



**ACCRA
TECHNICAL
UNIVERSITY**

**CRITERIA FOR APPOINTMENTS AND PROMOTIONS
OF SENIOR MEMBERS (ACADEMIC) POLICY**

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SUMMARY DETAILS TABLE

Version	1.0
Short description	Criteria for the Appointments and Promotions of Senior Members (Academic) of Accra Technical University (ATU)
Relevant to	All Senior Members (Academic) of the University
Issuing Authority (Approved by)	These Guidelines have been approved by the Governing Council of ATU
Responsible Officer	Vice-Chancellor
Responsible office	Vice-Chancellors Office
Related Accra Technical University documents	Accra Technical University Statutes 2018
Related legislation	Technical Universities Act, 2016 (Act922) as amended
Key words	Senior Members, Appointment, Promotion

DEFINITION OF TERMS

Term	Definition
CBT	Competency Based Teaching
UAPB	Administration Appointments and Promotions Committee
FAPC	Faculty Appointments and Promotions Committee

1.0 INTRODUCTION

The purpose of this policy is for the Appointments and Promotions of Senior Members (Teaching) in Technical Universities to be in tune with the regulatory documents of the Technical Universities.

These criteria, among others, are to help:

- a) Facilitate the appointments and promotions of Senior Members (Teaching)
- b) Grade Senior Members according to their qualifications and experiences.
- c) Recognise and reward sustained excellence and scholarship.
- d) Ensure that appointments and promotions are considered only on merit.
- e) Ensure that appointments and promotions are transparent, fair and consistent with the principles of equal opportunity without regard to gender, ethnicity, age, disability, cultural background, religion, and membership of trade union or by nature of their contract.

The Guiding Statutes for Technical Universities provide some procedures for appointments and promotions of Staff. However, this policy will streamline appointments and promotions within the Technical Universities. There shall be a University Appointments and Promotions Board in each Technical University whose composition and functions shall be as prescribed in the Statutes of the various Technical Universities.

GENERAL GUIDELINES

2.0 APPOINTMENTS

2.1 Appointment Procedures

- a) The appointment, promotion, transfer, dismissal and disciplinary control of all employees are vested in the Vice-Chancellor acting on behalf of the University Council.
- b) To be eligible for appointment, a candidate must have the requisite qualifications and/or experience as laid down from time to time in the Scheme of Service for Staff of the University.
- c) Vacancies shall normally be advertised.
- d) An applicant seeking employment to Accra Technical University must state the following in a completed application form for appointment:
 - i. Name in Full
 - ii. Addresses (postal, email, etc.)
 - iii. Date of Birth;
 - iv. Home Town;
 - v. Name of spouse (if married);
 - vi. Name and address of Next of Kin;
 - vii. Education and Qualifications;
 - viii. Previous employment
 - ix. Criminal conviction (if any);
 - x. Other information relevant to the position being sought
- e) All staff appointments shall be made through an interview conducted by a properly constituted Appointments Committee.

- f) Accra Technical University must ensure that new employees are medically examined and passed as fit for work by a registered Medical Officer.
- g) The following procedure will be followed in the appointment of Senior members of staff:
- i. Open advertisement of vacancy in line with the Scheme of Service for Staff of Accra Technical University.
 - ii. Shortlisting of applicants by Heads of Department upon receipt of applications.
 - iii. Verification of shortlisted applications by Faculty Appointments and Promotions Review Committee (FAPRC)
 - iv. Submission of shortlisted applications with written recommendations to the Registrar for onward submission to the University Appointments and Promotions Board (UAPB).
 - v. Invite shortlisted applicants for interview
 - vi. Selection of suitable candidates.
- h) A formal offer of appointment shall be issued stating clearly the terms and conditions of the appointment.
- i) Personal record files shall be created at the Human Resource Directorate for all new employees and these shall be regularly updated.

2.2 Effective Date of Appointment and Promotion

The effective date of an appointment shall be the date the employee assumes duty.

The effective date of promotion shall be 1st February (for applications submitted before 1st February) or 1st August (for applications submitted before 1st August). The basis for the effective dates is further explained in the table below:

Effective date of Promotion	
1st February	1st August
Applicable to successful applicants who formally submitted complete and corrected documents to their HOD between 1st August and 31st January	Applicable to successful applicants who formally submitted complete and corrected documents to their HOD between 1st February and 31st July

The date on which completed and corrected documents are submitted by the applicant to the Head of Department shall be documented at the department.

3.0 CRITERIA FOR APPOINTMENTS AND PROMOTIONS OF SENIOR MEMBERS (TEACHING)

Appointments and promotions of Senior Members (Teaching) shall follow the criteria below.

3.1 Assessable Areas for Appointments and Promotions

3.1.1 Appointments

Applicants for appointment shall be assessed based on:

- a) Qualification
- b) Experience
- c) Appearance
- d) General Knowledge
- e) Reliability
- f) Background
- g) Teaching Demonstration

At each level of assessment, the following will be checked:

- a) Quality and impact of research output
- b) Satisfactory promotion of scholarly work
- c) Qualitative contribution to one's discipline/profession
- d) Quality and effectiveness of teaching and contribution to all aspects of teaching and learning
- e) Demonstrated leadership in one's discipline/profession, and community.

3.1.2 Procedure and Criteria for Promotion

Subject to the provisions dealing with basic qualifications, Senior Members (Teaching) applying for promotion will be evaluated on the basis of:

- a) Teaching
- b) promotion of knowledge
- c) Community Service (University, National and International)
- d) Professional Activities

Other factors that may be considered include:

- e) the recommendations of the Faculty Appointments and Promotions Review Committee
- f) applicant's formal qualifications

3.1.2.1 Teaching

a) 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.

b) In judging a candidate's effectiveness in teaching, the appointing authority shall consider the candidate's command of the subject; continuous growth in the field; ability to organise and present materials with clarity; ability to excite intellectual curiosity in the students and to stimulate advanced-students to original work; and the extent of skill of participation in the general guidance/counseling of students.

