



UniMAC
UNIVERSITY OF MEDIA, ARTS AND COMMUNICATION

BULLETIN

APPOINTMENTS AND PROMOTIONS POLICY FOR SENIOR MEMBERS (ACADEMIC)

PUBLISHED BY AUTHORITY

SEPTEMBER 2024



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1.0. GENERAL PROVISIONS FOR APPOINTMENTS AND PROMOTIONS

Appointments and Promotions shall be based on performance in the areas of attainment expected of academic staff, namely:

- a) Teaching,
- b) Research and Publication or its Equivalence and
- c) Community Service

2.0. UNIVERSITY APPOINTMENTS AND PROMOTIONS BOARD

2.1. Membership

- a) Vice-Chancellor – Chairperson
- b) Pro Vice-Chancellor
- c) Registrar
- d) Two (2) Professors elected by the Academic Board
- e) The Rector, the Dean of the Faculty/School, and the Head of Department in which the appointment/promotion is being made
- f) Director from the Directorate, the Head of the Section/Unit in which the appointment/promotion is being made
- g) Secretary - Not below the rank of Assistant Registrar

2.2. Quorum

Chairman plus 50% of its total membership including the Dean of the Faculty/School in which the appointment is being made.

In the case of professorial appointments and promotions, the Chairman plus one (1) professor shall constitute a quorum.

2.3. Function

The Committee shall be responsible for the appointments and promotions of all Senior Members.

3.0. INSTITUTE APPOINTMENTS AND PROMOTIONS REVIEW COMMITTEE

3.1. Membership

- a) Rector - Chairperson
- b) Deans of Faculty/School of the Constituent Institutes
- c) Head of the Department to which the appointment/promotion is being made
- d) Institute Registrar – Secretary

3.2. Quorum

Chairman plus 50% of the membership

3.3. Functions of the Institute Appointments and Promotions Review Committee

- a. Consider applications for appointments and promotions received from the Faculty/School Boards and review them in strict compliance with the approved criteria for appointments and promotions of senior members.
- b. Forward applications for appointment and promotion to professorial status with its comments and recommendations to the Registrar to be placed before the Appointments and Promotions Board for further consideration.

4.0. FACULTY/SCHOOL APPOINTMENTS AND PROMOTIONS REVIEW COMMITTEE

4.1. Membership

- a) Dean of Faculty/School - Chairperson
- b) Senior Members of Professorial rank
- c) Heads of Department within the Faculty/School
- d) Faculty Officer - Secretary

4.2. Quorum

Chairman plus 50% of the membership

4.3. Functions of the Faculty/School Appointments and Promotions Review Committee

- a. Consider applications for appointments and promotions received from the Departmental Appointments and Promotions Committee.
- b. Recommend the appointment and promotion of Senior Members (Academic) by adhering to the approved Criteria for Appointment and Promotion of Senior Members.

5.0. APPLICATION PROCEDURE

5.1. An applicant seeking promotion to any rank must initiate the application process. The application shall be addressed to the Vice-Chancellor and routed through the following:

- a) The Head of Department of the applicant;
- b) The Dean of the applicant's Faculty/School;
- c) The Rector of the Constituent Institute of the applicant.

5.2. The Rector shall communicate the recommendations of the Review Committees of the Faculty/School and the

Institute to the Vice-Chancellor for further action and copy the Registrar.

- 5.3.** Assessment of publications or their equivalence for promotion for all ranks in the University shall be done externally by two assessors.
- 5.4.** To ensure transparency and speedy processing of applications, the following shall form part of the procedures to regulate the process:
- a) Upon receipt of an application at the Department, the Head of Department (HoD) shall, within two (2) weeks, process the application, forward same to the Dean of the Faculty, and copy the Registrar and the applicant.
 - b) Upon receipt of the application from the HoD, the Faculty/School Appointments and Promotions Review Committee shall consider same at its next sitting, forward the outcome to the Institute Appointment and Promotions Review Committee, and copy the Registrar and the applicant.
 - c) Upon receipt of the application from FAPRC, IAPRC shall consider same at its next sitting and copy the Registrar and the applicant.

d) The Faculty/School Appointments and Promotions Review Committee (FAPRC), the Institute Appointments and Promotions Review Committee (IAPRC) and the University Appointments and Promotions Board (UAPB) shall meet at least twice in an academic year to consider applications.

