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Ministry of Science and Higher Education

Guideline for Academic Publishing and Promotion

July 19, 2019
Addis Ababa

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Preamble

WHEREAS, the Ministry of Science and Higher Education (MoSHE) here after the Ministry is established by proclamation 1097/2018 to regulate the higher education system in order to promote excellence in the cultivation, dissemination, and utilization of advanced scientific knowledge through teaching, research, and publication to address the country’s national development needs, priorities, and policies through production of competent, knowledgeable and skilled workforce, fostering the expansion of higher education, and supporting the achievement of the growth and transformation plans of the government;

WHEREAS, promoting excellence in the cultivation, dissemination, and utilization of advanced scientific knowledge and thereby accomplishing the vision of the Ministry requires putting in place a system that encourages, recognizes, and rewards the exploration, preservation, and propagation of knowledge in the form of up-to-date, clear, and detailed rules, procedures, and organs for assessing the admissibility of research-based publications, patents, work of art technology packages, community engagement and clinical services, hereafter referred to as academic achievements, submitted for consideration for the purpose of promotion and related recognition;

WHEREAS, the recent expansion of higher learning given rise to subsequent increase in research, innovation and publication of diverse standards;

WHEREAS, the proliferation of substandard and predatory publishing is damaging the quality of scientific/ academic publishing globally forcing many countries to prepare green lists of legitimate journals and publishers;

Recognizing the disparities in the assessment of academic publications, patents, work of art, technology packages, community engagement and clinical services for promotion and related recognitions, and the need to regulate these disparities;

this directive is issued by the Ministry pursuant to the power vested on it by the Ethiopia Higher Education Proclamation 1097/2018.

Article 1. Short Title

This Directive may be cited as “The 2019 MoSHE Directive on Academic Publishing and Promotion.”

Article 2. Definitions

Unless explicitly provided or the context requires otherwise, in this Directive:

1. “Ministry” shall mean the Ministry of Science and Higher Education.
2. “University” shall mean a Higher Education Institution as defined by Higher Education Proclamation No. 650/2009;

3. “Academic Unit” means a college, faculty, school, an institute, a department, a center, or a unit with any other designation established as a constituent unit of a higher education institution and shall include research centers and institutes.
4. “Academic Staff” means a member of a HEI employed in the capacity of teaching, research, community services and technology transfer activities of the institution, and includes any other professional staff of the institution who shall be recognized so by the institution’s internal legislation.
5. “Publication” shall mean a book, book chapter, textbook, journal article, review article, conference proceedings, teaching material or a brief, short communication or technical note, that having been authored solely or jointly by academic/research staff.
6. “Patent” shall mean the right granted to an inventor that permits the inventor to exclude others from recreating, selling or using the invention for a specified period of time.
7. “Technology Package” shall mean all relevant documents relating to the Intellectual Property, regulatory information, biological materials, manufacturing and other products owned by the technologist.
8. “Prototype” shall mean a preliminary sample or model or release of a product built to test a concept or process that could be replicated or learned from.
9. “Work of art” shall be defined as diverse range of human activities in creating visual, auditory or performing artifacts (artworks), expressing the author's imaginative, conceptual ideas, or technical skill, intended to create satisfaction through their beauty or emotional power.
10. “Public Service/Professional activity” shall mean short or long-term service rendered by an academic staff of a HEI for the benefit of the community, public, institutions or non-profit organizations through the application of one’s own area of specialization or professional expertise.
11. “Clinical Service” shall mean clinical consultations given and/or procedures performed by an academic staff in the Colleges of human or veterinary medicine.
12. “Promotion” shall mean the action of rising to a higher academic rank the rank of an academic staff of HEI based on meeting the requirements set for the rank in accordance with the relevant provisions of this Directive, the Senate Legislation, and other rules, regulations, and laws of the HEI and the country.
13. “Book “or “Text Book” shall mean a written material prepared by and emanating from the teaching and/or research experience of one or more academic staff of HEI, and possessing a degree of originality.
14. “Teaching material” shall mean written material (in either hard or soft copy) prepared for a particular course based on teaching and/or research experiences of one or more academic staff.
15. “HEI Affairs” shall mean holding a post of academic administration at department, college and/or university level; participating in standing and/or ad-hoc committees and taking any other assignment within the HEI.

