/HoD: ....

Signature: ....

DATE (DD/MM/YYYY): ....

NOTES ON EVALUATION

1. The applicant shall assess his own achievements giving justification in the three areas of attainment:

    i. Promotion of knowledge through research and publication

    ii. Teaching

    iii. Service in areas other than (i) and (ii)

2. The Head of Department and the School/Faculty Appointments and Promotions Review Committee shall assess and evaluate the candidate's achievements giving justification in the three areas of attainment.

CURRICULUM VITAE TEMPLATE FOR SENIOR MEMBERS (TEACHING)

DR. HILLA LIMANN TECHNICAL UNIVERSITY

SCHOOL/FACULTY NAME

Name of Department

CURRICULUM VITAE

of

YOUR NAME IN BLOCK LETTERS

(*PhD, MSc, BSc, CCNP, ACCA*)

in

SUPPORT OF APPLICATION FOR THE POSITION

OF SENIOR LECTURER/ASSOCIATE PROFESSOR/

PROFESSOR

CURRICULUM VITAE

NAME IN BLOCK LETTERS HERE

DEGREES AND PROFESSIONAL MEMBERSHIP HERE

1. **PERSONAL DETAILS**

Name:	Name Here
Birth Date:	Day Month Year Here
Nationality:	Ghanaian
Marital Status:	Married/Single
Number of Children (Optional):	…………………………….
Address:	Dr. Hilla Limann Technical University
	Department name: ………………………………………
	P. O. Box: ……………………………………………………..
	Cell Phone: …………………………………………………..
	Email: …………………………………………………………..
	Digital Address: ……………………………………………

2. **ACADEMIC BACKGROUND**

    A. Academic Degrees

Name of Degree	Awarding Institution	Date

B. Membership of Professional Bodies and Boards

Body	Type of Membership	Date

C. Scholarships/Awards/Honors

Type of Scholarships/Awards/Honors	Date

D. Resource Mobilisation

S/N	Funds/Grants/ Voluntary contribution (extra teaching load)	Description	Amount

E. Work Experience

Date	Organisation/Institution	Designation

3. **AREA OF SPECIALISATION:**

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4. **AREA OF INTEREST (PROFESSIONAL):**

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5. **TERTIARY TEACHING EXPERIENCE**

   A. Courses Taught

Course Code	Course Title	Year

   B. Supervision of Students' Project Works/Thesis/Research

S/N	Thesis Title	Student's Name	Level/ Programme	Institution	Date
1					
2					
3					
4					

   C. Other Professionally Related Experience

S/N	Professional Experience (consultancy/professional activities etc.)	Institution	Date
1			
2			
3			
4			

   D. Development of Curricula/Programmes

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E. Public Presentations

S/N	Forum	Title of Presentation	Date
1			
2			
3			
4			

F. Textbooks Authored

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6. DETAILS OF RESEARCH, PROJECTS OR EXHIBITIONS UNDERTAKEN SINCE APPOINTMENT/PROMOTION

A. List of Publications

(i) Refereed Journal Papers

1. **Kumi-Boateng,** B., Bonsu, K., and Mireku-Gyimah, N. (2017),

   "Mapping Malaria Risk in the New Juaben Municipality of Ghana using GIS and Remote Sensing Techniques", Ghana Journal of Technology, Vol. 2, No. 1, pp. 27 - 37.

2. **Kumi-Boateng,** B., and Ziggah, Y. Y. (2017), "Horizontal Coordinate

   Transformation using Artificial Neural Network Technology-A Case Study of Ghana Geodetic Reference Network", Journal of Geomatics, Vol. 11, No. 1, pp. 1-12.

(ii) Book Publications

1. **Kesse, G. O.** (1985), The Mineral and Rock Resources of Ghana, A. A. Balkema Publishers, Rotterdam, 610 pp.

2. **Kuma, J. S., Younger, P. L. and Bowell, R. J.** (2002), "Hydrogeological Framework for Assessing the Possible Environmental Impact of Large-Scale Gold Mines", Mine Water Hydrogeology and Geochemistry, The Geological Society Special Publications 198, Younger, P. L. and Robins, N. S. (eds.), pp.121136.

(iii) Published Conference Papers

1. **Kumi-Boateng, B**., and Kofi, B. (2018), "A GIS Based Composite Land Degradation Assessment and Mapping of Tarkwa Mining Area", Proceedings of the 20th International Conference on Geomatics, Disasters Management and Dynamic Simulations (ICGDMDS) held in New York, USA, 1st – 4th June, 2018, pp. 45-49.

2. Tabase, F., **Kumi-Boateng, B**., and Yakubu, I. (2018), "Geospatial Assessment of Planning Schemes-A Case Study of the Tarkwa Area", Proceedings of the 5th UMaT Biennial International Mining and Mineral Conference on the theme: "Expanding the Frontiers of Mining Technology", Tarkwa, Ghana, 1st – 4th August, 2018, pp. 1-13.

(iv) Peer Reviewed Document on Exhibition

1. Tackie-Oblie, N. O., and **Kumi-Boateng, B**. (2010)," Modeling Flood Prone Areas Using GIS: A Case Study of Ga and Accra Metropolitan Districts", Proceedings of the 2010 Annual Land Surveyors Exhibition on National Navigation System: A Tool for Sustainable Development for a Better Ghana", Accra, Ghana, 25th – 26th August, 2010.