5.5. The Directorate of Human Resource shall periodically (i.e., every three (3) months) update applicants on the status of their applications and any arrangements thereof.

5.6. Each application shall include:

- a) an application letter;
- b) a completed application form;
- c) curriculum vitae, and
- d) evidence of scholarly works for assessment.

6.0. CONDITIONS

6.1. Where the Head of Department, Dean of Faculty or Rector of a Constituent Institute is below the rank of a position applied for, all the papers of the applicant shall be forwarded directly to the next 'high' office.

6.2. Other Academic Senior Members of the Faculty/School Appointments and Promotions Review Committee and the University Appointments and Promotions Board below the rank of a position applied for shall be excluded from the process.

7.0. APPOINTMENTS

7.1. Assessable Areas for Appointments

The main requirement for appointments shall be as follows:

- a) Qualifications
- b) Evidence of teaching and research may be an added advantage
- c) Any other relevant requirements shall be stated in the advertisement.

The basis for every assessment shall be fully defined at all levels of performance evaluation as follows:

- i. the Head of Department;
- ii. the Faculty Appointments Review Committee;

- iii. the Institute Appointments and Promotions Review Committee;
- iv. the University Appointments and Promotions Board.

7.2. Ranks

7.2.1. Assistant Lecturer/Assistant Research Fellow

For appointment to the grade of Assistant Lecturer or Assistant Research Fellow, an applicant must possess a research master's degree or equivalent professional qualifications in the relevant discipline.

7.2.2. Lecturer/Research Fellow

For appointment to the grade of Lecturer or Research Fellow, an applicant must possess a PhD degree in the relevant discipline.

7.2.3. Senior Lecturer/Senior Research Fellow

For appointment to the grade of Senior Lecturer or Senior Research Fellow, an applicant must have served as a Lecturer/ Research Fellow, or its equivalence, for at least **FOUR (4) YEARS**

and must have a minimum of **SIX (6)** peer-reviewed publications to their credit. The applicant shall be the first author of at least 50% of all the **SIX (6)** publications or their equivalence submitted for assessment if the publications/their equivalence are co-authored.

7.2.4. Associate Professor

For appointment to the grade of Associate Professor, an applicant must have served as a Senior Lecturer /Senior Research Fellow or in equivalent grades for a minimum of **THREE (3)** years and must have a minimum of **TEN (10)** peer-reviewed publications since their last promotion. The applicant shall be the first author of at least 40% of all the **TEN (10)** publications or their equivalence submitted for assessment if the publications/their equivalence are co-authored.

7.2.5. Professor

For Appointment to the grade of Professor, an applicant must have served first as an Associate

Professor and/or in analogous grades for a minimum of **THREE (3)** years and must have a minimum of **TEN (10)** peer-reviewed publications since their last promotion. The applicant shall be the first author of at least 30% of all the **TEN (10)** publications or their equivalence submitted for assessment if the publications/their equivalence are co-authored.

7.3. Procedure for Appointment

7.3.1. Application for Appointment

A completed application shall be sent to the Registrar and it will be directed to the appropriate department for consideration.

7.3.2. Evaluation for Appointment

The application shall be assessed by the following:

- a) the Departmental Board
- b) the Faculty Appointments and Promotions Review Committee
- c) the Institute Appointments and Promotions Review Committee
- d) the University Appointments and Promotions Board

7.3.3. Assessment by Departmental Board

The Departmental Board shall use the information provided by the applicant as a basis to assess the applicant.

7.3.4. Assessment by Faculty/School Appointments and Promotions Review Committee

The Faculty Appointments and Promotions Review Committee shall consider the applications as submitted by the Departmental Board and assess them accordingly.

7.3.5. Assessment by the Institute Appointments and Promotions Review Committee

The Institute Appointments and Promotions Review Committee shall consider the applications as submitted by the Faculty/School Appointments and Promotions Review Committee and assess them accordingly.

7.3.6. Interactions

The applicants may be invited to interact at any level of the application process.