16. "Community Engagement" shall mean the participation of an academic staff in the collaboration between HEIs or its academic units and communities for the mutually beneficial exchange of knowledge and resources in the context of partnership and reciprocity to enhance sociocultural and economic development.
17. "Academic publishing" shall mean publishing of research articles with the required level of review and editorial services as well as traceable editorial team and publication history.
18. "Predatory publishing" shall mean usually fee based exploitative publishing without rendering acceptable levels of review and editorial services for publications in journals with untraceable editorial team.

Article 3. Reputability of Publications

3.1. Reputability of Journal articles

3.1.1. Articles in Peer Reviewed International Journals

An article published in a peer reviewed international journal is acceptable for the purpose of promotion in accordance with the relevant provisions of this Directive if the reputability of the journal is unequivocally established.

The reputability of international journal is determined considering factors including peer review, originality, scientific quality, technical editing quality, editorial quality and regularity of the journal and indexing in at least two of the following:

- a. Scopus
- b. Science Citation Index Expanded (SCI-Expanded),
- c. Social Sciences Citation Index (SSCI),
- d. Art and Humanities Citation Index (A&HCI)

3.1.2. Article Published in Peer Reviewed National Journal

An article published in a journal hosted within an Ethiopian Institution and not indexed in the international indexing agents listed in sub-article 3.1.1. of this article is considered acceptable for the purpose of promotion in accordance with the relevant provisions of this Directive if the journal is recognized by the Ministry.

3.1.3. Articles published in conference proceedings

An article published in conference proceedings shall be acceptable for the purpose of promotion in accordance with the relevant provisions of this Directive if the proceedings is indexed by recognized international indexing agents listed in sub-article 3.1.1. of this article.

3.1.4. Book

A book shall be deemed acceptable for the purpose of promotion in accordance with the relevant provisions of this Directive where it is established that it has been published by a

reputable publisher that meets the generally accepted standard profile of books and the material contents of the book comprise original substantive data or research method and includes at least 6 citations from relevant peer reviewed journal articles published by the author.

A publisher of a book shall be considered reputable in the context of this Directive where the publisher is a professional society, scholarly association, university department, research institute, think-tank, or commercial academic publisher; has a viable publication policy; and possesses a well-known track record as regards the focus, frequency, scope of distribution. In addition, international publishers should be indexed in Web of Science or Scopus to be considered as reputable.

3.1.5. Text Book

A textbook shall be deemed acceptable for the purpose of promotion in accordance with the relevant provisions of this Directive where it is established that it has been published by a reputable book publisher as defined in sub article 3.1.4 of this article, and it meets the generally accepted standard profile of books and serves as a standard resource for the study of a given subject.

3.1.6. Teaching material

A teaching material shall be deemed acceptable for the purpose of promotion in accordance with the relevant provisions of this Directive where it is established that it has been published by an academic unit of HEI having been selected for its academic merit and contribution to knowledge as defined herein, accepted for publication so as to serve as a teaching material, subjected to peer-review, and has undergone editing and refining.

A solo author or at least one of the coauthors in case of multiple authorship of a teaching material must have a minimum academic rank of Associate Professor. At least one of the authors must have taught the specified course for two consecutive years prior to preparing the teaching material. The teaching material must have been used for two consecutive years and has received evaluation point of 60%.

Article 4. Publication points to be awarded for different publication types

The publication points to be awarded for each publication type and its maximum point to be considered for promotion is shown in table 1.

Table 1. Publication points for each publication type

Publication type	Publication points	Maximum points to be earned (%)
Full length Journal article	1	100
Book	3	50
Text Book	2	50
Book chapter	1	25
Review Article in Annual Review Journals	1	25
Review Article in other journals	0.5	20
Teaching material	0.5	20

Conference Proceedings	0.5	20
Short Communications or Technical Notes	0.5	20
Patent	0.5	25
Prototype	0.5	25
Technology Package	1	50
Work of Art	1	100

Note: Except for promotions earned from Work of Arts, publication points accrued from journal articles shall constitute at least 50% of the total publications required.