2. **Kumi-Boateng, B**., and Yakubu, I. (2009), "Site Selection for Waste Disposal Using GIS – A Case Study of Akosombo", Proceedings of International Exhibition on Research and Development, Cotonou-Republic of Benin, 24-27 November, 2009.

7. CONFERENCES/SEMINARS AND WORKSHOPS PARTICIPATED IN (VIRTUAL/IN-PERSON)

1. 18th International Conference on Geomatic Engineering

(ICGE 2016), Paris, France, 14-15 March, 2016.

2. 4th UMaT Biennial International Mining and Mineral Conference on

"Expanding the Frontiers of Mining Technology", Tarkwa-Ghana 3rd – 6th August, 2016.

8. PATENTED INVENTIONS, TECHNOLOGIES OR PRODUCTS / OTHER SCHOLARLY WORKS

1. List all your patents here with exact references.

2. List all your patents here with exact references.

3. List all your patents here with exact references.

4. List all your patents here with exact references.

9. RECORD OF SERVICE TO THE COMMUNITY (University/National/International)
A. University Community

i. Appointments to Administrative and Other Statutory Positions

Aug 2018 to date: Dean of Students, Office of the

Dean of Students, Dr Hilla Liman Technical University, Wa

Aug 2017 to Jul 2018: Dean of Students, Office of the
Dean of Students, Dr Hilla Liman Technical University, Wa.

ii. Membership of Boards and Committees

April 2016:   Chairman, Inter-denominational Chaplaincy

Committee, University of Ghana, Accra

iii. Membership of Non-Statutory/Ad-hoc Committees/Associations/ Unions

May 2016:   **Member**, Committee to draft Research Ethics
Policy, Accra Technical University, Accra

iv. **Technical and Consultancy Work**

May 2015:   Salary Checker System at Agric Development Bank,

Wa Branch

Consultancy

Services were provided for Tarkwa Senior High

Secondary School to Demarcate the School's Boundary for
the Production of Cadastral Plan

V. **Financial/Material Resource Mobilisation**

November 2014:   A Request was made to MTN Ghansa to support teaching and learning at the University. The company accepted the request and provided a total of 200 desktop computers, which were received by Prof. Nicholas Tetteh, Director of International Relations and Institutional Collaboration, on 24th November 2014.

Vi. **Extension Work/Workshops**

August 2015:   Resource Person, Workshop on IT skills

For secondary school teachers in the Upper West Region. It was organised by National Association Teachers (NAT) on 15th August 2015

B.   **National Community**

i.   Membership of National Boards, Committees, Organisations and Professional Bodies

2014 to date: Member, Ghana National Committee of West

Africa Examinations Council (WAEC)

ii. Membership of Editorial Boards of Recognised Journals

iii. External Examiner/Moderator/Visiting Lecturer/Scholar

August 2016:   External Examiner, Appointed as External Examiner for Five (5) MSc Candidates in the Department   of Computer Science, UBIDS

iv. External Assessor for Promotion of Research/Academic Staff

January 2015:   External Assessor, Nominated as External Assessor

for the Evaluation of Publications for Promotion from Lecturer to Senior Lecturer in the Civil Engineering Department of Kumasi Polytechnic, Ghana

v.   Technical and Consultancy Work/Reviewer of Journal Papers

May 2015:   Boundary Surveys at TARSCO, Consultancy

Services were provided for Tarkwa Senior High

Secondary School to Demarcate the School's

Boundary for the Production of Cadastral Plan

vi. Professional Activities (Documented Public Presentations/Books of General Interest)

    September 2014:   Resource Person, Seminar on Technological

                        Career Paths, organized by Emmanuel Baptist School, Wa

C. **International Community**

i. Membership of International Committees/Professional Bodies

    2015 to date: Member, Canadian Institute of Geomatics
                                 (MCIG)

ii. Membership of Editorial Boards of Recognised Journals

    July 2014:   Member, Institute of Electrical and Electronics Engineers (IEEE)

iii. External Examiner/Moderator/Visiting Lecturer/Scholar
iv. External Assessor for Promotion of Research/Academic Staff
v. Technical and Consultancy Work/Reviewer of Journal Papers

    December 2014: Impact Assessment of Land Degradation at Sierra Leone, Consultancy Services were provided for Nimba Research & Consulting
                        Co. Ltd. for a Pilot Land Rehabilitation and

                        Baseline Study of Mined-out Lands in 4

                    Artisanal Mining Communities in Sierra Leone

vi. Professional Activities (Documented Public Presentations/Books of General Interest).

SUMMARY OF SELECTED DOCUMENTS FOR EVALUATION

A. Promotion of Knowledge

Table 1: Evaluation of Performance in Promotion of Knowledge

S/N	Refereed Journal/Books Publications or Inventions/ Other Scholarly works	Number of Items	Maximum Marks Obtainable	My Mark
1	Journal paper		10	
2	Book		30	
3	Patented Invention/Innovation		20	
4	Conference paper		5	
5	Exhibition		5	
6	Scholarly works		5	
	Total Point Score			

Overall Evaluation of my Performance in Promotion of Knowledge has yielded a total point score of …….