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

- i. demonstrated competence in the subject matter in the classroom and public presentations, including seminars, colloquia, conferences and inter-faculty lectures;
- ii. the appointing authority shall be mindful of the requirement of CBT in the Technical Universities; and therefore, CBT methodology forms

part of the assessment. Formative assessment should be part of the duties of the Lecturer, and hence, will be assessed.

iii. effectiveness in the development and use of innovative methods in teaching;

iv. guidance and leadership in student activities;

v. initiation and participation in curriculum development (for example, introduction of new courses or programmes);

vi. authoring of textbooks;

vii. effectiveness in supervising research projects and graduate students ; and

viii. teaching load;

d) The Academic Board shall develop appropriate weights to be attached to each of the above criteria subject to the approval of Council.

3.1.2.2 Research, Scholarly Works, Innovation and Inventions

a) For purposes of appointment and promotion of Senior Members, the appointing authority shall take 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 original designs, computer software or film or drama productions, industrial technology, process innovations or other creative works.

b) In the evaluation of a candidate's research and scholarly contribution, the following shall be recognised:

i. Independent Research: This is based upon the candidate's own interests and needs;

ii. University Sponsored Research: This is research based on specific areas of interest of the University.

iii. Published Text and Reference Books: This is research aimed at publishing textbooks and reference books. The research may be either basic or applied;

iv. Contract Research: This is research based upon the needs and interests of an external client materials and includes translation of specialised scientific and scholarly works, reviews of rare books and published research by scientific societies approved by the Academic Board;

v. Inventions and Novelties: This research consists, mainly of scientific inventions or new discoveries which have been patented by the researcher or the University with recognised patent agencies in any part of the world.

c) The appointing authority shall also consider the following in the evaluation of a Senior Member's research and scholarly accomplishments:

i. contributions in the area of coordination of knowledge such as survey articles and reviews;

ii. service on editorial boards of scholarly journals;

iii. membership of technical committees of international or national conferences or symposia;

iv. technical reports authored;

v. prizes and awards received for scholarly achievements; and

vi. high level consulting work.

d) For purposes of this section, publication shall mean:

i. papers in internationally recognised refereed journals;

ii. papers in refereed proceedings in international conferences and specialised symposia

iii. refereed, published or accepted-for-publication technical reports from specialised university research centres or other internationally recognised research and policy institutions;

iv. refereed textbooks and reference books;

- v. refereed authentication review of rare books;
 - vi. refereed translation of specialised scientific books and other scholarly works;
 - vii. refereed books and research reports published by recognised professional societies;
 - viii. inventions and novelties patented by recognised patenting agencies; and
- e) In the evaluation of books, articles, technical reports, inventions and novelties and other scholarly works accepted as publication, the key ingredient should be significance (not volume). The faculty/evaluator is required to judge the significance of publication by ensuring that it is done in approved faculty peer-reviewed journals. In the case of a textbook, it should have been published by a recognised publisher.

3.1.2.3 Community Service (University, National and International)

The appointing authority shall give due recognition to and take account of the contribution of a Senior Member to the University, the Nation, and the International community:

- a) In the case of service to the University, account shall be taken of a Senior Member's contribution to the administration and development of his/her Department, Faculty or Institute including but not limited to effective participation in committee work within the Department, Faculty and the University at large.
- b) Services rendered to the local (non-university) community and the Country, both in his/her special capacity as a scholar and in areas beyond this special capacity when the work done is at a sufficiently high level and quality, shall likewise be recognised in the promotion process. These may include organising short courses, national or international conferences, seminars, workshops, technical projects, authoring articles for the general public, translations, identifying needs and elaborating coherent training programmes in some areas of expertise, as well

as establishing a link for technical cooperation between the University and other institutions in specific areas of expertise.

3.1.2.4 Professional Activities

The professional activities of a Senior Member shall be recognised in the evaluation of his/her application for appointment and or promotion. In particular, account shall be taken of the candidate's contributions to the development of his/her profession through those activities where appropriate.

3.2 Documentation required for Appointments and Promotions

a) For first appointments, documentation to be reviewed by the University Appointments and Promotions Board shall include:

a) completed application forms;

b) curriculum vitae;

c) copies of certificates (originals to be presented at interview);

d) relevant minutes of Faculty Appointments and Promotions Review Committee;

e) an interactive report on applicant's demonstration of teaching or seminar from the Dean of Faculty/University Librarian; and

f) for candidates seeking appointment to the grade of senior lecturer/senior Research Fellow/Senior Assistant Librarian or higher, at least two (2) external assessors' reports out of three (3) assessment must be favorable.

b) for promotion to Senior Lecturer or Associate Professor or Professor and equivalent, documentations to be reviewed by the University Appointments and Promotions Board shall include:

a) application letter;

- b) updated Curriculum Vitae;
- c) relevant minutes of Faculty Appointments and Promotions Review Committee;
- d) summary of students 'assessment of candidate dating back five (5) years if available; and
- e) two favorable reports out of three (3) received from external assessors.
- c) Appointment or promotion shall be made to a named department(s) in a named discipline or profession and in the broad subject area rather than to sub-area of specialisation.
- d) Proceedings of the Faculty Appointments and Promotions Review Committee and Appointments and Promotions Board shall be kept in the form of:
 - a) minutes of general policy matters; and
 - b) minutes of individual appointments.
- e) The minutes of the Appointments and Promotions Board shall be provided to the members of the Board.
- f) Minutes on general policy matters shall be circulated to the Deans and Directors, Heads of Department and other members of the Academic Board.
- g) Letters on individual appointments shall be circulated to Heads of Department and Deans or Directors of the Faculties, Schools or Institutes concerned.
- h) Minutes covering the proceedings of the Appointments and Promotions Board shall be deposited at the Registry and access to them shall require the written permission of the Vice-Chancellor.
- i) The documents in the appointment process and the discussions at the Appointments and Promotions Board shall be confidential.
- j) The Registrar shall communicate the decision of the Appointments

and Promotions Board to the applicant within two weeks, and in the case of appointments requiring prior approval by the University Council, within two (2) weeks after the approval.

