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EGERTON UNIVERSITY

APPOINTMENT AND PROMOTION CRITERIA FOR ACADEMIC AND RESEARCH FELLOWS

2012

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1.0 INTRODUCTION

Egerton University endeavours at all times to be fair in the application of the promotion criteria when promoting its staff. In doing so, it uses fair, quantifiable and above all, objective criteria which have been developed over time. This is crucial since it promotes dedication and hard work which together boosts staff morale and output. Towards this end and to ensure that emerging promotion requirements are captured, the criteria are subject for review from time to time as need arises and in any case should have the consensus of the majority of academic staff and researchers.

2.0 DEFINITION OF TERMS

- 2.1 **Articles:** These are scientific papers which are peer-reviewed and published in recognised and referred book chapters.
- 2.2 **Proceedings:** These are presentations made in workshops and conferences and are either reviewed or not.
- 2.3 **Refereed Proceedings:** Means proceedings/manuscripts that are refereed as articles.
- 2.4 **Book:** Means a book written in the author's discipline.
- 2.5 **Book chapter:** Means a chapter written by an author alone or with co-authors in their discipline.
- 2.6 **Author:** An individual who has contributed significantly to authorship of articles, books or book chapters.

3.0 IMPORTANT CONSIDERATIONS

- 3.1 The promotion criteria shall be reviewed every five (5) years.

- 3.2 Senate and Council may vary the criteria as dictated by the market demands.
- 3.3 Availability of staff and market constraints in some cases may dictate that levels be relaxed and compensated by other skills and years of experience.
- 3.4 Where the evaluation panel is in doubt of a publication, it shall refer it to an expert in that area. The expert shall evaluate the article in terms of originality, contribution to knowledge and overall quality and shall be required to give a report on the publication (s) within three weeks, failure to which services of another expert shall be sought.
- 3.5 Applicants must submit all the relevant publications and documents together with the application letter.
- 3.6 All applications for the above positions should be addressed to the Deputy Vice-Chancellor (Admin. & Finance) through the Heads of the sections.
- 3.7 All applications for appointment and promotion should be processed through a relevant short listing Committee before forwarding to the Deputy Vice-Chancellor (Administration and Finance).
- 3.8 Should a member of staff not be satisfied with the short listing committee's decision, he/she can appeal to the Senate Appeals Committee.

4.0 CRITERIA FOR APPOINTMENT AND PROMOTION OF ACADEMIC AND RESEARCH FELLOWS.

4.1 Teaching/Research Assistant Grade 10

This is a training grade with potential for employment by the University.

Duties and Responsibilities

Responsible to the chair of Department. This is a staff development position in a department and the main purpose of having Teaching Assistants is to train them to take academic positions at the lectureship level. Therefore, the main responsibilities of teaching assistants in a department are as follows:

- Assisting in teaching of undergraduate students.
- Assisting in administrative and research activities as may be assigned by the Chair of the Department.

Requirements

- a) **Must** have a Bachelors Degree Upper Second Class Honours and above or equivalent in a relevant field, from a recognized University.
- b) Should demonstrate potential for University teaching and/or research by registering for a Masters Degree.

4.2 Assistant Lecturer/Junior Research Fellow: Grade 11

This is a training grade with potential for gaining employment with

Egerton University. The following are the criteria for appointment:

(i) Assistant Lecturer.

- a) **Must** have a Masters Degree or its equivalent in the relevant field **OR** in case of health sciences, a MBChB from a recognized university **plus** at least one (1) year post qualification experience.

(ii) Junior Research Fellow

- a) **Must** have a Masters Degree or its equivalent in the relevant field from a recognized University.
- b) One should also demonstrate potential for University teaching and/or research by registering for Ph.D. studies.

4.3 Lecturer/Research Fellow: Grade 12

This is the basic entry point to the University teaching and/or research career.

Duties and Responsibilities

Responsible to the chairperson of department, a senior Lecturer/lecturer shall have the following specific responsibilities:

- Teaching and mentoring both undergraduate and post graduate students.
- Articulating the mission and vision of the University and the department.
- Initiating, planning and conducting research.