B. Teaching

Table 2: Evaluation of Performance in Teaching

S/N	Indicators for Assessment	Maximum Marks Obtainable (Teaching) ☐	Maximum Marks Obtainable (Research fellow) ☐	My Mark	Proof of Evidence
1	Lecture/Teaching load	10	5		
2	Quality of Teaching (Assessment by students) • Course Planning • Lesson Delivery • Student Engagement • Assessment and Feedback	10	2		

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	• Professionalism and Continuous Improvement				
3	Regularity and punctuality at lectures	5	1		
4	Provision of learning experience for students (practical, field trips, industrial attachment supervision, etc.)	4	1		
5	Ability to complete syllabus on schedule (From Moderator's comment	5	1		
6	Punctuality in submission of examination questions and marked scripts	5	1		
7	External examiners' and moderators' comments on applicant's examination questions and marking scheme	4	1		
8	Quality of supervision of students' projects/theses	5	1		
9	Regularity of attendance at seminars/ departmental board meetings	2	1		
10	Invigilation of end of semester examination	5	1		
	TOTAL				

S/N	Indicators for Assessment	Maximum Marks Obtainable (Teaching)	Maximum Marks Obtainable (Research fellow)	My Mark	Proof of Evidence
1	Lecture/Teaching load	10	5		
2	Quality of Teaching (Assessment by students) • Course Planning • Lesson Delivery • Student Engagement • Assessment and Feedback • Professionalism and Continuous Improvement	10	2		

3	Regularity and punctuality at lectures	5	1		
4	Provision of learning experience for students (practical, field trips, industrial attachment supervision, etc.)	4	1		
5	Ability to complete syllabus on schedule (From Moderator's comment	5	1		
6	Punctuality in submission of examination questions and marked scripts	5	1		
7	External examiners and moderator's comments on applicant's examination questions and marking scheme	4	1		
8	Quality of supervision of students' projects/theses	5	1		
9	Regularity of attendance at seminars/ departmental board meetings	2	1		
10	Invigilation of end of semester examination	5	1		
	TOTAL				

A Careful Evaluation of my Performance in Teaching has yielded a total point score of ……….

C. Service

I rank my performance in the area of service as…………….. (Low/Medium/High). The reason for the …………….. (Low/Medium/High) rank in the area of service to the community is set out in Table 3.

Table 3: Evaluation of Performance in Service

S/N	Indicators	Proof of Evidence	Maximum Marks Obtainable	My Mark
UNIVERSITY COMMUNITY				
(i)	Appointments to Administrative and Other Statutory Positions			
		S 1		
		S 2		
		S 3		
		S 4		

		S 5		
		S 6		
(ii)	**Membership of Boards and Committees (Since Last Appointment/Promotion)**			
(iii)	**Membership of Non-Statutory/Ad-hoc Committees/Associations/Unions**			
(iv)	**Technical & Consultancy Work**			
(v)	**Financial/Material Resource Mobilization**			
(vi)	**Extension Work/Workshop**			
(vii)	**Development of Curricula of Programmes**			
(viii)	**Funds/Grants/ Voluntary contribution (extra teaching load)**			
	Sub Total (A)			

NATIONAL COMMUNITY					
(i)	**Membership of National Boards, Committees, Organisations and Professional Bodies**				

(ii)	Membership of Editorial Boards of Recognized Journals			
(iii)	External Examiner/Moderator/Visiting Lecturer/Scholar			
(iv)	External Assessor for Promotion of Research/Academic Staff			
(v)	National Recognition			
(vi)	Technical and Consultancy Work/Reviewer of Journal Papers			
(vii)	Documented Public Presentations/Books of General Interest			
(viii)	Special Assignments on behalf of the University			
Sub Total (B)				
INTERNATIONAL COMMUNITY				
(i)	Membership of National Boards, Committees, Organisations and Professional Bodies			
(ii)	Membership of Editorial Boards of Recognised Journals			

(iii)	External Examiner/Moderator/Visiting Lecturer/Scholar			

(iv)	External Assessor for Promotion of Research/Academic Staff			
(v)	International Recognition			
(vi)	Technical and Consultancy Work/Reviewer of Journal Papers			
(vii)	Documented Public Presentations/Books of General Interest			
(viii)	Resource mobilization/Grants/ Voluntary contribution (extra teaching load)			
Sub Total (C)				
Overall Total (A + B + C)				

Overall Evaluation of my Performance in Service to the Community has yielded a total point score of ……………………..