4.0 Eligibility for Appointments

Applicant shall be assessed based on capacity or potential for:

- a) Teaching;
- b) Scholarship;
- c) Research;
- d) Leadership;
- e) Industry related innovation, inventiveness and resourcefulness; and
- f) Extension work and/or service to the University community, national and international services.

5.0 PROCEDURE AND CRITERIA FOR APPOINTMENTS AND PROMOTIONS

5.1 Vacancies

- a) Vacancies shall be announced by internal and/or external advertisement as appropriate:
- b) The vacancies may be filled through:
 - a) Application by individuals on their own initiative.
 - b) A recommendation to the Vice-Chancellor by the Dean in consultation with the Head of Department as appropriate.
 - c) Technical assistance between the University and another agency.
 - d) Secondment from other universities under a scheme of staff exchange.

5.2 Submission of Application

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 working days and acknowledge receipt of application.

- a) The Head of Department shall forward the application within seven (7) days of receipt with his comments to the Dean of the Faculty.
- b) The Dean of Faculty shall, on receipt of the application dossier from the Head of Department, with comments and recommendations, refer the application to the Faculty Appointments and Promotions Review Committee by the next approved meeting schedule.
- c) The Faculty Appointments and Promotions 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 within seven working days after the meeting.

d) In the case of an application for promotion, 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.

e) 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.

5.3 Faculty Appointments and Promotions Review Committee

a) There shall be a Faculty Appointments and Promotions Review Committee appointed by the Faculty Board for a two-year term with the Dean as the chairperson.

b) Inter-Faculty Appointments and Promotions Review Committees may be constituted where necessary; the chairman of which shall be appointed by the Vice-Chancellor.

c) The composition of the Faculty Appointments and Promotions Review Committee shall be as stated in the Guiding Statutes for Technical Universities.

d) The Committee may co-opt others as appropriate to assist its work.

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

f) The review process shall include a report from the Head of Department's assessment of the applicant.

- g) An application shall not be withheld from the Faculty Appointments and Promotions Review Committee.
- h) 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.

5.4 Handling of applications at the Dean's Office

- a) An assessment shall not be provided by the Dean or Head of Department on the applicant's publications.
- b) Upon receipt of the application, the Dean shall refer it to the Faculty Appointments and Promotions Review Committee for consideration. No application shall be withheld from the Faculty Appointments and Promotions Review Committee.
- c) Where the applicant is seeking a higher rank than the Head of Department, the Head of Department shall submit the application without his comments to the Dean for consideration by Faculty Appointments and Promotions Review Committee at the next scheduled meeting weekends.
- d) For promotion from lecturer to Senior lecturer, assessment of publications shall normally be outside the University by at least two (2) external assessors.
- e) 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.
- f) The assessor should not, however, have been associated with the applicant's formal studies (research work) at the graduate or professional level, nor should they have been collaborators.

5.5 Handling of Applications at the Registry

a) 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 and Promotions Board at least once a semester indicating the state of processing of each application.

b) The Registrar, with the approval of the Vice-Chancellor, shall forward the documents to the selected External Assessors.

c) 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 Appointments and Promotions Board, inviting the candidate for an interview where necessary.

d) In each case of an appointment or promotion, the Registrar shall provide the Appointments and Promotions Board with the:

- i. approved departmental establishment, if applicable;
- ii. approved criteria for appointment or promotion;
- iii. reports of the Faculty Appointments and Promotions Review Committee;
- iv. reports of the assessors; and
- v. salary scale and the recommended entry point.

6.0 APPOINTMENTS AND PROMOTIONS

6.1 Teaching and Research Staff

6.1.1 Assistant Lecturer/Assistant Research Fellow (SM5)

For appointment to the rank of Assistant Lecturer/Assistant Research Fellow, candidates must have attained the following:

- a) The Assistant Lecturer/Assistant Research Fellow position is a temporary one designed for prospective Lecturers;
- b) An Assistant Lecturer must hold a relevant Researched Master's degree. Such a candidate shall be appointed for a period of two (2) years and renewable for a further period of two (2) years only;
- c) The appointment of the Assistant Lecturer may be terminated unless the candidate enrolls in a terminal degree to qualify for appointment as Lecturer within the above- mentioned period; and
- d) The Assistant Lecturer/Research Fellow must go through the relevant Appointments and Promotions procedure.

6.1.2 Lecturer/Research Fellow (SM4)

For appointment to the rank of Lecturer/Research Fellow, candidates must have attained the following:

- a) Applicant must hold a terminal degree (PhD) or its equivalent professional qualification in a relevant subject area;
- b) Appointment to the position of Lecturer/Research Fellow shall be for a term of six years and may be renewed for a second term of three years only based on satisfactory performance;
- c) A Lecturer/Research Fellow's appointment may be renewed up to

a maximum of two terms, that is, a total of 12 years upon which the appointment may be terminated, unless the applicant qualifies for promotion to Senior Lecturer position; and

d) Lecturers already in service with Researched Master's degree must upgrade by the end of the second term renewal.

e) 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 years;

ii. satisfactory performance in Teaching and Promotion of Knowledge as certified by the Head of Department and the Faculty Appointments and Promotions Review 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 and Research.

