

**POLICY ON PROMOTION TRACKS FOR ACADEMIC STAFF  
OF MAKERERE UNIVERSITY**

**REVIEWED AND APPROVED**

**BY**

**THE UNIVERSITY COUNCIL**

**At the 131st Meeting of University Council held on 9th and 22nd  
May, 2014**

## **1.0 BASIS FOR THE REVIEW OF PROMOTION TRACKS POLICY**

The reviewed **Promotion Tracks Policy** is based on the following:-

1. The Appointments Board at its 470<sup>th</sup> Meeting held on 31<sup>st</sup> October and 2<sup>nd</sup> November, 2011 observed that some issues had arisen concerning the various tracks for promotions of the Academic staff, namely;
  - i. Under the Fast Track and New Entrants' Requirements, academic staff were getting promotion within a very short time, without adequate experience; and ,
  - ii. Under the Ordinary track criteria, the policy does not specify the experience required at each rank, rather it was the cumulative experience which was considered.

In the reviewed policy, the level of Teaching Assistant and the New Entrants Track have been abolished. Ordinary and Fast Tracks have been improved as follows:

## **2.0 REQUIREMENTS FOR FAST TRACK PROMOTION**

### **2.1 Fast track promotion provision**

The Fast Track promotion shall be retained because it caters for prolific research writers and exhibitors. In order to address the issue of academic maturity and the need to ensure that teaching is highly regarded, the teaching experience has been reviewed as follows:

#### **2.1.1 Senior Lecturer**

In order to be promoted to the position of Senior Lecturer, the candidate should have:

- a) Two years of actual teaching experience.
- b) Supervision of at least one graduate student up to completion.
- c) Must have served for at least one year at the rank of lecturer.

#### **2.1.2 Associate Professor**

In order to be promoted to the position of Associate Professor the candidate should have:

- a) Five (5) years of actual teaching experience.
- b) Supervision of at least two (2) graduate students to completion, one of whom should be a PhD student.

- c) Applicants who have not supervised a PhD student will be required to supervise two (2) additional Master's students to completion.
- d) Must have served for at least two years at the rank of Senior Lecturer.

### **2.1.3 Professor**

In order to be promoted to the position of Professor the candidate should have:

- a) Six (6) years of actual teaching experience.
- b) Supervision of at least six (6) graduate students to completion one of whom should be a PhD student.
- c) Applicants who have not supervised PhD students will be required to supervise two (2) additional Master's students to completion.
- d) Must have served for at least two (2) years at the rank of Associate Professor

### **NOTE**

- (i) The period when an applicant is not involved in teaching such as study leave, shall not count for teaching experience;
- (ii) The actual teaching experience shall be cumulative with effect from appointment to the rank of Assistant Lecturer position for staff in non-Clinical disciplines. For staff in Clinical discipline, years of actual teaching experience should start from Lecturer position.

## **2.2 Publications on Fast Track**

### **2.2.1 Senior Lecturer**

- a) Five (5) recognised publications in the area of specialisation since last promotion to rank of lecturer.
- b) Should be the first author of at least two publications.
- c) Where there was evidence that the Principal investigator did the work with a student, it should be taken as co-authorship.

- d) Where the applicant has gone ahead to have a ‘published book’, this should be equated to three (3) publications.
- e) Where the applicant is a recipient of internationally recognised scholarly award (from an Academic Body) it will be equated to three (3) publications.

### **2.2.2 Associate Professor**

- a) Six (6) new recognised publications in the area of specialisation since last date of promotion to rank of Senior Lecturer.
- b) Should be first author of at least 50% of the publications.
- c) Where there was evidence that the Principal investigator did the work with a student, it should be taken as co-authorship.
- d) Where applicant is a recipient of internationally recognised scholarly award (from an Academic Body, it will be equated to three (3) publications.
- e) Where the applicant has a patent, it will be equated to three (3) publications.
- f) Where the applicant has gone ahead to have a ‘published book’, this should be equated to three (3) publications.

### **NOTE:**

Where a member of staff goes ahead and publishes a PhD thesis, it should be recognised as a **‘published book’**

### **2.2.3 Professor**

- a) Ten new recognised publications since last promotion to the rank of Associate Professor.
- b) Should be first author of at least 50% of the publication.
- c) Where there was evidence that the Principal investigator did the work with a student, it should be taken as co-authorship.
- d) Where applicant is a recipient of internationally recognised scholarly award (from an Academic Body, it will be equated to three (3) publications
- e) Where the applicant has gone ahead to have a ‘published book’, this should be equated to three (3) publications.