However, The Departmental Board shall conduct the first level of interaction, teaching demonstrations, and any other screening activity and make recommendations to the Faculty/School Appointments and Promotions Review Committee.

7.3.7. Assessment by the University Appointments and Promotions Board

The final assessment shall be made by the University Appointments and Promotions Board, using, as a basis, evidence provided by the Applicant, the Faculty Appointments and Promotions Review Committee, the Institute Appointments and Promotions Review Committee, Confidential Reports, and the applicant's results obtained at the interviews(s).

7.4. Deadline for Appointments

Successful applicants shall be appointed by the Council or its designated authority as soon as practicable, but not exceeding Six (6) months after the interview by University Appointments and Promotions Board (UAPB). Unsuccessful applicants shall be notified accordingly.

7.5. Effective Date of Appointment

The effective date of appointment shall be the date of the Applicant's assumption of duty.

7.6. Withdrawal of Offer of Appointment

- a) Successful applicants who do not assume duty on the agreed date of assumption without justifiable reasons may have their appointments withdrawn.
- b) Applicants who wilfully provide false information on their application or documentation shall have their appointments withdrawn.

7.7. Duration of Appointments

- a) Assistant Lecturer/Assistant Research Fellow Grade:
The duration of Appointments to the Assistant Lecturer/Assistant Research Fellow grade shall be for **SIX (6) YEARS**, the **first two (2) years** of which shall be regarded as a period of probation. The appointed Assistant Lecturer / Assistant Research Fellow is expected to have enrolled on a PhD after the probationary period. The contract of staff who have not completed the PhD shall be extended for a

period of **ONE (1) YEAR**, but not exceeding **TWO (2) YEARS**.

- b) Lecturer/Research Fellow/Senior Lecturer/Senior Research Fellow Grades:

Appointments shall normally be for **SIX (6) YEARS**, the first **one (1) year** of which shall be regarded as a period of probation. After **(SIX) YEARS**, the contract may be renewed upon a satisfactory performance.

- c) Associate Professor/Professor Ranks:

These shall be Tenure Appointments, which shall expire upon the attainment of their compulsory retiring age.

7.8. Contract Appointments

Contract appointments shall be carried out as follows:

- a) Professional grade staff (Associate Professors and Professors) shall be eligible for post-retirement contracts until age 70. The initial contract shall be for 5 years (up to age 65), and thereafter, contracts shall be offered on a 2+2+1 basis, subject to need and good health.

- b) Senior Lecturers shall be eligible for post-retirement contracts on a 2+2+1 basis only up to age 65, subject to need and good health.
- c) Specific provisions must be made for compensation for all staff on the post-retirement contract. Such staff shall be clearly designated and accounted for separately as Contract Staff in the University's annual budget.

7.9. Eligibility

In addition, appointments on a contract beyond the compulsory retiring age may be recommended by the Faculty/School Appointments and Promotions Committee based on continued academic activity after their last appointment/promotion.

However, post-retirement contract will be finally approved by the University subject to being declared medically fit by a certified medical officer.

8.0. PROMOTIONS

8.1. ASSESSABLE AREAS FOR PROMOTIONS

The three (3) assessable areas for promotions shall be as follows:

- a) Teaching
- b) Research and Publication/ its Equivalence (Promotion of Knowledge)
- c) Community Service
- d) For Research and Publication/Equivalence (Promotion of Knowledge), applicants are encouraged to publish in credible journals indexed or published by the following:
 - a) ABDC Journal Ranking
 - b) African Journals Online (AJOL)
 - c) AJG Journal Ranking
 - d) Directory of Open Access Journals (DOAJ)
 - e) EBSCO Host
 - f) JSTOR
 - g) Web of Science
 - h) Scimagojr.com
 - i) Scopus
 - j) Recognised and Accessible Audio-Visual Repository

- k) Journals that are published or affiliated with accredited Higher Education Institutions (HEIs)

The Applicant's Department, in consultation with the University Library, shall carry out a verification exercise where necessary. Where copyright laws will not be violated, it will be to the advantage of applicants to have all papers for assessment deposited in the Institutional Repository.