6.1.3 Senior Lecturer/Senior Research Fellow (SM3)

For promotion to the rank of Senior Lecturer/Senior Research Fellow, candidates must have attained the following:

a) Applicant must have a terminal degree (PhD) or its equivalent;

b) Must have served satisfactorily as a Lecturer for a minimum of Four years;

c) Evidence of practical and applied scientific research and innovation shall be required;

d) Applicant shall demonstrate the capacity for continuous research and publication;

e) Applicant must have conducted original research out of which they

have a minimum number of six publications for assessment, after their appointment as Lecturer. At least four publications shall be in refereed journals.

f) Applicants in the Research Fellow grade shall be required to present a minimum number of eight publications for assessment, after their last promotion. At least six (6) publications shall be in refereed journal;

g) In addition, evidence of technology or process innovation and/or patent, shall upon evaluation, have a value of not less than two re-search publications.

h) Grantsmanship is an added advantage that should be considered as a service.

i) The applicant must be assessed and recommended for promotion by at least two (2) external assessors.

6.1.4 Associate Professor (SM2)

For promotion to the grade of Associate Professor, candidates must have attained the following:

a) Applicant must have a terminal degree (PhD) or its equivalent;

b) Must have served as a Senior Lecturer for a minimum of four years and shown evidence of outstanding performance in teaching, research and innovation in the candidate's subject area, as well as contribution to the intellectual reputation of the University;

c) Applicant must have conducted original research out of which they have a minimum number of eight publications for assessment after their promotion to Senior Lecturer grade. At least six of the publications shall be in refereed journals

d) Applicants in the Senior Research Fellow grades shall be required to conduct original research out of which they have a minimum number of twelve publications for assessment after their promotion to Senior Research Fellow grade. At least nine (9) of the publications shall be in

refereed journals

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

f) Grantsmanship is an added advantage that would be considered as service.

g) The applicant must be assessed and recommended for promotion by at least two external assessors out of three.

6.1.5 Professor (SM1)

For promotion to the grade of Professor, applicants must have attained the following:

a) Appointment or promotion to the grade of Professor shall be on the basis of the candidate being nationally and internationally acknowledged as a teacher, scholar and innovator in the candidate's field with significant contribution to industrial innovations, as well as, his/her contribution to the intellectual and professional reputation of the University;

b) Applicant must have a terminal degree (PhD) or its equivalent;

c) Must have served for at least three years as an Associate Professor;

d) Applicant must have conducted original research out of which they have a minimum number of ten publications for assessment after their promotion to Associate Professor grade. At least eight of the publications shall be in refereed journals

e) Applicants in the Senior Research Fellow grades shall be required to conduct original research out of which they have a minimum number of 15 publications for assessment after their promotion to Associate Professor grade. At least 12 of the publications shall be in refereed journals

- f) Evidence of technology or process innovations and/or patent, shall upon evaluation, have a value of not less than two research publications.
- g) Grantsmanship is an added advantage that would be considered as service.
- h) The applicant must be assessed and recommended for promotion by at least two external assessors on his/her research work, inventiveness in industry and extension services.

6.1.6 Visiting Faculty

- a) Appointments of visiting scholars shall be upon the recommendation of the Head of Department.
- b) The applications shall be reviewed by the Faculty Appointments and Promotions Review Committee which shall submit a recommendation including curriculum vitae to the University Appointments and Promotions Board.
- c) Such appointment shall be for a period of one year in the first instance and may be renewed for another one year only.
- d) In consultation with the Dean or Head of Department, the Vice-Chancellor may, in urgent cases, approve a temporary appointment for a period of up to one year, to which the designation "Visiting Faculty" shall apply.

6.1.7 Emeritus and Adjunct Appointments

6.1.7.1 Emeritus Professorship

- a) The Appointments and Promotions Board may recommend a person to the Emeritus Professorship rank.
- b) A candidate for the position of Emeritus Professor shall be active in his field and within easy reach of the University.

- c) The title of Emeritus Professor shall be conferred only on a full Professor who has retired from the University.
- d) Nomination shall be considered by the Department, reviewed by the Faculty Board, recommended to the University Appointments and Promotions Board and approved by Council.
- e) A stipend is not attached to the position of Emeritus Professor, but the appointee shall have access to the University facilities such as the library and secretarial support and may assist the work of the Department for which the expenses of the Emeritus Professor shall be paid.

6.1.7.2 Adjunct Appointments

An Adjunct Faculty is a person with expertise needed by the University who is qualified to provide specialised teaching services but who may otherwise be engaged elsewhere. The Appointments and Promotions Board may appoint Adjunct Lecturers/ Senior Lecturers and Professors upon consideration of applications from respective applicants through the approved procedures for an appointment.

6.2 Library Staff

6.2.1 Junior Assistant Librarian (SM5)

For promotion to Junior Assistant Librarian an applicant must among others:

- a) Possess a postgraduate degree in library/ information science or other related studies;
- b) Must be a member of a relevant professional body in Ghana;
- c) Be computer literate and be conversant with relevant library software applications;
- d) Staff in this position shall be appointed for a period of two years and

renewable for further period of two years only.

The appointment may be terminated unless the candidate is able to progress to the Assistant Librarian grade within the above-mentioned period.

6.2.2 Assistant Librarian (SM4)

For promotion to Assistant Librarian an applicant must among others:

- a) Possess a postgraduate degree in library/ information science or other related studies; A PhD in Library Science or Studies is preferable;
- b) Must be a member of a relevant professional body in Ghana; and
- c) Be computer literate and be conversant with relevant library software applications.
- d) Staff in this position shall be appointed for a period of two years and renewable for further period of two years only.