APPENDIX A2

LIST OF ACCEPTABLE DATABASES/PUBLISHERS FOR PUBLICATION

For appointment and/or promotion, peer-reviewed refereed journal articles presented by faculty should either be published or indexed by the publishing outlets listed below:

1. AJOL (African Journals Online)

2. American Physical Society (APS)

3. Association for Computing Machinery (ACM)

4. Association of Business Schools (ABS) Academic Journal Guide

5. Australian Business Deans Council (ABDC) Journal Quality List

6. BioMed Central

7. Cambridge University Press

8. Clarivate Analytics

9. Elsevier

10. Emerald Publishing

11. Emerging Sources Citation Index (ESCI)

12. Engineering Index (Ei) Compendex

13. Harvard University Press

14. Hindawi

15. IEEE

16. IGI Global

17. Inderscience

18. INSPEC

19. Nature Publishing Group

20. NOVA

21. Oxford University Press

22. Palgrave Macmillan

23. Project Muse

24. ProQuest

25. PubMed

26. Routledge

27. Royal Society of Chemistry Journal archives

28. Sage

29. Science Citation Index (SCI)

30. Science Direct

31. Scopus

32. Springer

33. Taylor and Francis Group

34. Web of Science

35. Wiley and Sons

Note: **The list above is not exhaustive; additional list of journals/databases may be accepted upon verification by the University Appointments and Promotions Board.**

TEACHING EVALUATION FORM

Name of Lecturer...

Course...

Academic Year..

IN-CLASS OBSERVATION TOOL						
	Index	Exceptional/ Outstanding (4)	Significant (3)	Satisfactory Average (2)	Below Average (1)	SCORE
CONTENT						
1	Objectives and significance of content are stated with clarity					
2	Intellectual command of the subject					
3	Presented topics with a logical sequence					
4	Ability to organize and present teaching materials with clarity					
5	Sufficient variety in supporting Information					

	Index	Exceptional/ Outstanding (4)	Significant (3)	Satisfactory Average (2)	Below Average (1)	SCORE
6	Ability to encourage intellectual curiosity and stimulate students' thinking					

7	Made distinctions between facts & opinions					
VERBAL/NON-VERBAL INTERACTION						
8	Treats students with respect					
9	Poses challenging and engaging questions					
10	Responds appropriately to student questions and comments					
11	Informative feedback given to students					
12	Speaks clearly, audibly and confidently					
13	Effective body movement and gestures					
14	Encouraged student questions					

	Index	Exceptional/ Outstanding (4)	Significant (3)	Satisfactory Average (2)	Below Average (1)	SCORE
TEACHING						
15	Uses instructional methods encouraging appropriate student participation					
16	Well-paced lesson					

17	Time spent on content					
18	Considers all learning types					
19	Attending to the needs of the marginalized (gender, disability, international students, etc)					
20	Summarized major points of lesson					
21	Used different participatory formats (e.g. group work, pair work)					
ASSESSMENT						
22	Different assessment tools employed					
23	Encourages critical thinking and analysis					
TOTAL SCORE						

Signature of

Assessor...

Name of

Assessor..

Date (DD/MM/YYY): ....

ASSESSOR'S REPORT

External assessors' reports are used to assist the Technical Universities' (Tus) Appointments and Promotions Boards in making recommendations regarding applicants. In the Technical Universities, promotion is guided by a number of documents including the Technical Universities 2016, (Act 922) as amended by the Technical Universities Amendment 2018 (Act 974), the Scheme of Service for staff of TUs and the Guiding Statutes for TUs. For details on the promotion criteria, please refer to the attached guidelines for promotion in TUs.

Please complete and sign the declaration below.

Thank you in advance for serving as an External Assessor.

Applicant's Name...

Applicant's Institution..

Promotion From..

To...

1. **Summary of Publications Presented for Promotion**

S/N	Publication's Title	Name of Journal/ Conference	List of Authors in Order of Appearance
1			
2			
3			
4			
5			
6			
7			
8			
9			
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11			
12			

2. Assessment of Publications

Provide an assessment of the papers in their order of appearance based on the criteria below:

(a) Originality/Contribution of the paper

(b) Quality of paper (Scholarship and standard of presentation and contents)

(c) Other remarks if any

Per each paper, you are required to provide a Mark according to your assessment of the paper and the maximum allowable mark as illustrated in section 3.

Publication S/N	Review Remarks per Paper	Score Awarded
Paper 1	*Originality/Contribution of the paper:* *Quality of paper (Scholarship and standard of presentation and contents)*: *Other remarks if any:*	
Paper 2	**Originality/Contribution of the paper:** **Quality of paper (Scholarship and standard of presentation and contents):** **Other remarks if any:**	

3. Overall Score Computation

The scores are evaluated based on the table below, and also the position of the applicant in the authorship of the papers.

Authorship	Books	Journal Paper	Published Conference Paper	Patented Innovation/ Inventions	Published Technical Report	Exhibition	Scholarly Works
Single Author/ Innovator/ Inventor	30	10	5	30	10	10	5
1st, 2nd and 3rd Authors/ Innovatio/ Inventors	30	10	5	30	10	10	5
Other Co-authors/ Innovators/ Inventors of 4 or more	15	5	5	15	5	5	5

Based on the above table, a summary of the marks obtained by the applicant is presented below

Publication S/N	Type of publication	Position on the paper	Mark awarded to the paper	Maximum Mark	Equivalent score based on Authorship criteria
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					

Overall Mark of Candidate based on best selected publications (Promotion to Senior Lecturer – 6 papers)		
Overall Mark of Candidate based on best selected publications (Promotion to Associate Professor– 8 papers)		
Overall Mark of Candidate based on best selected publications (Promotion to Professor – 10 papers)		

*Note: 1 book or 1 patent is equivalent to 3 journal papers

General Remarks

The following are guidelines to develop the general remarks:

i.   General impression on the writing style of the applicant;

ii. General impression of the type of journal published in;

iii. Provide justifications and comments on conference papers, exhibits, books, patents, and journals that could not be scored;

iv. Relevance of publications and significant contributions to the area of study;

v.   Comments on overall score.

