

SCHEDULE F

PROCEDURE FOR APPOINTMENT AND PROMOTIONS

F1. Vacancies

- (a) Vacancies shall be announced by internal and/or external advertisement as appropriate.
- (b) Such vacancies may be filled through:
 - (i) Secondment from other Colleges under a scheme of staff exchange.
 - (ii) Technical assistance.
 - (iii) A recommendation by the Principal in consultation with Head of Department as appropriate.
 - (iv) Application by individuals on their own initiative.

F2. Appointment by Promotion

- (a) Promotion shall normally proceed from one rank to the immediate next rank, i.e. from Tutor to Senior Tutor to Principal Tutor to Chief Tutor.
- (b) Notwithstanding the normal progression as stated in F2a any member of the College may apply at any time to be promoted to any rank for which he/she considers himself/ herself qualified.

F3. Submission of Application

- (a) Application indicating the position sought and the area of discipline concerned shall be submitted to the Head of Department with a covering letter copied to the College Secretary.

- (b) The Head of Department shall forward to the Secretary of College one copy of each application submitted as confirmation that the application has been received and the forwarding letter shall be copied to the Secretary of the College.
- (c) In the case of any person applying from outside the Secretary of the College such application shall be sent to the Secretary of the College who shall refer it to the Head of Department to be processed as in F3b.

F4. Departmental Appointment and Promotions Review Committee

- (a) There shall be a Departmental Appointment and Promotions Review Committee comprising all Heads of Department in cognate Departments and persons of Principal and Chief Tutor rank in the Department.
- (b) The Departmental Appointment and Promotions Review Committee shall meet at least once a Semester.
- (c) On receipt of an application the Head of Department shall refer it to the Departmental Appointment and Promotions Review Committee for consideration. No application shall be withheld from the Committee.
- (d) The Committee shall consider all applications for appointment and promotions and shall forward the list of all applications with its comments and recommendation to the College Appointment and Promotions Committee.

F5. Handling of an Application from the Department

- (a) Following the recommendation by the Departmental Appointment and Promotions Committee the Head of Department shall recommend to the Principal three

persons two of whom shall be considered for appointment as External Assessors for an evaluation of an applicant's work.

- (b) The Secretary of the College shall request each External Assessor to comment on each publication submitted for assessment stating its contribution to the candidate's academic/administrative/professional standing.
- (c) The request for an assessment shall be accompanied by:
 - (i) a copy of the application including curriculum vitae;
 - (ii) copies of publications and other exhibits of the applicant's work; and
 - (iii) criteria for appointment/promotion.
- (d) No internal assessment shall be sent.
- (e) An External Assessor shall be a person of standing in the applicant's field but normally not employed by or in any way connected with the College.

F6. Handling of Applications at the Registry

- (a) The Secretary of the College shall maintain a register of applications received in his/her office indicating the dates of receipt and shall bring the register to the attention of the Appointment and Promotions Committee at least twice a semester indicating the stage of processing of each application.
- (b) When the processing of an application is completed the Secretary of the College shall satisfy himself/herself that every document is in order and shall list the applications for consideration by the Appointment and Promotions Committee, inviting the candidates for interview where necessary.
- (c) In each case of an appointment/promotion the Secretary of the College shall provide the Appointment and Promotions Committee with:

- (i) The approved Departmental Committee;
- (ii) The approved criteria for appointment/promotion;
- (iii) The reports of the Departmental Appointment and Promotions Committee;
- (iv) The report of the Referees/External Assessors;
- (v) Salary scale attached to the position.

F7. Criteria for Promotion

- (a) An applicant shall be assessed on the basis of evidence of continuing performance in respect of the following:
 - (i) Teaching
 - (ii) Scholarship
 - (iii) Research/Contribution to knowledge
 - (iv) Academic leadership
 - (v) Inventiveness, innovation and resourcefulness
 - (vi) Extension work/service to the College and the nation
- (b) (i) An application shall be supported by publications including books, refereed articles in journals or manuscripts, publication of conference proceedings, systematised teaching materials, and creative works, and patents.
- (c) (ii) Works accepted for publication shall also be submitted for consideration in which case an applicant shall not submit more than two at a time.
- (d) The following shall be taken into account by the Appointment and Promotions Committee.
 - (i) Contribution to College Boards/Committees.
 - (ii) National/International recognition. All first appointments shall be by interview.