6.2.3 Senior Assistant Librarian (SM3)

For promotion to Senior Assistant Librarian an applicant must among others:

- a) Possess a postgraduate degree in library/ information science or other related studies; A PhD in Library Science or Studies is preferable. Must have served as an Assistant Librarian in a University or comparable grade in a similar institution/organisation for at least six years;
- b) Hold membership of a professional body in Librarianship/Information Science;
- c) Support his application with a minimum of four cumulative publications published in recognised peer-reviewed journals after promotion as Assistant Librarian/ analogous grade. External Assessors shall be

required to evaluate the applicant's publications and other relevant materials in line with the University's criteria for appointment and promotion; and

d) Be computer literate and conversant with library software.

6.2.4 Deputy Librarian (SM2)

For promotion to Deputy Librarian an applicant must among others:

a) Possess a postgraduate degree in library/ information science or other related studies; A PhD in Library Science or Studies is preferable;

b) He must have served as a Senior Assistant Librarian in a University or comparable grade in a similar institution/ organisation for at least four years;

c) Hold membership of a professional body in Librarianship/Information Science;

d) Support his/her application with a minimum of ten cumulative publications six of which must have been published in recognised peer-reviewed journals after promotion to Senior Assistant Librarian/ analogous grade. In addition, other evidence of research and innovation shall be considered. External Assessors shall be required to evaluate applicant's publications and other relevant materials in line with the University's criteria for appointment and promotion; and

e) Be computer literate and conversant with library software.

6.2.5 Librarian (SM1)

a) 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.

b) Possess a postgraduate degree in library/ information science or other related studies; A PhD in Library Science or Studies is preferable.

c) The applicant must have served as a Deputy Librarian in a University or comparable grade in a similar institution/organisation for at least four years. Must be a scholar and a member of a professional body in librarianship/ Information Science.

7.0 GUIDELINES FOR ASSESSMENT

The three areas of promotion of knowledge, teaching and service shall be assessed as follows:

7.1 Indicators for Assessment of Promotion of Knowledge

Promotion of knowledge shall be assessed by:

- a) Research output,
- b) Publication arising out of research, and
- c) Invention arising out of research.

For the purpose of clarity, only the following shall be considered and scored towards promotion of Knowledge:

- a) Refereed Journal papers,
- b) Published Books in one's area(s) of specialisation in higher education,
- c) Chapters in published books in one's area(s) of specialisation,
- d) Conference Papers published in refereed conference proceedings/ peer-reviewed documents on exhibition,
- e) Patented inventions, technologies or products
- f) Published technical reports.

7.2 Weighting of Research Outputs

Authorship	Book (Mark)	Book Chapter (Mark)	Journal Paper (Mark)	Conference paper (Mark)	Patent / Invention (Mark)	Published Technical Report (Mark)	Published Exhibit (Mark)
Single	20	10	10	5	20	10	10
1st, 2nd and 3rd	20	10	10	5	20	10	10
Other co-authors	10	5	5	2.5	10	5	5

Note

a) The University shall recommend a list of accredited peer-reviewed journals and publishers as indicated in Appendix A1.

b) As regards the number of publications:

i. One book [of not less than four chapters] should count as two (2) refereed journal papers;

ii. Publications submitted in excess of the minimum requirements for promotion should be considered on their own merit;

7.3 Indicators for Assessing Teaching

- a) The teaching evaluation is an integral component of the staff appraisal form.
- b) Appendix A2 presents a form to assess teaching. This form should be filled and marks submitted by the Quality Assurance and Academic Planning Directorate.
- c) For the purpose of clarity, a critical assessment of each of the factors with justification and evidence shall be made.

7.4 Evaluation of the Performance in Service to Community

Service to the Community shall be assessed as:

7.4.1 Service to the University

This refers to an extension and services to current/previous employers or services within the framework of previous employer's authority; activities other than teaching or promotion of knowledge formally assigned to staff at Department, Faculty, and University level. Examples of such acceptable services are:

- a) Examinations Officer;
- b) Coordinator/Supervisor of Industrial Attachment/Counselor;
- c) Head of Section;
- d) Head of Department;
- e) Academic Tutor;
- f) Dean / Director ;
- g) Vice Dean/Deputy Director;
- h) Vice-Chancellor;
- i) Pro Vice-Chancellor;
- j) Member of Boards and Committees of the University;

- k) Academic Counselor;
- l) Hall Master;
- m) Executive Members of Registered workers' organisation/Trades Union/Staff Welfare Association; and
- n) Securing a Grant

7.4.2 Service to the National or International Community

This refers to activities in which the applicant has used his knowledge and expertise in his field of specialisation for the benefit of the national and the international community.

Examples of such acceptable services are:

- 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) Membership of Accreditation Panel of Ghana Tertiary Education Commission (GTEC).
- g) Technical and consultancy work (evidenced by reports).
- h) Reviewer of Journal Articles.
- i) Professional Activities.

7.4.2.1 Weighting

For the purpose of clarity, a critical assessment of each of the factors with justification and evidence shall be made and weighted as follows:

a) Service to the University

(i) Administrative Experience	Marks
• Vice-Chancellor	10
• Pro Vice-Chancellor	10
• Dean/Director	10
• Vice Dean/ Deputy Director	8
• Head of Department/Hall Warden/Master	8
• Head of Section/Units/Examination Officer/Vice Hall Warden/Master	6
• Coordinator/Supervisor of Industrial Attachment/Academic Counselor	6
(ii) An officer in an Acting Position shall be awarded a percentage of the maximum points that may be awarded to the substantive	
• Less than 3 months	0
• 3-6 months	25%
• 3-12 months	50%
• 12 months and above	75%
(iii) Statutory Committees	
• Chairman	5
• Other Members/Secretary	4
(iv) Non-Statutory Committee/Ad-hoc Committees/Associations/ Unions	
• Chairman	5
• Other Members/Secretary	4

Note

Service to the University shall score a maximum 75% of the total point allocated to Services.