While the publication point of a solo author is 1.00, the publication point of joint authorship is awarded as shown in Table 2.

Table 2. Share of publication points for joint authorship

No. of authors	Share of each co-author
2	0.7
3	0.6
4	0.5
5	0.4
6 or more	0.35

- a. Publications arising from Theses or Dissertation may be used for promotion provided that the author did not use the degree obtained (where the Thesis or Dissertation is used as fulfillment for the same) for rank adjustment.
- b. Publications arising from Thesis/Dissertation may be used for promotion provided that the publication contains significantly new data, or new evidence or new method not included in the Thesis or Dissertation

Article 5. Weighted Values of the Criteria for Academic Promotion

- 5.1. Weighted values are assigned to each of the major components of the criteria in the manner provided hereunder.
- 5.2. In the case of promotions to academic ranks below that of an assistant professor, it is sufficient that the candidate meets the minimum in terms of years of service, academic qualification and publications wherever applicable.
- 5.3. The following weights in percentage shall apply for promotion to the ranks of assistant professor, associate professor and professor:

- | | |
|--|-----------|
| a. Effectiveness in teaching/research. | 20.0-29.0 |
| b. Publications | 30.0-37.5 |

- | | |
|--|-----------|
| c. Participation in HEI affairs | 10.5-21.0 |
| d. Public service or professional activities | 6.25-12.5 |
- 5.4. Apart from the fulfillment of the individual criterion specified in the preceding provisions a candidate for the ranks of assistant professor, associate professor and professor shall earn a minimum of 75% of the maximum possible total points indicated hereof.
- 5.5. Community engagement which part of a mandatory workload of an academic staff constitutes 3 credit hours or 12.5% of the workload in an academic year and therefore not calculated in the weighted values of criteria for academic promotion.

Article 6. Participation in the Affairs of the HEI

- 6.1. This requirement may be fulfilled by holding a post of academic administration at department, school, institute, college and/or HEI levels, participating in standing or ad-hoc committees and taking assignments when called upon by the department, school, institute, college or the respective HEI administration. The relative weights to be assigned to the two components of this criterion shall be as follows:

For Assistant Professor and above:

- | | |
|--|------------|
| 1. Academic administration | 60% |
| a. President | 60% |
| b. Vice President or equivalent positions | 55% |
| c. Deans/Directors or equivalent positions | 45% |
| d. Associate deans/Assistant registrar or equivalent positions | 40% |
| e. Department heads | 35% |
| 2. Work in committees | 40% |
| a. Senate standing and long-term committee member | |
| • three or more committees | 40% |
| • two committees | 30% |
| • one committee | 20% |
| b. Ad-hoc committee | |
| • three or more committees | 30% |
| • two committees | 20% |
| • one committee | 10% |
| c. The President and Vice President of HEI shall earn full points allocated for serving in the committees | |
| 3. An academic staff who did not get the opportunity to serve in the HEI academic administration or those who, for valid reasons, decline to accept such assignments may be evaluated by other HEI-wide, academic unit committees, ad-hoc committees, professional development and such other assignments as may be deemed appropriate | |

Article 7. Public Service and Professional Activities

The following may constitute Public service and professional activities:

- a. participation in local, regional and national committees whenever called upon to do so;
- b. taking part in journal editing, reviewing and organizing workshops;
- c. active involvement in the enhancement of one's profession, for instance, by helping organize and playing an active role in relevant professional associations;
- d. conducting series of press, radio and/or television programs to elucidate to the public some basic problems of health, education, law, science and technology, etc.; and other professional services, paid or unpaid, to the community according to the Directive by MoSHE for this purpose.