- Development of teaching and learning materials.
- Supervising postgraduate students in research activities.
- Participating in development and preparation of Departmental and Faculty development plans.
- Organizing and supervising educational activities for undergraduate students.
- Attending and participating in seminars, workshops, conferences etc. in relevant fields.
- Participating in planning, development, implementation and evaluation of curricular in the department.
- Participating in the departmental meetings and other activities for effective and efficient management of the Department and Faculty.
- May be assigned or delegated other duties and responsibilities by the Chief officers of the University, Dean of Faculty or Chair of department as deemed necessary.

Requirements

- a) **Must** have an earned Ph.D. Degree in the relevant area or its equivalent from a recognized academic institution.

OR

Must have a Masters Degree from a recognized academic institution.

Must have at least three (3) years of teaching or research experience at University level after obtaining a Masters Degree.

Must be registered for Ph.D. studies.

Must have at least two (2) publications in refereed journals or one (1) book or 2 book chapters in the relevant area.

OR

In case of Health Sciences

Must have an earned Ph.D. Degree in the relevant area or its equivalent from a recognized academic institution.

OR Must have a Master of Medicine (or its equivalent in a relevant field in case of medical disciplines) or Master of Science in Nursing (clinical disciplines) from a recognized academic institution.

Must be recognized by the relevant professional body.

Research Fellow

a) **Must** have an earned Ph.D. Degree in the relevant area or its equivalent from a recognized academic institution.

OR

Must have a Masters Degree from a recognized academic institution.

Must have at least three years of teaching or research experience

at University level after obtaining a Masters Degree.

Must be registered for Ph.D. studies.

Must have at least two (2) publications in refereed journals or one (1) book or two (2) book chapters In the relevant area.

4.4 Senior Lecturer: Grade 13

This is a supervisory grade and the appointee shall be expected to provide academics and research leadership to members of lower cadres.

Duties and responsibilities

Responsible to the chairperson of department, a senior Lecturer/lecturer shall have the following specific responsibilities:

- Teaching and mentoring both undergraduate and post graduate students.
- Articulating the mission and vision of the University and the department.
- Initiating, planning and conducting research.
- Development of teaching and learning materials.
- Supervising postgraduate students in research activities.
- Participating in development and preparation of Departmental and Faculty development plans.

- Organizing and supervising educational activities for undergraduate students.
- Attending and participating in seminars, workshops, conferences etc. in relevant fields.
- Participating in planning, development, implementation and evaluation of curricular in the department.
- Participating in the departmental meetings and other activities for effective and efficient management of the Department and Faculty.
- May be assigned or delegated other duties and responsibilities by the Chief officers of the University, Dean of Faculty or Chair of department as deemed necessary.

Requirements

- a) **Must** have an earned Ph.D Degree or its equivalent in the relevant field from a recognized academic institution.
- b) **Must** have at least three (3) years of university teaching at the level of a lecturer.
- c) **Must** have at least four (4) articles in the refereed journals since becoming a lecturer **OR** at least one (1) refereed book in candidate's professional area published by recognized publishers, plus two (2) articles or two (2) book chapters.

OR at least three (3) distinguished exhibitions or performances or original creation, plus one (1) article in the refereed journal

since becoming a lecturer.

- d) Should show evidence of postgraduate supervision.
- e) Should have attended and contributed at learned conferences, seminars and workshops.
- f) Should have evidence of continued research and effective teaching
- g) Should provide evidence of being a member of recognized and relevant professional bodies.
- h) Should have evidence of contribution to University life through active participation in departmental and faculty matters or meetings, students academic advising, and committee membership among others.