- a) A curriculum or an academic programme designed by two or more persons shall be credited with the same marks to each of the designers.
- b) Irrespective of the number of programmes designed, the total marks shall not exceed 5 marks.
- c) A programme accepted by Academic Board but not implemented shall be credited as 75%, and when accredited by the National Accreditation Board and implemented it shall be credited as 100%.

For grants, the table below shall be considered

b) Value of Financial/Resource Mobilisation and Marks attracted

Value	Marks
Above USD 200,000.00	20
Between USD 50,000.00 and USD 200,000.00	15
Between USD 10,000 and USD 50,000.00	10
Between USD 5,000.00 and USD 10,000.00	6
Below USD 5,000.00	3

c) Service to the National or International community

Types of Service	Marks
(a) Chairman of an international committee	6
(b) Chairman of a national committee	5
(c) Secretary of a national or international committee	4
(d) Membership of a national or international committee	4
(e) Membership of an editorial board of recognised journals	5
(f) External Examiner/Moderator for a PhD programme	5
(g) External Examiner/Moderator for a Masters programme	4
(h) External Examiner for an Undergraduate programme	2
(i) External Assessor for the promotion of a research/academic staff	4

Note

Service to the National or International Community shall score a maximum 50% of the total marks allocated for Service.

7.5 Assessment/Criteria for a Pass

7.5.1 Assessment of Promotion

There are four assessable areas

- a) For Teaching, the marks shall be provided over 100 and the equivalent per the table on "summary score sheet" shall be derived.
- b) For Research and Scholarly Works, the total mark shall be derived from the best scoring papers among those presented by the applicant.
- c) The minimum number of papers for promotion shall be six for Senior Lecturer, 8 for Associate Professor and ten for Professor.
- d) For each assessor the overall mark shall be determined using the best scoring papers.
- e) The overall mark for Research and Scholarly Works shall be the average of the score of all positive assessments.
- f) For Lecturer to Senior Lecturer, an applicant may submit up to a maximum of ten papers but only the best six shall be selected; for Senior Lecturer to Associate Professor, an applicant may submit up to a maximum of 12 papers but only the best eight shall be selected; for Associate Professor to Full Professor, an applicant may submit up to a maximum of 15 papers, but only the best ten shall be selected.
- g) For University, Departmental and Public Service, the marks shall be added based on the evidences submitted in conformity with the scoring described in Section 7.4. The total shall not exceed the maximum mark according to the approved weighting.

h) For professional activities, the marks shall be added based on the evidences submitted in conformity with the scoring described in Section 4. The total shall not exceed the maximum mark according to the approved weighting.

7.5.2 Criteria for a Pass

a) For promotion to Senior Lecturer rank, candidates are required to obtain a minimum of 50% in each of the three assessable areas: teaching; research and service and an overall score of at least 55%.

b) For promotion to Associate Professor rank, candidates are required to obtain a minimum of 55% in each of three assessable areas: teaching; research and service and an overall score of at least 60%

c) For promotion to the Professor rank, candidates are required to obtain a minimum of 60% in service. However, higher marks are required for teaching and research. An overall score of at least 65% is required.

8.0 APPEALS

- a) Any staff aggrieved and dissatisfied with the decision of the University's Appointments and Promotions Board may, within one month of the notification of the decision to him/her, appeal to the Appointments and Promotions Board.
- b) The University Appointments and Promotions Board may, on receipt of such application, review its own decisions affecting appointments/promotions of Senior Members.
- c) If the Senior Member is still dissatisfied with the outcome of his/her petition to the Appointments and Promotions Board, he may appeal to the University Council.
- d) In considering such appeals, the Council shall be assisted by an expert/ experts appointed by Council when the need arises.

APPENDICES

APPENDIX A1

ACCRA TECHNICAL UNIVERSITY

APPLICATION FORM FOR PROMOTION OF TEACHING STAFF

ACCRA TECHNICAL
UNIVERSITY



UAPB FORM 3C



APPLICATION FOR PROMOTION

(Number of copies should tally with the number of panel members and some extra).

Four (4) copies of this Application Form should be completed and forwarded together with updated curriculum vitae and any other relevant document in support of your application to the: REGISTRAR, Accra Technical University

Application for promotion to the grade of in the Department of

1. Personal Particulars

Surname (BLOCK LETTERS).....

Other Names.....

Date of Birth.....

2. Date of First Appointment.....

3. Date of Last Promotion

4. Details of Teaching since Appointment or Last Promotion:

1. Courses Taught
2. Curriculum Development

3. Supervision of Students' Project Work, Dissertation and Theses
4. Supervision of Students' Internships and Industrial Attachment
5. Academic Counselling
6. Mentoring of Junior Colleagues

5. List of Projects

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

1. Conferences
2. Seminars
3. Workshops

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

1. Journal articles
2. Books
3. Book Chapters
4. Technical Reports
5. Conference Proceedings
6. Exhibitions (Creative Works)
7. Patents

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

1. Institutional
2. National
3. International

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

- 1. Funds/Grants
- 2. Equipment
- 3. Books
- 4. Others

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

.....

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

.....

.....

Signature of Applicant..... Date.....

**REMARKS
ASSESSMENT BY IMMEDIATE SUPERVISOR OR HEAD OF DEPARTMENT**

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.....

.....