Applicants shall set up Google Scholar/ORCID/ResearchGate or any other electronic profile for themselves to put all publications together to speed up the promotion application process.

8.2. Eligibility for Upgrade

An Assistant Lecturer or Assistant Research Fellow qualifies to be upgraded to the Lecturer grade upon successfully completing a PhD in a relevant discipline. However, an Assistant lecturer/Assistant Research Fellow who successfully completes the probation period, enrolls on a PhD in a relevant discipline, and has one publication shall be upgraded to the Lecturer grade. In

this case, where the publication is co-authored, the applicant shall not be more than the third author. For the avoidance of doubt, the publication submitted for this purpose shall not be assessed externally and can be used for promotion in the future.

8.3. Eligibility for Promotions

Applicants who submit their applications for promotion **TWO (2) MONTHS** prior to attaining the minimum number of required years shall be deemed to have served the full duration.

8.3.1. Senior Lecturer

A Lecturer seeking promotion to the grade of Senior Lecturer, the Lecturer must satisfy the following:

- a) Has a PhD in a relevant discipline.
- b) Has served as a lecturer for **FOUR (4) YEARS/FIVE (5) YEARS** in the case of Assistant Lecturer
- c) Must have a minimum of **SIX (6)** peer-reviewed publications or their equivalence after their promotion to the Lecturer grade. The applicant shall be the first author of at least 50% of all the **SIX (6)** publications or their equivalence

submitted for assessment if the publications/their equivalence are co-authored.

- d) A successful supervision of dissertations, theses or project work is an added advantage in the assessment of teaching.
- e) Grantsmanship is an added advantage.
- f) Obtaining a minimum score of **GOOD** in all the three (3) performance assessment areas.

8.3.2. Senior Research Fellow

A Research Fellow seeking promotion to the rank of Senior Research Fellow shall satisfy the following:

- a) Has a PhD in a relevant discipline.
- b) Served as a Research Fellow for **FOUR (4) YEARS OR FIVE (5) YEARS** in the case of an Assistant Research Fellow.
- c) Must have a minimum of **TEN (10)** peer-reviewed publications/their equivalence after their promotion to the Research Fellow grade. The applicant shall be the first author of at least 50% of all the **TEN (10)** publications or their equivalence submitted for assessment if the publications/their equivalence are co-authored.

- d) Grantsmanship shall be scored in place of teaching. It is a requirement for those coming in for research positions.
- e) Grantsmanship is a responsibility and shall be considered as such.
- f) Teaching and student supervision shall be an added advantage.
- g) Obtaining a minimum score of **GOOD** in two performance assessment areas (Research & Publication and Grantsmanship).
- h) Obtaining an **AVERAGE** score in Community Service.

8.3.3. Associate Professor (Case I)

A Senior Lecturer seeking promotion to the grade of Associate Professor must satisfy the following:

- a) Served as a Senior Lecturer for **THREE (3) YEARS**
- b) Must have a minimum of **TEN (10)** peer-reviewed publications/their equivalence after their promotion to Senior Lecturer grade. The applicant shall be the first author of at least 40% of all the **TEN (10)** publications or their equivalence submitted for assessment if the publications/their equivalence are co-authored.

- c) MA/MPhil/PhD work supervision is an added advantage in the assessment of teaching.
- d) Obtaining a minimum score of **EXCELLENT in two (2) areas including research and GOOD in the other for** the performance assessment areas.
- e) Grantsmanship is an added advantage that would be considered as Community Service.

8.3.4. Associate Professor (Case II)

A Senior Research Fellow seeking promotion to the grade of Associate Professor must satisfy the following:

- a) Served as a Senior Research Fellow or an equivalent grade for a minimum of **THREE (3) YEARS.**
- b) Must have a minimum of **FOURTEEN (14)** peer-reviewed publications/their equivalence after their promotion to the Senior Research Fellow grade. The applicant shall be the first author of at least 40% of all the **FOURTEEN (14)** publications or their equivalence submitted for assessment if the publications/their equivalence are co-authored.

- c) MA/MPhil/PhD work supervision is an added advantage.
- d) Grantsmanship is required.
- e) Obtaining a minimum score of **EXCELLENT** in research and community service.