- f) Where the applicant has a patent, it will be equated to three (3) publications.
- g) There should be evidence of resource mobilisation to Makerere University since promotion to rank of Associate Professor.

**Table 1: FAST TRACK PROMOTIONS**

<b>Post</b>	<b>Minimum Academic Qualifications</b>	<b>Years of Teaching</b>	<b>Publications</b>	<b>Supervision of Graduate Students to completion</b>	<b>Contribution to Community</b>
<b>Lecturer</b>	PhD or Masters Degree in a Clinical Discipline	Not required	Not required	Not required	Not required
<b>Senior Lecturer</b>	PhD or Masters Degree in a Clinical Discipline	-Two Years of actual Teaching Experience and; having served for a period of at least one year at the rank of Lecturer.	-Five (5) <b>recognized</b> publications in the area of specialization since last promotion to the rank of Lecturer and; -he/she should be the <b>first author</b> of at least <b>two (2)</b> publications. -Where there was evidence that the Principal investigator did the work with a student, it should be taken as co-authorship - Where the applicant has gone ahead to have 'published book', this should be equated to three (3) publications. -Where the applicant is a Recipient of internationally recognized scholarly Award (from an Academic body), it will be equated to three publications. -Where the applicant has a patent, it will be equated to three (3)	-supervision of at least one graduate student up to completion.	Required

			publications.		
<b>Associate Professor</b>	PhD or Masters Degree in a Clinical Discipline	-Five Years of actual Teaching Experience and; -having served for a period of at least two (2) years at the rank of senior Lecturer.	-Six(6) new recognized publications in the area of specialization since the date of promotion to the rank of Senior Lecturer and he/she should be the <b>first author</b> of at least <b>50%</b> of the publications. -Where there was evidence that the Principal investigator did the work with a student, it should be taken as co-authorship Where the applicant has gone ahead to have 'published book', this should be equated to three (3) publications.  -Where the applicant is a Recipient of internationally recognized scholarly Award (from an Academic Body), it will be equated to three publications. -Where the applicant has a patent, it will be equated to three publications.	-Supervision of at least 2 (two) Graduate Students to completion, since the last date of successful promotion. one of whom should be a PhD student -Applicants who have not supervised a PhD student will be required to supervise two (2) additional Master's students to completion.	Required
<b>Professor</b>	PhD or Masters Degree in a Clinical Discipline	-Six Years of actual Teaching Experience and; having served for a period of at least <b>two</b> years at the rank of	- Ten (10) new recognized publications since last promotion to the rank of Associate Professor and he/she should be the <b>first author</b> of at least <b>50%</b> of the publications -Where there was evidence that the Principal investigator did the	- Supervision of at least 6 (six) Graduate Students to completion since the last date of the last successful promotion one of whom should be a	Required

		Associate Professor.	<p>work with a student, it should be taken as co-authorship</p> <p>- Where the applicant has gone ahead to have 'published book', this should be equated to three (3) publications.</p> <p>-Where the applicant is a Recipient of internationally recognized scholarly Award (from an Academic body), it will be equated to three publications.</p> <p>-Where the applicant has a patent, it will be equated to three (3) publications.</p> <p>-There should be evidence of resource mobilization to Makerere University since promotion to the rank of Associate Professor.</p>	<p>PhD student.</p> <p>-Applicants who have not supervised PhD students are required to supervise 2 (two) additional master's students to completion.</p>	
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### 3.0 REQUIREMENTS FOR ORDINARY TRACK PROMOTION

#### 3.1 Ordinary track promotion provision

The ordinary Track promotion shall be retained because it caters for ordinary growth of staff who are involved in teaching, supervision and outreach. In order to address the issue of academic maturity, the teaching experience has been reviewed as follows:

**NOTE:**

- i) Teaching Assistant Positions have been abolished
- ii) The requirements of Assistant Lecturer are detailed in the table

#### 3.1.1 Senior Lecturer

In order to be promoted to the position of Senior Lecturer, the candidate should have:

- a) PhD or Masters Degree in Clinical Sciences
- b) Three(3) years of actual teaching experience.
- c) Supervision of at least two (2) graduate students up to completion.
- d) Must have served for at least two (2) years at the rank of Lecturer

### **3.1.2 Associate Professor**

In order to be promoted to the position of Associate Professor the candidate should have:

- a) PhD or Masters Degree in Clinical Sciences
- b) Eight (8)years of actual teaching experience.
- c) Supervision of at least three (3) graduate students to completion, one of whom should be a PhD student.
- d) Applicants who have not supervised a PhD student will be required to supervise two (2) additional Master's students to completion.
- e) Must have served for at least three (3) years at the rank of Senior Lecturer.