4. Recommendation

Make your recommendation below and justify it.

☐   Recommended

☐   Not Recommended

Justification for your recommendation or otherwise

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Assessor's Details

1   Name of Assessor:

2   Institution of Assessor:

3   Address of Assessor:

4   Tel:

5   Email:

6   Signature of Assessor:

7   Date:

SECTION 2: APPENDICES FOR NON-TEACHING STAFF
APPENDIX A1
APPLICATION FOR PROMOTION

UAPB FORM 3B: SENIOR ADMINISTRATIVE AND PROFESSIONAL STAFF

Six (6) copies of this Application Form should be completed and forwarded together with updated curriculum vitae, write-up of work done (where applicable), and any other relevant documents to the:

REGISTRAR, (name and address of institution)

Application for promotion to the grade of ....

in the Directorate/Office of ....

1. Personal Particulars (BLOCK LETTERS)

Surname: ....

Other Names: ....

Date of Birth (DD/MM/YYYY):
...

2. Date of First Appointment (DD/MM/YYYY): ....

3. Date of Last Promotion (DD/MM/YYYY): ....

4. Details of Schedules Held since Appointment or Last Promotion

Date			Position held	Schedules Held / Hold
From	**To**			

5. **Details of major administrative projects or assignments undertaken since Appointment or Last Promotion**

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6. **Details of papers being submitted in support of the application:**

   (a) **Publications**

   (b) **Reports**

   (c) **Memoranda**

   (d) **Others**

7. **Conferences, Seminars and Workshops attended at which papers were presented, with dates and references where appropriate since Appointment or Last Promotion:**

   (a) **Conferences**

   (b) **Seminars**

   (c) **Workshops**

8. **Community Service since Appointment or Last Promotion (Institutional, National, International):**

   (a) **Institutional**

   (b) **National**

   (c) **International**

9. **Resources Mobilized for the University since Appointment or Last Promotion:**

   (a) **Funds/Grants/ Voluntary contribution (extra teaching load)**

   (b) **Equipment**

   (c) **Books**

   (d) **Others**

   10. **Self-assessment (write-up on work done over the period) You may attach as separate sheet**

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11. Declaration

I declare that the information provided is accurate to the best of my knowledge.

Signature: _____ **Date (dd/mm/yyyy):** _____

APPENDIX A2

CONFIDENTIAL ASSESSMENT BY IMMEDIATE SUPERVISOR OR HEAD OF DEPARTMENT

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Signature ....Date..

Immediate Supervisor/ HoD

APPENDIX A3

CURRICULUM VITAE TEMPLATE FOR SENIOR MEMBERS (NON-TEACHING)

CV TEMPLATE FOR SENIOR MEMBERS

(NON-TEACHING)

Name of Directorate / Office

CURRICULUM VITAE

YOUR NAME IN BLOCK LETTERS HERE

DEGREES AND PROFESSIONAL MEMBERSHIPS

SUPPORT OF APPLICATION FOR THE POSITION OF ASST.

REGISTRAR/SENIOR ASST. REGISTRAR/DEPUTY REGISTRAR

DATE

CURRICULUM VITAE

NAME IN BLOCK LETTERS HERE DEGREES AND PROFESSIONAL MEMBERSHIP HERE

1. **PERSONAL DETAILS**

   Name :(First Name, Middle Name, Surname):

   Physical Address:

   Email Address:

   Telephone Number(s):

   Marital Status (with number of children):

   Nationality:

   Date of Birth:

   Date of First Appointment:

2. **INSTITUTIONS OF STUDY WITH DATES**

Name of Institution	Programme of study	Date (From – To)

3. **QUALIFICATIONS (DEGREE, DIPLOMAS AND PROFESSIONAL CERTIFICATES) WITH DATES:**

Qualification	Date of Award

4. **AREA OF SPECIALISATION:**

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5.   **AREA OF INTEREST (PROFESSIONAL):**

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6.   **RESEARCH INTEREST (IF ANY):**

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7.   **EMPLOYMENT RECORD & POSITION HELD/HOLD (WITH DATES)**

Organization / Institution	Position Held	Date (From-To)

8.   **PROFESSIONAL EXPERIENCE (WITH DATES):**

Organization / Institution	Schedules Held	Date (From-To)

9.   **HONOURS & AWARDS (WITH DATES):**

Type of Scholarships/Awards/Honors	Date of Award

10.   **ACHIEVEMENTS (LANDMARK INITIATIVES/FUNDS/GRANTS/VOLUNTARY CONTRIBUTION FROM EXTRA TEACHING LOAD, ETC)**

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11.   **MEMBERSHIP OF RECOGNISED PROFESSIONAL BODIES (CURRENT POSITION & CONTRIBUTIONS):**