Article 8. Requirements for promotion of Academic staff

8.1. Lecturer

8. 1.1. A candidate with the qualification of a Master's Degree or its equivalent; or
- 8.1.2. A candidate with the qualification of an MD or DVM degree or its equivalent

8.2. Assistant Professor

- 8.2.1. A candidate with the qualification of the degree of Doctor of Philosophy (Ph.D.) or equivalent; or an MD or DVM with specialty certificate/Master's degree; or
- 8.2.2. a candidate with the qualification of a Master's Degree or MD or DVM degree or equivalent and a minimum of four years of effective teaching and research as a lecturer, or in the case of Visual and Performing arts, a candidate with a qualification of a BA or BFA degree or its equivalent and a minimum of four years of effective teaching and research/professional performance as a lecturer; and
- 8.2.3. at least, two publication points since last promotion; and
- 8.2.4. active participation in the affairs of the HEI.

8.3. Associate Professor

- 8.3.1. Four years of effective teaching and research as an Assistant Professor; and
- 8.3.2. At least three publication points; and
- 8.3.3. Notwithstanding the preceding provisions of this Article, publications or works not employed for the last promotion may be considered for subsequent promotion provided they do not exceed one fourth of the required number of publication points for the promotion sought.
- 8.3.3. Active participation in the affairs of the HEI; and
- 8.3.4. Supervision of 4 graduate students to completion; and
- 8.3.5. Community Engagement

8.4. Professor

- 8.4.1. Four years of effective teaching and research as an Associate Professor; and
- 8.4.2. The degree of doctor of philosophy (Ph.D.), or its equivalent whose nature shall be determined in HEI guideline; and
- 8.4.3. At least five publication points; and
- 8.4.4. Active participation in the affairs of the HEI; and
- 8.4.5. Supervision of 5 graduate students to completion, at least two which are PhD. Candidates; and
- 8.4.6. At least one research grant won as a Principal Investigator (PI); and
- 8.4.7. Community Engagement.
- 8.4.8. A candidate for promotion to the rank of professorship shall submit a solo full-length journal article or at least three full length journal articles in which she/he is a first or corresponding author.
- 8.4.9. Notwithstanding the preceding provisions of this Article, publications or works not employed for the last promotion may be considered for subsequent promotion provided they do not exceed one fourth of the required number of publication points for the promotion sought.
- 8.4.10. The publications and CV of the applicant shall be sent to two external and two internal assessors who are renown academicians in the field chosen by the academic commission of the respective college. The assessors will use the form provided in Annex-I to fill their evaluations

Article 9. Promotion requirements for academic staff in Research Institutes

- 9.1. The promotion requirements for academic staff in research institutes shall be similar to those in teaching units in terms of participation in HEI affairs and community engagement, but the publication points shall be one and a half times as much as is required of those in teaching units; and
- 9.2. At least two external research grants won out of which she/he is a PI for one of them for promotion to the rank of professor.

Article 10. Clinical Services as a separate requirement for promotion

- 10.1. Clinical consultations given and/or procedures performed in the course of rendering clinical services, since last promotion, by an academic staff at Health Science and Veterinary Medicine Colleges shall be considered as a separate special requirement for promotion. Guidelines shall be issued to indicate the percentage to be attached to clinical services, determine the minimum number of patient consultations that must be given and/or the minimum number of procedures that must be performed by the academic staff concerned to earn publication points indicated hereof. However, publication points allocated to clinical services shall not exceed 20% of the publication point requirement.

Article 11. Promotion requirements of academic staff of HEI involved in Work of Arts

11.1. Promotion requirements for academic staff in Fine Arts and Design

11.1.1. Lecturer

- 11.1.1.1. a candidate with a qualification of a Bachelor's degree, or its equivalent; and
- 11.1.1.2. a minimum of two years of effective teaching and research as an assistant lecturer and a clearly identifiable evidence of academic progress. The following are indicators of academic progress for the purpose of this sub-article:
 - a. rigorously and positively evaluated and compiled lecture notes which accommodate new developments in his/her field of study; or
 - b. authorship or co-authorship of an article in a journal or a realized Work of Art; and
 - c. Participation in HEI Affairs; and
 - d. Community Engagement