8.3.5. Professor (Case I)

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

- a) Served as an Associate Professor for a minimum of **THREE (3) YEARS**
- b) Must have a minimum of **TEN (10)** peer-reviewed publications/their equivalence after their promotion to the Associate Professor grade. The applicant shall be the first author of at least 30% of all the **TEN (10)** publications or their equivalence submitted for assessment if the publications/their equivalence are co-authored.
- c) Obtaining a minimum score of **EXCELLENT** in all the **THREE (3)** performance assessment areas
- d) MA/MPhil/PhD work supervision is an added advantage in the assessment of teaching.
- e) Grantsmanship is an added advantage.

8.3.6. Professor (Research Fellow)

For promotion to the grade of Professor in the case of Research Fellow of Associate Professor grade, an Applicant must satisfy the following:

- a) Served as an Associate Professor for a minimum of **THREE (3) YEARS**
- b) Must have a minimum of **FOURTEEN (14)** peer-reviewed publications/their equivalence after their promotion to the Associate Professor grade. The applicant shall be the first author of at least 30% of all the **FOURTEEN (14)** publications or their equivalence submitted for assessment if the publications/their equivalence are co-authored.
- c) MA/MPhil/PhD work supervision is an added advantage.
- d) Grantsmanship is a requirement.
- e) Obtaining a minimum score of **EXCELLENT** in all the **THREE (3)** performance assessment areas

8.3.7. Procedures for Promotion

Application for Promotion

The Faculty/School Appointments and Promotions Review Committee shall consider all applications from the faculty and submit their

recommendations for the consideration of the Institute Appointments and Promotions Review Committee. In submitting the recommendations, the Faculty/School Appointments and Promotions Review Committee shall attach the following:

- a) The completed Application Form of the applicant (Appendix A)
- b) The Head of Department's assessment in the areas of the performance assessment
- c) The Faculty/School Appointments and Promotions Review Committee's comprehensive assessment of the applicants in all areas of performance
- d) For promotion to the Senior Lecturer/Senior Research Fellow grade, the University Appointments and Promotions Board shall request and receive **TWO (2)** External Assessment Reports on the applicant's publications/equivalence.
- e) For promotion to the Associate Professor/Professor grade, the University Appointments and Promotions Board shall request and receive **TWO (2)** External

Assessment Reports on the applicant's publications/equivalence.

8.3.8. Evaluation of Performance for Promotion

Assessment of applications for promotion shall be made at four levels as follows:

- a) The Head of Department
- b) The Faculty Appointments and Promotions Review Committee
- c) Institute Appointments and Promotions Review Committee
- d) The University Appointments and Promotions Board

8.3.9 Effective Date of Promotion

The effective date of promotion of successful applicants shall be as follows:

- a) All applications submitted to the Department after the month of August of a particular year shall take effect in February of next year.

- b) All applications submitted to the Department after the month of February

of a particular year shall take effect in August of the same year.

8.4 Right of Appeal

- a) Any Senior Member aggrieved and dissatisfied by a decision of Faculty/School/Constituent Institute Appointment and Promotions Review Committees may within one (1) month of the notification of the decision to him/her petition the Vice-Chancellor.
- b) The Vice-Chancellor upon receipt of such petition from the applicant shall refer it to the Appointment and Promotion Board at its next meeting.
- c) The decision of Appointments and Promotions Board on the appeal shall be communicated to the applicant within one (1) month after consideration.
- d) When the appeal is in respect of the University Council's decision on promotions, then the application shall be sent through the Vice-

Chancellor to the University Council for onward submission to the Appeals Board.

- e) Upon receipt of the recommendation(s) of the Appeals Board, the University Council shall communicate its decision to the applicant within one (1) month after consideration.