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12.   **CONFERENCES, WORKSHOPS, SEMINARS ETC ATTENDED (WITH DATES):**

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13.   **PUBLICATIONS (NOT NECESSARILY PEER-REVIEWED):**

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14.   **REPORTS (ANNUAL, COMMITTEE, TECHNICAL, CONFERENCE), GENERATIVE MEMOS, MANUALS:**

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15. RESEARCH   PROJECTS   (CURRENT   AND   PAST   PROJECTS):

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16. SELECTED MATERIALS FOR EXTERNAL ASSESSMENT (PUBLICATIONS, MANUALS, REPORTS, MEMOS, ETC):

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17. COMMUNITY SERVICE (INSTITUTIONAL, NATIONAL, INTERNATIONAL):

A. Technical University Community

(i) Appointments to Administrative and Other Statutory Positions

Aug 2018 to date: Hall Tutor, Acolatse Hall, Ho Technical University, Ho

Aug 2017 to Jul 2018: Admissions Outreach Team Member, Ho Technical University, Ho

(ii) Membership of Boards and Committees

April 2016: Chairman, Inter-denominational Chaplaincy Committee, University of Mines and Technology (UMaT), Tarkwa

April 2015: Chairman, Inter-denominational Chaplaincy Committee, University of Mines and Technology (UMaT), Tarkwa

(iii) Membership of Non-Statutory/Ad-hoc Committees/Associations/ Unions.

May 2016: Member, Committee to draft Research Ethics Policy, University of Mines and Technology (UMaT), Tarkwa

May 2015:   Chairman, Committee to Investigate Loss of

LCD Projectors at LR 3 and LR 2, University of Mines and Technology (UMaT), Tarkwa.

(iv) Technical & Consultancy Work

May 2015: Boundary Surveys at TARSCO, Consultancy Services   were provided for Tarkwa Senior High Secondary School to
Demarcate the School's Boundary for the Production of Cadastral Plan

July 2015:   Confirmation of Coordinates at Pursues,

Consultancy Services were provided for Electrofax Engineering Services Ltd to confirm the coordinates of Electric Poles they have established on the ground at Pursues Ghana Mining Ltd.

(v) Financial/Material Resource Mobilization

November 2014:   Books, Request was made to Nezo Oilfield Supplies Limited to support teaching and learning at the University. The company accepted the request and provided a total of 196 volumes of books on varied disciplines at a cost of GH¢ 3 000.00 to the Faculty of Mineral Resources Technology. The books   were received on behalf of the University by Prof R. K. Amankwah, Dean of Faculty of Mineral Resources Technology on 24th November 2014

June 2014:   Survey   Equipment,   Request   was   made

Anglogold Ashanti Iduapriem Ltd. in the Western Region to support teaching and learning at the University. The Company accepted the request and donated Sokkia Total Station (Set 5F), Sokkia Total Station (Set 3B), Sokkia Total Station (Set 5A), Trimble total Station (3600 series), Ten prisms, Staff clamps, one Tripod and Stereoscope to the Geomatic Engineering Department of the University of Mines and Technology. The Computers and its accessories were received on behalf of the University by Prof N. A. Amegbey, Dean of Faculty of Mineral Resources Technology on 4th June 2014.

(vi) Extension Work/Workshops/Seminars

August 2015:	Facilitator, Workshop on Working in a University System and Career Progression organised by the Faculty of Engineering for the Academic Staff of Mathematics Department on 15th August 2015
February 2013:	Lead Organizer, Workshop on the Fabric and Assessment of Postgraduate Research Work organized by the Planning and Quality Assurance Unit of UMaT on 16th February 2013.
October 2011:	Lead Facilitator, Workshop on University Teaching and Examinations organized by the Planning and Quality Assurance Unit of UMaT on 15th October 2011.

B. National Community

(i) Membership of National Boards, Committees, Organizations and Professional Bodies

2010 to date:	Professional Member, Institute of Chartered Accountants, Ghana
2015 to date:	Member, Association of Certified Chartered Accountants, (ACCA)

(ii) Membership of Editorial Boards of Recognized Journals

2018 to date:	Member, Editorial Board, ACCA Journal

(iii) External Assessor for Promotion of Non-Teaching Staff

September, 2019: External Assessor, Served asExternal Assessor for the assessment of promotion application dossier from Senior Assistant Registrar to Deputy Registrar position in the Office of the Registrar of Accra Technical University

(iv) Professional Activities (Documented Public Presentations/Books of General Interest).

September 2014: Presenter, Seminar on the Evolution in Geospatial World organized by Achievers Geo

Survey on 5th September 2014

September 2016: Panel Member, Seminar on the Evolution in Geospatial World organized by Achievers Geo Survey on 18th September 2016

November 2012: Guest Speaker, SRC Festival 2012 on Goal Setting–Key to Achieving Academic Excellence organized by Tarkwa Senior High School on 10th November 2012

C. International Community

(v) Membership of International Professional Bodies

2015 to date: Member, Canadian Institute of Geomatics (MCIG)

2014 to date: Member, International Examinations Committee (IEC) of WAEC

2013 to date: Member, African Association of Remote Sensing of the Environment (MAARSE)

(vi) Membership of Editorial Boards of Recognized Journals

July 2014: Member, Editorial Board of ACCA Journal

18. REFEREES (Three):

Signature: ....