Name of Immediate Supervisor/HoD

Signature Date

Notes on Evaluation

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

- a) Promotion of knowledge through research and publication
- b) Teaching
- c) Service in areas other than (a) and (b)

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.

APPENDIX A2

CURRICULUM VITAE TEMPLATE FOR SENIOR MEMBERS (TEACHING)

ACCRA TECHNICAL UNIVERSITY
SCHOOL/FACULTY OF
NAME OF SCHOOL/FACULTY HERE

Name of Department Here

CURRICULUM VITAE

of

**YOUR NAME IN BLOCK LETTERS
HERE**

DEGREES AND PROFESSIONAL MEMBERSHIPS HERE

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

- (a) Name: Name Here
 (b) Birth Date: Day Month Year Here
 (c) Nationality: Ghanaian
 (d) Marital Status: Married/Single
 (e) Number of Children (Optional): Two/Three/Four/Five
 (f) Address: Technical University
 Name of Department Here
 P.O. Box
 Cell Phone: +233 E-mail:
 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. Grants

S/N	Grant	Description	Amount

3. WORK EXPERIENCE

Date	Organisation/Institution	Designation

4. TECHNICAL UNIVERSITY TEACHING EXPERIENCE (REFERENCE TO THE GUIDING STATUTES AS PRESCRIBED IN SCHEDULE E)

A. Subjects Taught

Course No.	Course Title	Year
<i>Postgraduate Level</i>		
Code here	Full Title of Course Here	FromYrtoEnd
Code here	Full Title of Course Here	FromYrtoEnd
Code here	Full Title of Course Here	FromYrtoEnd
Code here	Full Title of Course Here	FromYrtoEnd
<i>Undergraduate Level</i>		
Code here	Full Title of Course Here	FromYrtoEnd
Code here	Full Title of Course Here	FromYrtoEnd
Code here	Full Title of Course Here	FromYrtoEnd
Code here	Full Title of Course Here	FromYrtoEnd
Code here	Full Title of Course Here	FromYrtoEnd

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

S/N	Thesis Title	Students Name	Level/ Program	Institution	Date
1					
2					
3					
4					
5					

C. Other Professionally Related Experience

S/N	Professional Experience (consultancy/Professional activities etc.)	Institution	Date
1			
2			
3			
4			
5			
6			

D. Development of Curricula/Programmes

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E. Public Presentations

S/N	Forum	Title of Presentation	Date
1			
2			
3			
4			
5			
6			
7			

F. Textbooks Authored

.....

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5. 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

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

[4] **Kuma, J. S.**, Younger, P. L. and Howell, 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.121-136.

(iii) Published Conference Papers

[5] **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.

[6] 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

[7] 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.

[8] **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.

6. CONFERENCES/SEMINARS AND WORKSHOPS AT WHICH PAPERS WERE READ/PRESENTED

(i) 18th International Conference on Geomatic Engineering (ICGE2016), Paris, France, 14-15 March, 2016.

(ii) 4th UMaT Biennial International Mining and Mineral Conference on "Expanding the Frontiers of Mining Technology", Tarkwa-Ghana 3rd – 6th August, 2016.

7. 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.
- [5]. List all your patents here with exact references.

8. RECORD OF SERVICE TO THE COMMUNITY (University/National/ International)

For each of the services, insert SP1.....SPn, indicating the supporting document

A. Technical University Community

i. Appointments to Administrative and Other Statutory Positions

- | | | |
|------------------------------|--|-----|
| Aug 2018 to date: | Dean of Students , Office of the Dean of Students, Kumasi Technical University (KsTU), Kumasi | SP1 |
| Aug 2017 to Jul 2018: | Dean of Students , Office of the Dean of Students, Kumasi Technical University (KsTU), Kumasi | SP2 |
- ii. Membership of Boards and Committees
- | | | |
|--------------------|--|-----|
| April 2016: | Chairman , Inter-denominational Chaplaincy Committee, University of Mines and Technology (UMaT), Tarkwa | SP3 |
|--------------------|--|-----|

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

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

v. Financial/Material Resource Mobilisation

November 2014: **Books,** Request was made to Nezo Oil field 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 discipline sata cost of GH¢3000.00 to the Faculty of Mineral Resources Technology. The books were received on behalf of the University by Prof

vi. Extension Work/Workshops

August 2015: **Resource Person,** 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

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 Nine (9) MSc Candidates in the Department of Geomatic Engineering, KNUST, Ghana

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 Accra 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 the Evolution in Geospatial World organised by Achievers Geo Survey on 5th September 2014

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**, Editorial Board of Journal of Earth Sciences, Science Publishing Group

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)

9. SUMMARY OF SELECTED DOCUMENTS FOR EVALUATION

A. Promotion of Knowledge

My publications are set out in Table 1 (Please refer to Volume I).

Table 1 Evaluation of Performance in Promotion of Knowledge

S/N	Refereed Journal/Books Publications or Inventions/ Other Scholarly works	See Evidence	Maximum Marks Obtainable	My Mark
1		Journal	10	
2		Book 1	30	
3		Patent 1	20	
4		Book 2	30	
5		Conference Paper	5	
6		Conference Paper	5	
7		Journal	10	
Total Point Score				

Overall Evaluation of my Performance in Promotion of Knowledge has yielded a total point score of 90.

A. Teaching

My teaching records are set out in Table 2 (Please refer to **Volume II**).