Senior Lecturer - Commerce, computer Science and Engineering

- a) **Must** have an earned Ph.D from a recognized institution, at least three (3) years of university teaching and research and at least one (1) article in a refereed journal **OR** an earned Ph.D from a recognized academic institution, at least two (2) years of university teaching and research and at least two (2) articles in refereed journals.
- b) Should have attended and contributed at learned conferences, seminars and workshops.
- c) Should show evidence of continued research and effective teaching

- d) Should show evidence of being a member of a recognized and relevant professional body.
- e) Should have evidence of contribution to University life through active participation in departmental and faculty matters or meetings, students academic advising and committee membership among others.
- f) Staff in the Faculty of Engineering should be registered or registerable with a relevant Engineering Professional body.

Senior Lecturer - Health Science: Grade 13

- a) **Must** have a Masters Degree in the Health Sciences, Medicine or Nursing (clinical disciplines).
- b) **Must** have at least three (3) years of University research and teaching experience since becoming a lecturer.
- c) **Must** have at least two (2) publications in refereed journals since becoming a lecturer.
OR one (1) book plus one (1) article in the relevant area since becoming a lecturer.
OR Must have at least five (5) years of university teaching or clinical experience at a teaching hospital and one (1) article in the relevant area in a refereed journal.
- d) Should have attended and contributed at learned conferences, seminars and workshops.

- e) Should have evidence of continued research and effective teaching.
- f) Should provide evidence of being a member of recognized and relevant professional bodies.
- g) Should have evidence of contribution to University life through active participation in departmental and faculty matters or meetings, students academic advising, and committee membership, among others.

Senior Research Fellow: Grade 13

- a) **Must** have an earned Ph.D. Degree or its equivalent in the relevant field.
- b) **Must** have engaged in research for at least five (5) years, three (3) of which must have been at Research Fellow level or its equivalent.
- c) **Must** have at least eight (8) articles in referred journals.

OR at least two (2) refereed books in candidate's professional area published by recognized publishers, plus four (4) articles or four book chapters or four (4) books.

OR at least three (3) distinguished exhibitions or performances or original creation, plus one (1) article in a refereed journal since becoming a Research Fellow.

- d) **Must** have been a research team leader or principal investigator in

at least three (3) research projects.

- e) Should have attended and contributed at learned conferences, seminars and workshops.
- f) Should have evidence of continued research.
- g) Should provide evidence of being a member of recognized and relevant professional bodies.
- h) Should have evidence of contribution to University life through active participation in departmental matters, research mentoring, and committee membership, among others.
- i) Should show evidence of attracting funding.

4.5 Associate Professor: Grade 14

This is a supervisory grade and the appointee shall be expected to provide academic, administrative and research leadership to members of lower grades.

Duties and Responsibilities

Responsible to the chairperson of Department, an Associate professor shall have the following specific responsibilities.

- Provide academic leadership to the academic staff in the department.
- Participating in teaching both undergraduate and postgraduate students, carrying out research in area of specialization, and providing consultancy services to the community.

- Participating in planning, development and evaluation of curricula in the department/Faculty.
- Participating in planning, development and implementation of educational activities.
- Supervising of postgraduate and undergraduate students in research and other educational activities.
- Establishment of inter-institutional linkages.
- Initiating, planning and implementing research and/or development activities e.g. short courses in the department.
- Participating in planning and development of Departmental/Faculty plans.
- Attending and contributing in conferences, seminars, workshops, meetings etc., in the relevant fields.
- Providing direction and guidance on new areas of study to both faculty staff and students interested in such areas.
- Planning and development of educational learning/teaching materials in the area of specialization.
- Initiating, planning and coordinating capacity building programmes for the improvement of the University in the area of research, training and consultancy.
- Participating in the departmental meetings and other activities for effective and efficient management of the department and faculty.

- Perform any other duties as may be assigned or delegated by the Head of Department or other Chief Officers of the University in accordance with the University Act.

Requirements

- (a) **Must** have an earned Ph.D. Degree or its equivalent in the relevant field from a recognized academic institution.
- (b) **Must** have at least three (3) years of university teaching and research since becoming a Senior Lecturer.
- (c) **Must** have at least four (4) articles in refereed journals since last promotion **OR** one (1) book plus two (2) articles, or two (2) book chapters or two (2) books **OR** at least three (3) distinguished and refereed exhibitions or performances of original creation, plus two (2) articles since appointment as a Senior Lecturer.
- (d) **Must** have successfully supervised at least one (1) Ph.D student or (2) Masters Degree students.
- (e) Should have attended and contributed at learned conferences, seminars or workshops.
- (f) Should show evidence of continued research and effective teaching.
- (g) Should show evidence of being a member of relevant professional bodies.
- (h) Should show evidence of leadership (administrative experience,

active participation in departmental/faculty/university activities as well as national and international activities).