11.1.2. Assistant Professor

- 11.1.2.1. Four years of effective teaching and research as a lecturer; and
- 11.1.2.2. At least four creative solo exhibitions or creative body of works, since last promotion, with the artist's written statement, critically and favorably evaluated by internal and external experts in the area; or
- 11.1.2.3. At least four inventions of functional designs, since last promotion, with the inventor's written statements, critically and favorably evaluated by internal and external experts in the area; or
- 11.1.2.4. Four joint creative exhibitions or body of works or six joint productions of functional designs, since last promotion, with the inventor's written statements, critically and favorably evaluated by internal and external experts in the area; or
- 11.1.2.5. Four creative solo exhibitions or creative body of works since last promotion with the artist's written statements, critically and favorably evaluated by internal and external experts in the area; and
- 11.1.2.6. Participation in HEI affairs; and
- 11.1.2.7. Community Engagement

11.1.3. Associate Professor

- 11.1.3.1. Four years of effective teaching and research as an assistant professor; and
- 11.1.3.2. Six creative solo exhibitions or creative body of works with written statements done since last promotion, critically and favorably evaluated by internal and external experts in the area; or
- 11.1.3.3. Six inventions of functional designs with the inventor's written statements, done since last promotion, critically and favorably evaluated by internal and external experts in the area; and

- 11.1.3.4. Participation in HEI affairs; and
- 11.1.3.5. Supervision of 4 graduate students to completion; and
- 11.1.3.6. Community Engagement

11.1.4. Professor

- 11.1.4.1. Four years of effective teaching and research as an associate professor; and
- 11.1.4.2. Six original solo exhibitions or body of works or eight inventions of functional designs with the artist's written statement, or a book and two professional projects or two textbooks and two professional projects, one text book and four professional projects published or done since the last promotion, critically and favorably evaluated by internal and external experts in the area; and
- 11.1.4.3. Supervision of 5 graduate students to completion; and
- 11.1.4.4. Participation in HEI affairs; and
- 11.1.4.5. Community Engagement
- 11.1.4.6. The publications and CV of the applicant shall be sent to two external and two internal assessors who are renown professors in the field chosen by the academic commission of the respective college. The assessors will use the form provided in Annex-I to fill their evaluations

11.2. Promotion requirements for academic staff in Music

11.2.1 Lecturer

- 11.2.1.1. a candidate with a qualification of a Bachelor's degree, or its equivalent; and
- 11.2.1.2. a minimum of two years of effective teaching and research as an assistant lecturer and a clearly identifiable evidence of academic progress. The following are indicators of academic progress for the purpose of this sub-article:
 - a. rigorously and positively evaluated and compiled lecture notes which accommodate new developments in his field of study; or
 - b. authorship or co-authorship of an article in a journal or a realized Work of Art; and
 - c. Participation in HEI Affairs; and
 - d. Community Engagement

11.2.2. Assistant Professor

- 11.2.2.1. Four years of effective teaching and research as lecturer; and
- 11.2.2.2. At least four strongly creative compositions (written for symphony, solo instrument, chamber orchestra, etc.) or two creative solo concerts with the composer's/performer's written statement, since last promotion, critically and favorably evaluated by internal and external experts in the area; or
- 11.2.2.3. At least six creative group concerts in not more than four performers in a group with the performer's written statements since last promotion, critically and favorably evaluated by internal and external experts in the area; or

11.2.2.4. Six strongly creative solo concerts or four strongly creative compositions (written for symphony, solo instrument, chamber orchestra, etc.) since last promotion, with the artist's written statements, critically and favorably evaluated by internal and external experts in the area; and

11.2.2.5. Participation in HEI affairs; and

11.2.2.6. Community Engagement

11.2.3. Associate Professor

11.2.3.1. Four years of effective teaching and research as an Assistant Professor; and

11.2.3.2. Eight strongly creative solo concerts or six strongly creative compositions (written for symphony, solo instrument, chamber orchestra etc.) since last promotion, with written statements of the composer/performer, done since last promotion, critically and favorably evaluated by internal and external experts in the area; or

11.2.3.3. Eight creative group concerts in a not more than four performers in a group and with the performer's written statements, done since last promotion, critically and favorably evaluated by internal and external experts in the area; and