Date (DD/MM/YYY): ....

APPENDIX A4

EXTERNAL ASSESSMENT REPORT

PART C:

ASSESSMENT OF WORK DONE (60%) (TO BE COMPLETED BY THE EXTERNAL ASSESSOR)

Section 1: External Assessor's Comments/Impression on each of the following areas of assessment (To be typed p separate sheet)

Scope of duties performed (admin/professional exposure)

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Quality of reports, memos, seminar papers, conference papers, workshop presentations submitted

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Authorship of papers submitted (as stated in 2)

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Section 2: Breakdown of scores

S/N	AREAS OF ASSESSMENT	MAXIMUM MARKS (SAR)	MAXIMUM MARKS (DR)	MARKS OBTAINED
1	Scope of duties performed (admin./professional exposure)	25	24	
2	Quality of reports, memos, seminar papers, conference papers, workshop presentations submitted	25	24	
3	Authorship of papers submitted (as stated in 2)	10	12	
	SUB-TOTAL	**60**	**60**	

APPENDIX A5

INTERNAL ASSESSMENT REPORT CONFIDENTIAL ASSESSMENT

(To be completed personally by Applicant's immediate supervisor covering period of assessment)

SECTION 1: COMPETENCE/WORK OUTPUT (20 marks)

S/N	AREAS OF ASSESSMENT	MAXIMUM MARKS	MARKS OBTAINED
1	Knowledge of relevant administrative or technical or professional procedures, rules and regulations.	4	
2	Ability to work independently	3	
3	Ability to meet deadlines	3	
4	Readiness/Willingness to do additional work	2	
5	Ability/willingness to carry out legitimate instructions	2	
6	Ability to use ICT/learn new methods/ways of doing things (innovativeness)	2	
7	Attendance at work (regularity and punctuality)	2	
8	Initiative, integrity and resourcefulness	2	
	SUB-TOTAL	**20**	

SECTION 2: SUPERVISION AND HUMAN RELATIONS (5 marks)

S/N	AREAS OF ASSESSMENT	MAXIMUM MARKS	MARKS OBTAINED
1	Effectiveness of supervision of subordinates	**3**	
2	Relating to others/relationship with others	**1**	
3	Physical appearance and general comportment	**1**	
	SUB-TOTAL	**5**	

SECTION 3: SERVICE TO THE INSTITUTION AND EXTERNAL COMMUNITY (10 marks)

S/N	AREAS OF ASSESSMENT	MAXIMUM MARKS	MARKS OBTAINED
1	Membership of Statutory/Adhoc Institutional Committees	3	
2	Membership of National and International Bodies, Boards and Committees	2	
3	Responsibilities held (Dept./Unit/Sectional Head)	3	
4	Community Service (services other than one's designated office responsibility)	2	
	SUB-TOTAL	10	

SECTION 4: CONDUCT (5 marks)

S/N	AREAS OF ASSESSMENT	MAXIMU M MARKS	MARKS OBTAINED
1	Relationship with Superiors, Peers, and Subordinates,	2	
2	Record of Good Conduct	3	
	SUB-TOTAL	5	

SECTION 5 BRIEF COMMENTS BY IMMEDIATE SUPERVISOR ON EACH OF THE THREE AREAS:

Competency/Work Output (Comments/Justification). Separate additional sheets may be used

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Supervision and Human Relations (Comments/Justification). Separate additional sheets may be used

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Service to Institution and External Community (Comments/Justification) Separate additional sheets may be used

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ENDORSEMENT BY ASSESSOR/APPRAISEE

RECOMMENDED / NOT RECOMMENDED FOR PROMOTION (PLEASE UNDERLINE

AS APPROPRIATE)

Name of Assessor..

Position   ....…...

Signature .... **Date** ....

THIS REPORT MUST BE SEEN AND ENDORSED BY THE APPRAISEE BEFORE SUBMISSION (IF DONE BY AN IMMEDIATE SUPERVISOR OTHER THAN THE REGISTRAR)

COMMENTS AND ENDORSEMENT BY APPLICANT

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....

Signature .... **Date** ....

APPENDIX A6
SCORES COLLATION FORM

PART D: FOR OFFICIAL USE ONLY (BY THE UAPB)

S/NO.	AREAS OF ASSESSMENT	MAXIMUM MARKS	MARKS OBTAINED
1	INTERNAL ASSESSMENT	40	
2	EXTERNAL ASSESSMENT	60	
	TOTAL	100	

PASS MARK SHALL BE 70%

DECISION OF THE APPOINTMENTS AND PROMOTIONS BOARD

PROMOTED ☐   UNSUCCESSFUL ☐

COMMENTS OF THE BOARD

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Signature of Secretary: ....**Date:** ....

Signature of Chairman: ....**Date:** ....