9.0. GUIDELINES FOR PERFORMANCE EVALUATION

9.1. Evaluation and Indicators for Assessing Teaching

In assessing an applicant's performance in Teaching, the following factors and indicators, among others, shall be taken into consideration:

- a) Students' Appraisal of Applicant
- b) Head of Department's Assessment

9.2. Evaluation of Performance in Community Service

9.2.1. Indicators for Assessment

In assessing an applicant's performance in Community Service, the following factors and indicators shall be taken into consideration:

9.2.1.1. Service to the University

This refers to activities other than Teaching or Promotion of Knowledge

formally assigned to staff at the Departmental, Faculty, and University level. Examples of such acceptable services are, but not limited to, those rendered by the following:

- a) Examinations Officer
- b) Academic Tutor/Advisor/Counsellor
- c) Head of Department
- d) Dean of Faculty/Students' Affairs
- e) Rector
- f) Pro Vice-Chancellor
- g) Vice-Chancellor
- h) Membership of Boards and Committees of the University

9.2.1.2. Service to the Nation or International Community

This refers to activities in which the applicant has used their knowledge and expertise in their field of specialisation for the benefit of the National or International Community. Examples of such acceptable services are, but not limited to, the following:

- a) Membership of National and International Boards, Committees and Organisations
- b) Membership of Editorial Boards of recognised journals
- c) External Examiner or Moderator
- d) External Assessor for promotion of Research/Academic Staff
- e) Extension work/workshops
- f) Technical and consultancy work
- g) Reviewer (Academic and Industry Works)

9.3. Assessors

Assessment of an Applicant's performance in Teaching and Community Service shall be undertaken, where applicable, by the applicant's Head of Department, students of the applicant, the Faculty/School Appointments and Promotions Review Committee, the Institute Appointments and Promotions Review Committee, and the University Appointments and Promotions Board.

9.4. Evaluation of Applicant's Performance in Research and Publication (Promotion of Knowledge)

9.4.1. External Assessment

In assessing an applicant's performance in Research and Publication (Promotion of Knowledge), the following factors and indicators shall be taken into consideration by the External Assessors:

- a) Publications arising out of research
- b) Theory and concept development arising out of research
- c) Development of technology or products arising out of research

9.4.2. The performance of an applicant in the Promotion of Knowledge shall be scored in accordance with the criteria stipulated in this policy.

9.4.3. Head of Department's Assessment

In assessing an applicant's performance of Research and Publication (Promotion of Knowledge), the following factors and indicators shall be taken into consideration by the Head of Department:

- a) Joint publications shall be credited to all authors.
- b) An applicant submitting a joint publication shall indicate clearly his/her contribution to the joint publication.
- c) Books must have been published by reputable publishers (local and international).

9.4.4. Assessors

- a) The applicant's Head of Department, Faculty Appointments and Promotions Review Committee, Institute Appointments and Promotions Review Committee and the University Appointments and Promotions Board shall verify the applicant's research and publications.
- b) Two External Assessors who are competent in the applicant's area of specialty shall be appointed to assess applicants' publications for all ranks.

10.0. APPOINTMENT OF ASSESSORS

The appointment of assessors for Appointments and Promotions shall be the responsibility of the Vice-Chancellor, who may act

on the recommendations of the Dean of the applicant's Faculty.

10.1. Status of Assessors

Assessors are basically advisors to the University Appointments and Promotions Board. Their final recommendations are not binding on the Board. However, an assessment of the qualities of the applicant's publications shall be used by the University Appointments and Promotions Board in arriving at the final decision.

11.0. GRADING STRUCTURE FOR ASSESSMENT OF PUBLICATIONS

RANGE OF MARKS	DESCRIPTION	GRADE
80 – 100	Excellent	A
70 – 79	Good	B
50 – 69	Average	C
0 – 49	Fail	D

12.0. REVIEW OF POLICY

This Policy shall be reviewed every four (4) years or as determined by the Governing Council.

13.0. APPROVAL

This Appointments and Promotions Policy for Senior Members (Academic) was approved by the Governing Council on 10th July, 2024.

14.0. APPENDICES

APPENDIX A

**ASSESSMENT AND EVALUATION BY HEAD OF DEPARTMENT
(CONFIDENTIAL)**

1. Name of Applicant.....

2. Current Rank.....

3. Date Attained.....

4. Rank being Applied.....

5. Assessment
 - i. Students' Appraisal
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7. Applicant's Response

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Applicant's Signature.....

Date.....

Name of HoD.....