Associate Professor - Commerce, Computer Science and Engineering

- (a) **Must** have earned a Ph.D. Degree or its equivalent in the relevant field from a recognized academic institution.
- (b) **Must** have at least three (3) years of university teaching and research since becoming a Senior Lecturer.
- (c) **Must** have at least three (3) articles in refereed journals since last promotion **OR** one (1) book plus two (2) articles, or two (2) book chapters.

OR at least three (3) distinguished and refereed exhibitions or performances of original creation, plus two (2) articles since appointment as a Senior Lecturer.

- (d) **Must** have successfully supervised at least one (1) Ph.D student or 2 Masters Degree students.
- (e) Should have attended and contributed at learned conferences, seminars or workshops.
- (f) Should show evidence of continued research and effective teaching
- (g) Should show evidence of being a member of relevant professional bodies.

- (h) Should show evidence of leadership (administrative experience, active participation in departmental/faculty/university activities as well as national and international activities).

4.6 Professor: Grade 15

This a supervisory grade and the appointee shall be expected to provide academic, administrative and research leadership to members of lower grades.

Duties and Responsibilities

Reporting to the Chairperson of Department, a Professor shall have the following specific responsibilities:

- Provision of academic leadership to the academic staff in the department and faculty.
- Participating in the teaching, conducting research and providing consultancy services and extension services in the University.
- Participating in planning, development and evaluating academic programmes in the Department and/or Faculty.
- Participating in the development of Departmental and Faculty plans
- Supervision of both undergraduate and postgraduate students in research and other related academic activities.
- Initiation of planning and development of research and development of proposals for the improvement of the

Department, Faculty or University.

- Participating in conferences, workshops and seminars.
- Providing guidance and direction on new fields of study to both staff and students
- Participating in planning, development and evaluation or curricula in the Department/ Faculty.
- Provision of direction and guidance to staff and students in formulating and conducting of research.
- Development of teaching/learning resources e.g. book, manuals in their area of specialization.
- Establishing inter-institutional cooperation and network in the area of their specialization.
- Initiating, planning, organizing and coordinating institutional capacity building activities for effective and efficient management of the University.
- Participating in departmental meetings and other activities for effective and efficient management of the department and faculty.
- Perform any other duties as may be assigned by the Chairperson of Department or other University Officers in accordance with University statutes or management guidelines.

Requirements

- a) **Must** have an earned Ph.D. degree or its equivalent in the

relevant field from a recognized academic institution.

- b) **Must** have at least four (4) years of university teaching and research since being appointed Associate Professor.
- c) **Must** have at least five (5) articles in refereed journals since last promotion **OR** one (1) book by a renowned publisher or two (2) book chapters plus three (3) articles **OR** at least three (3) distinguished and refereed exhibitions or performances of original creation plus two (2) articles.
- d) **Must** have successfully supervised at least 2 PhD students **or** one (1) Ph.D student and two Master students or four (4) Master students.
- e) Should have attended and contributed at learned conferences, seminars or workshops.
- f) Should show evidence of academic and research leadership in area of specialization through teaching and joint research publications.
- g) Should show evidence of continued research, post graduate supervision effective teaching.
- h) Should show evidence of being a member of relevant professional bodies and awareness of national and international issues.
- i) Should show evidence of leadership and awareness of national and international issues.

Professor - Commerce, Computer Science and Engineering

This is a supervisory grade and the appropriate person shall be expected to provide academic, administrative and research leadership to members of lower grades.