11.2.3.4. Participation in HEI affairs; and

11.2.3.5. Community Engagement

11.2.4. Professor

11.2.4.1. Four years of effective teaching and research as an Associate Professor; and

11.2.4.2. Ten compositions (written for symphony, solo instrument, chamber orchestra etc.) or six creatively played solo concerts, with the artists written statements, or a book and two professional projects or two text books and two professional projects or one text book and four professional projects, done since last promotion, critically and favorably evaluated by internal and external experts in the area; and

11.2.4.3. Participation in HEI affairs; and

11.2.4.4. Community Engagement

11.2.4.5. The publications and CV of the applicant shall be sent to two external and two internal assessors who are renown professors in the field chosen by the academic commission of the respective college. The assessors will use the form provided in Annex-I to fill their evaluations

11.3 Promotion requirements for academic staff in Theatrical Arts

11.3.1. Lecturer

11.3.1.1. a candidate with a qualification of a Bachelor's degree, or its equivalent; and

11.3.1.2. a minimum of two years of effective teaching and research as an assistant lecturer and a clearly identifiable evidence of academic progress. The following are indicators of academic progress for the purpose of this sub-article:

- a. rigorously and positively evaluated and compiled lecture notes which accommodate new developments in his field of study; or
- b. authorship or co-authorship of an article in a journal or a realized Work of Art; and
- c. Participation in HEI Affairs; and
- d. Community Engagement

11.3.2. Assistant Professor

- 11.3.2.1. Four years of effective teaching and research as a Lecturer; and
- 11.3.2.2. At least four written or translated or adapted full length plays and the playwright's full statement about his works, done since the last promotion, critically and favorably evaluated by internal and external experts in the area; or
- 11.3.2.3. At least four full length plays that are directed and publicly staged since the last promotion, critically and favorably assessed by internal and external experts in the area; or
- 11.3.2.4. Acted in at least four public stages or four films or four creative television serial performances in a leading role, done since last promotion, critically and favorably assessed by internal and external experts in the area; or
- 11.3.2.5. Six written or translated or adapted creative one act stage or six short film or six television/ radio plays, since last promotion, critically and favorably evaluated by internal and external experts in the area; or
- 11.3.2.6. Four written full length plays or directing four full-length plays or written ten one act stage or ten short film or ten television/radio plays, done since last promotion, and which are critically and favorably evaluated by internal and external experts in the area.
- 11.3.2.7. Participation in HEI affairs; and
- 11.3.2.8. Community Engagement

11.3.3 Associate Professor

- 11.3.3.1. Four years of effective teaching and research as an Assistant Professor; and
- 11.3.3.2. Six written or translated or adapted full length plays, since last promotion, critically and positively evaluated by internal and external experts in the area; or
- 11.3.3.3. Directed six full length plays with the director's written statements, done since last promotion, critically and positively evaluated by internal and external experts in the area; or
- 11.3.3.4. Acting in six public stages, or six films or six creative television serial performances in a leading role, and critical and favorable evaluation of the performance by internal and external experts in the area; or
- 11.3.3.5. Written or translated or adapted twelve one act stage or twelve short film or twelve television/radio plays, which are critically and favorably evaluated by internal and external experts in the area.
- 11.3.3.6. Supervision of 4 graduate students to completion; and
- 11.3.3.7. Participation in HEI affairs; and

11.3.3.8. Community Engagement

11.3.4. Professor

- 11.3.4.1. Four years of effective teaching and research as an Associate Professor; and
- 11.3.4.2. Written or translated or adapted ten relatively original full length plays with the playwright's written statement(s), or a book and two professional projects or two textbooks and two professional projects, one textbook and four professional projects, done since last promotion, critically and positively evaluated by internal and external experts in the area; or
- 11.3.4.3. Directing ten full length plays with the director's written statement(s), or a book and two professional projects or two text books and two professional projects one text-book and four professional projects, done since last promotion, critically and positively evaluated by internal and external experts in the area; or;
- 11.3.4.4. Acting in ten full length plays as a leading actor, since last promotion, or a book and two professional projects or two text books and two professional projects, one textbook and four professional projects, since last promotion, which are critically and positively evaluated by internal and external experts in the area
- 11.3.4.5. Supervision of 5 graduate students to completion; and
- 11.3.4.6. Participation in HEI affairs; and
- 11.3.4.7. Community Engagement
- 11.3.4.8. The publications and CV of the applicant shall be sent to two external and two internal assessors who are renown professors in the field chosen by the academic commission of the respective college. The assessors will use the form provided in Annex-I to fill their evaluations and recommendations.