Signature.....Date.....

APPENDIX B

PUBLICATION EQUIVALENCE

S/NO.	PUBLICATIONS	ARTICLE EQUIVALENCE
1.	Edited Conference Paper	½ Article
2.	Book Review	½ Article
3.	Technical Report	⅓ Article
4.	Book Chapter	1 Article
5.	Books (Fiction/ Non-fiction)	3 Articles
6.	Textbook (Published by recognised publishers)	3 Articles
7.	Monograph	2 Articles
8.	Anthology	4 Articles
9.	Feature length of Audio/Video Production	3 Articles
10.	Short Audio/Video production	1 Article

APPENDIX C

**TRANSLATION / DOCUMENTED CREATIVE WORKS
EQUIVALENCE**

S/NO.	PUBLICATION TYPE	ARTICLE EQUIVALENCE
11.	Edited Conference Paper	½ Article
12.	Book Review	½ Article
13.	Technical Report	⅓ Article
14.	Book Chapter	1 Article
15.	Books (Fiction/ Non-fiction)	3 Articles
16.	Textbook (Published by recognised publishers)	3 Articles
17.	Monograph	2 Articles
18.	Anthology	4 Articles
19.	Feature length of Audio/Video Production	3 Articles
20.	Short Audio/Video production	1 Article

****Conditions for the acceptance of translations as equivalent publications (productions) for promotion***

- The applicant shall show proof of permission from the author of the original work.

- A translated work shall be accompanied by a write-up on the techniques used as well as justification from academic sources.
- A translated work shall be assessed by two (2) external assessors.

APPENDIX D

CONDITIONS FOR THE USE OF DOCUMENTED CREATIVE WORKS FOR PROMOTION

Publication Type	Equivalence	Process	
		First Route	Second Route
Documented Creative Work (Feature length and Shorts)		<ul style="list-style-type: none"> The creative work produced by a staff for consideration for promotion must have gone through a juried process from recognized film festivals such as FESPACO, Durban International Film Festival, Luxor Film Festival, Black Star Film festival, Berlinale Film Festival, Cannes, Oscars, etc. 	<ul style="list-style-type: none"> The creative work produced by a staff for consideration for promotion must include a written document that puts the creative work in an intellectual context. Staff shall submit the creative work along with the intellectual analysis for peer review. In order to ensure a peer review of the creative work, Appointment and Promotions Board shall identify three peer-reviewers/assessors to review the audio-visual
One Feature length of audio/video Production	Two (2) Peer Reviewed Published Articles		
One Short audio/video production	One (1) Peer Reviewed Published Articles		

		<ul style="list-style-type: none"> • Staff shall submit the creative work along with the intellectual analysis of the work. 	<p>work and present the reports on their assessments to the staff through Appointment and Promotions Board.</p> <ul style="list-style-type: none"> • The applicant shall add it to the creative work and submit it as part of his/her promotion documents for consideration by the Appointments and Promotions Board. • After the peer review process, the creative work should be exhibited at any public viewing sessions by the applicant.
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**** A Feature Length is a Creative Audio/Visual material which runs for more than 40 minutes***

**** A Short is a Creative Audio/Visual that is 40 minutes or less.***

**** Components of the Accompanying Write-Up***

- The pretext, post text and the context of the creative work.
(Background leading to the problem that needs attention)
- What aim does the creative work intend to achieve?
- How does the existing body of creative works relate to the documented creative work in question?
- How does the documented creative work contribute to knowledge in the area of specialization?
- What methods were used in the creation of the work and why?
- Contextual analysis of the creative work as it relates to the aim of the work.

APPENDIX E
PERCENTAGES

	TYPE OF WORK	LECTURER TO SENIOR LECTURER	SENIOR LECTURER TO ASSOCIATE PROFESSOR	ASSOCIATE PROFESSOR TO PROFESSOR
Institute of Film and Television	Documented Creative Work	60%	40%	30%
	Publication	40%	60%	70%
Institute of Languages	Translation	60%	40%	30%
	Publication	40%	60%	70%

Notwithstanding the recommendation above, applicants under special circumstances may submit 100% scholarly articles for consideration for promotion.



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