- a) **Must** have an earned Ph.D degree or its equivalent in the relevant field from a recognized academic institution.
- b) **Must** have at least four (4) years of university teaching and research since being appointed Associate Professor.
- c) **Must** have at least four (4) articles in refereed journals since last promotion **OR** one (1) book plus three (3) articles or 2 book chapters plus three(3) articles **OR** at least three (3) distinguished and refereed exhibitions or performances of original creation plus two (2) articles.
- d) **Must** have successfully supervised at least 2 PhD students **or** one (1) Ph.D student.
- e) Should have attended and contributed at learned conferences, seminars or workshops.
- f) Should show evidence of academic and research leadership in area of specialization.
- g) Should show evidence of continued research, postgraduate supervision and effective teaching.
- h) Should show evidence of being a member of relevant professional bodies and awareness of national and international issues.

- i) Should show evidence of leadership and awareness of national and international issues.

4.7 Emeritus Professor

This is an honorary/advisory position reserved for academicians and researchers who have served the University for a minimum of 20 years and have reached their retirement age.

For one to be appointed to the position of Emeritus Professor, the department will make proposals to Senate and thereafter to Council.

To be appointed to this position, one has to satisfy the following criteria:

- a) **Must** have reached the retirement age at Egerton University.
- b) **Must** have served Egerton University for the last 20 years with the distinction five (5) of which must be at the level of professor.
- c) **Must** have taught and demonstrated academic excellence through scholarship as evidenced by cutting edge research and refereed publications.

OR Must show evidence of having achieved international reputation and recognition as a scholar.

5.0 GUIDELINES FORASSESSMENT

5.1 Publications

Acceptable publications for promotion include the following:

- a) Refereed journal articles.
- b) University level Books published by recognized and reputable publishers whose manuscripts are reviewed.
- c) Published refereed conference proceedings.
- d) Consultancy Reports. The University must have prior knowledge of the use of consultancy.
- e) Chapters in books.
- f) Books reviews in refereed journals.
- g) Books for tertiary institutions (excluding university level).

5.2 Evaluation Panels

There shall be two faculty panels with the membership shown below:

a) Senior Lecturer and below.

- (i) The Faculty panel shall be chaired by the Dean of the Faculty provided he/she is of the rank of a Senior Lecturer and above.
- (ii) The Chairman of the relevant department.
- (iii) Two (2) members of the relevant department who hold the rank of a Senior Lecturer and above shall be elected by the academic staff of the department.

- (iv) Two members of the level of a Senior Lecturer and above who shall be from faculties different from that of the applicant elected by the faculty Board. Provided that no member whose rank is lower than the applicant's level shall be a member of the panel.

If no such members can be found in the relevant department, the academic staff of the relevant department shall elect qualified members from outside the faculty.

b) Associate Professor and Professor

- (i) The panel shall be chaired by the Dean of the Faculty provided he/she is an Associate Professor or Full Professor depending on the position to be short listed.
- (ii) The chairman of the relevant department.
- (iii) One member of department in the same discipline elected by the academic staff of the department.
- (iv) Two members from outside the faculty elected by the faculty Board. Provided that no member whose rank is lower than the applicant's level shall be a member of the panel.

If no such members can be found in the relevant department, the academic staff of the relevant department shall elect qualified members from outside the faculty.

Terms of Reference for Faculty Evaluation Panel

- (i) To evaluate each candidate's application, documents and reports.
- (ii) To shortlist and make recommendations on the application to the relevant University appointment committees.

c) Senate Short-listing Appeals Committee

- (i) There shall be a Senate Short-listing Appeals Committee.
- (ii) The Chairman of the Committee shall be a full professor of the University who shall be elected by the senate.
- (iii) There shall be four (4) other members of the Committee selected by the senate from the rank of Associate Professor and above.

Terms of Reference for Senate Short-listing Appeals Committee

To receive and consider appeals from members of staff who feel aggrieved by the decision of the faculty short-listing panels and make appropriate decisions.

5.3 OVERALLASSESSMENT

For one to be eligible to appear before interviewers for promotion/appointment to respective positions, they must meet the “**MUST**” criteria in the respective job categories.

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