Article 12. Promotion requirements for Professional Librarians

- 12.1 Assistant Librarian IV - A candidate with a qualification of a Bachelor's Degree or its equivalent in Library and/or Information Sciences or related fields.
- 12.2. Assistant Librarian III - Two years of effective experience as an Assistant Librarian IV; or a candidate with the qualification of Master's Degree or its equivalent in Library and/or Information Sciences or related fields.
- 12.3. Assistant Librarian II - Two years of effective experience as an Assistant Librarian III.
- 12.4. Assistant Librarian I - Four years of effective experience, as an Assistant Librarian II; and at least one publishable bibliography/catalogue favorably assessed; and/or three years of effective experience as an Assistant librarian II; and at least two publication points; or a candidate with qualification of a Degree of Doctor of Philosophy (PhD) or its equivalent in related fields.
- 12.5. Associate Librarian - Four years of effective experience, as an Assistant Librarian I; and at least three publication points since the last

promotion; active participation in the University affairs; and Community Engagement.

12.6. Librarian - Four years of effective experience, as an Associate Librarian; and 5 publication points since last promotion; and active participation in University affairs; and Community Engagement.

Article 13. Extra-ordinary and Accelerated Promotions or Appointments

- 13.1. A staff member who demonstrates extra-ordinary accomplishments in his area of specialization since last promotion may qualify for accelerated promotion if the following conditions are fulfilled.
- a. every one hundred percent point achieved over and above the required points for publication in a given academic rank shall be considered equivalent to a year of effective teaching, provided, however, that a staff member should at least serve half of the number of years of the required term of service for his rank; and
 - b. the candidate shall score 90% weighted average on academic performance evaluation; and
 - c. for promotion to the rank of Assistant Professor, the candidate shall be a corresponding author of at least two articles;
 - d. for promotion to the rank of Associate Professor, the candidate shall be a principal author of at least three articles she/he has presented and secured at least one external research project;
 - e. for promotion to the rank of Professor, the candidate shall be a corresponding author of at least four articles and has secured at least two external research/project grants one of which is from international sources.
- 13.2. Subject to sub-article 11.1. of this Article, a particular academic unit in which the candidate is a member can initiate recommendations for accelerated promotions. Such recommendation should be supported by documents that evidence the special merits of the candidate.
- 13.3. Review of the recommendation shall follow the normal process and shall be submitted to the committee of the relevant academic unit or the Senate and/or the Board for approval. Such recommendation shall be accompanied by a detailed description of the special merits of the candidate that would justify the academic unit concerned or the Senate and/or the Board taking an extra-ordinary decision on the recommendation for promotion.
- 13.4. If the promotion sought is for professorship, the publications and CV of the applicant shall be sent to two external and two internal assessors who are renown academicians in the field chosen by the academic commission of the respective college. The assessors will use the form provided in Annex-I to fill their evaluations and recommendations.

Annex-I: ASSESSMENT FORM FOR PROFESSORSHIP

Assessment of academic activities of Dr. _____ for the purpose of promotion from the rank of Associate Professor to Full Professor.

- 1. Impressions based on the CV: _____

- 2. Detailed evaluation of the publications since his/her last promotion (on a scale of 5, i.e. Poor(1), Satisfactory(2), Good(3), Very Good(4), and Excellent(5) is as follows:

Title	Methodology	Originality of the paper	Contribution to Scientific Knowledge	Overall Rating (on a scale of 5)
Average				

- 3. Overall evaluation (rating) of publications: _____
- 4. Overall recommendation:

Name: _____ Signature: _____ Date: _____