APPENDIX A7

COMMITTEE STRUCTURE FOR PROCESSING OF APPLICATIONS FOR APPOINTMENTS AND PROMOTIONS

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                    ┌─────────────────────────────────────────────┐
                    │   UNIVERSITY'S APPOINTMENTS AND PROMOTIONS   │
                    │                  BOARD                       │
                    └─────────────────────────────────────────────┘
                         ↑                ↑                ↑
        ┌────────────────────────┐   ┌────────┐   ┌────────────────────────┐
        │       FACULTY          │   │        │   │  APPOINTMENTS AND      │
        │  APPOINTMENTS AND      │   │        │   │  PROMOTIONS REVIEW     │
        │     PROMOTIONS         │   │        │   │  COMMITTEE (SM-NON-    │
        │ REVIEW COMMITTEE       │   │        │   │     TEACHING)          │
        │   (SM-TEACHING)        │   │        │   │                        │
        └────────────────────────┘   │        │   └────────────────────────┘
                 ↑                    │        │            ↑
        ┌──────────────────┐  ┌───────────────────────┐  ┌──────────────────┐
        │   DEPARTMENT     │  │   ADMINISTRATION      │  │   SECION/UNIT    │
        │  (SM-TEACHING)   │  │  APPOINTMENTS AND     │  │  (SM-NON-        │
        │                  │  │  PROMOTIONS SUB-      │  │   TEACHING)      │
        │                  │  │  COMMITTEE (SENIOR    │  │                  │
        │                  │  │  AND JUNIOR STAFF)    │  │                  │
        └──────────────────┘  └───────────────────────┘  └──────────────────┘
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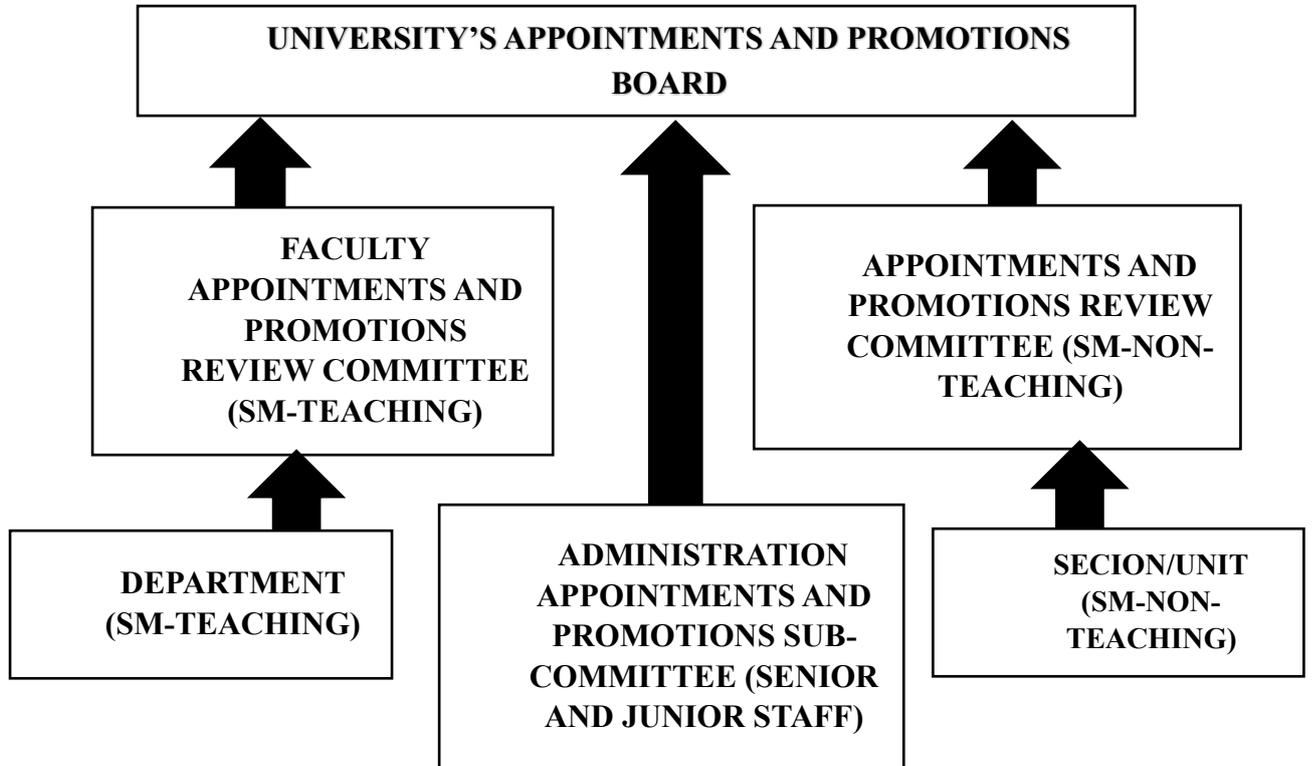
MEMBERSHIP OF THE COMMITTEE

Prof. Nicholas A. Tetteh
(Chairman) ....

Ing. Dr. Nana Yaw D. Twumasi
(Member) ....

Dr. Martin Donani
(Member) ....

Dr. Aliata I. Mumuni
(Member) ....

Mr. Richard Sakyi Osei
(Member) ....

Ms. Agnes Adelaide Bayor
(Secretary to the Committee) ....