Table 2 Evaluation of Performance in Teaching

S/N	Indicators for Assessment	See Evi- dence	Maximum Marks	My Mark
1	quality of lecture notes/hand- outs,		3	
2	regularity and punctuality at lectures/seminars/meetings		4	
3	organisation of workshop, laboratory and field activities		4	
4	quality of supervision		3	
5	timely submission of exami- nation results		4	
6	quality of exam questions and marking scheme		4	
7	Quality of results presented		3	
8	lecture/teaching		4	
9	quality of lectures and cover- age of syllabus		4	
10	evidence of formative assessment results		4	
11	attendance at invigilation		3	
	Total	Total Point	40	

A Careful Evaluation of my Performance in Teaching has yielded a total point score of 39.5.

B. Service

I rank my performance in the area of service as HIGH. The reason for the High rank in the area of service to the community is set out in Table 4 (Please refer to **Volume III**).

Table 3 Evaluation of Performance in Service

S/N	Indicators	See Evidence	Maximum Marks Obtainable	My Mark
UNIVERSITY COMMUNITY				
(i) Appointments to Administrative and Other Statutory Positions				
		SP 1		
		SP 2		
		SP 3		
		SP 4		
		SP 5		
		SP 6		
		etc.		
(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 Mobilisation				
(vi) Extension Work/Workshop				
(vii) Development of Curricula of Programmes				
(viii) Grantee (Grant won for the University)				
Sub Total (A)				90

NATIONAL COMMUNITY				
(i) Membership of National Boards, Committees, Organisations and Professional				
(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) 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)				46

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) Grantee (External grants won)				
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 38.5.

APPENDIX A3

LIST OF ACCEPTABLE DATABASES/PUBLISHERS FOR PUBLICATION IN TECHNICAL UNIVERSITIES

For the purposes of 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.

APPENDIX A4

TEACHING EVALUATION FORM

Name of Lecturer

Course.....

Academic Year

IN-CLASS OBSERVATION TOOL						
	Index	Exceptional/ Out-standing (4)	Sig-nifi-cant (3)	Satis-factory Aver-age (2)	Below Aver-age (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 organise and present teaching materials with clarity					
5	Sufficient variety in supporting information					
6	Ability to encourage intellectual curiosity and stimulate students' thinking					

	Index	Exceptional/ Out-standing (4)	Sig- nifi- cant (3)	Satis- factory Aver- age (2)	Below Aver- age (1)	SCORE
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					
TEACHING						
15	Uses instructional methods encouraging appropriate student					
16	Well-paced lesson					

17	Time spent on content					
18	Considers all learning types					
	Index	Exceptional/Outstanding (4)	Significant (3)	Satisfactory Average (2)	Below Average (1)	SCORE
19	Attending to the needs of the marginalised (gender, disability, international)					
20	Summarised 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.....

APPENDIX A5

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			

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.

Publica- tion S/N	Review Remarks per Paper	Score Awarded
Paper 1	<p>Originality/Contribution of the paper: The author proposed a Retrodirective Frequency Diversity Array (RDFDA) based in directional modulation concept to enhance security in IoT. IoT technologies are now pervasive and there is a need to make them more secure and energy- efficient. The paper contributes in this regards</p> <p>Quality of paper (Scholarship and standard of presentation and contents): The paper is of high quality, the level of conception and required mathematical derivations are just appropriate. The presentation meets all the necessary requirements of a regular paper. The results are well presented and discussed with relevant graphs. The list of reference is about 50 and it is well structured.</p> <p>Other remarks if any: The significance of the paper was not properly stated towards the end of the abstract, this could be strengthened</p>	8

Paper 2	Originality/Contribution of the paper: Quality of paper (Scholarship and standard of presentation and contents): Other remarks if any:	6
Paper 3	Originality/Contribution of the paper: Quality of paper (Scholarship and standard of presentation and contents): Other remarks if any:	5
Paper 4	Originality/Contribution of the paper: Quality of paper (Scholarship and standard of presentation and contents): Other remarks if any:	8
Paper 5	Originality/Contribution of the paper: Quality of paper (Scholarship and standard of presentation and contents): Other remarks if any:	9
Paper 6	Originality/Contribution of the paper: Quality of paper (Scholarship and standard of presentation and contents): Other remarks if any	8
Paper 7	Originality/Contribution of the paper: Quality of paper (Scholarship and standard of presentation and contents): Other remarks if any:	6
Paper 8	Originality/Contribution of the paper: Quality of paper (Scholarship and standard of presentation and contents): Other remarks if any:	5

3. Overall Score Computation

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

Au- thor- ship	Book	Book Chap- ter	Jour- nal Paper	Con- ferenc e paper	Pat- ent / Inven- tion	Pub- lishe d Techni- cal Report	Pub- lishe d Exhibit
Single	20	10	10	5	20	10	10
1st, 2nd and 3rd	20	10	10	5	20	10	10
Other co- au- thors	10	5	5	2.5	10	5	5

On the basis of the above table, a summary of marks obtained by the applicant is presented below

Publi- cation S/N	Type of publication	Position on the paper	Mark awarded to the paper	Maxi- mum Mark	Equiva- lent score based on Author- ship criteria
1	Journal	1st	8	10	8
2	Exhibition	1st	10	10	10
3	Conference	2nd	4	5	4
4	Book	2nd	16	20	16
5	Patent	1st	20	20	20
6	Journal	4th	10	10	5

7	Conference	3rd	3	5	3
8	Journal	1st	10	10	10
9	Journal	2nd	8	10	8
10	Conference	4th	3	5	1.5
11	Conference	1st	3	5	3
12	Conference	3rd	4	5	4
13	Conference	2nd	3	5	3
14	Conference	3rd	4	5	4
15	Conference	1st	4	5	4

Overall Mark of Candidate based on best selected publications (Promotion to Senior Lecturer – 6 papers)	60	
Overall Mark of Candidate based on best selected publications (Promotion to Associate Professor/ Professor – 10 papers)	100	

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

4. General Remarks

The following are guidelines to develop the general remarks:

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

5. 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

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