### **3.1.3 Professor**

In order to be promoted to the position of Professor the candidate should have:

- a) PhD or Masters in Clinical Sciences
- b) Ten (10) years of actual teaching experience.
- c) Supervision of at least seven (7) graduate students to completion one of whom should be a PhD student.
- d) Applicants who have not supervised PhD students will be required to supervise two (2) additional Master's students to completion.
- e) Must have served for at least three (3) years at the rank of Associate Professor

#### **NOTE:**

- i) Where an applicant is not involved in teaching and is on study leave, teaching experience shall not count.



ii) Actual teaching experience shall be cumulative with effect from appointment to the rank of Assistant Lecturer Position for staff in non-Clinical disciplines and for staff in Clinical discipline; years of actual teaching experience should start from Lecturer position.

#### **4.0 Publications on Ordinary Track**

##### **4.1.1 Senior Lecturer**

- a) Three (3) recognised publications in the area of specialisation since last promotion to rank of lecturer.
- b) Should be the first author of at least one publication.
- c) Where there was evidence that the Principal investigator did the work with a student, it should be taken as co-authorship.
- d) Where the applicant has gone ahead to have a ‘published book’, this should be equated to three (3) publications.
- e) Where the applicant is a recipient of internationally recognised scholarly award (from an Academic Body) it will be equated to three (3) publications

##### **4.1 2 Associate Professor**

- a) Four (4) new recognised publications in the area of specialisation since last date of promotion to rank of Senior Lecturer.
- b) Should be first author of at least 50% of the publications.
- c) Where there was evidence that the Principal investigator did the work with a student, it should be taken as co-authorship.
- d) Where applicant is a recipient of internationally recognised scholarly award (from an Academic Body, it will be equated to three (3) publications.
- e) Where the applicant has a patent, it will be equated to three (3) publications.
- f) Where the applicant has gone ahead to have a ‘published book’, this should be equated to three (3) publications.

### 4.1.3 Professor

- a) Five (5) new recognised publications since last promotion to the rank of Associate Professor.
- b) Should be first author of at least 50% of the publication.
- c) Where there was evidence that the Principal investigator did the work with a student, it should be taken as co-authorship.
- d) Where applicant is a recipient of internationally recognised scholarly award (from an Academic Body, it will be equated to three (3) publications
- e) Where the applicant has gone ahead to have a ‘published book’, this should be equated to three (3) publications.
- f) Where the applicant has a patent, it will be equated to three (3) publications.
- g) There should be evidence of resource mobilisation to Makerere University since promotion to rank of Associate Professor.

**Table 2: ORDINARY TRACK PROMOTION**

<b>Post</b>	<b>Minimum Academic Qualifications</b>	<b>Years of Teaching</b>	<b>Publications</b>	<b>Supervision of Graduate Students</b>	<b>Contribution to Community</b>
<b>Assistant Lecturer</b>	-Bachelors Degree with a First Class or Second Class Upper and Masters Degree	Not required	Not required	Not required	Not required
<b>Lecturer</b>	PhD or Masters Degree in Clinical Sciences	Not required	Not required	Not required	Required
<b>Senior Lecturer</b>	PhD or Masters Degree in Clinical Sciences	-Three Years of Actual Teaching experience	-)Three (3) recognised publications in the area of specialisation since last promotion to rank of lecturer.	-Supervision of at least two Graduate Students to completion.	Required

		<p>since promotion to the rank of Lecturer</p>	<ul style="list-style-type: none"> <li>- Should be the first author of at least one publication.</li> <li>- Where there was evidence that the Principal investigator did the work with a student, it should be taken as co-authorship.</li> <li>- Where the applicant has gone ahead to have a ‘published book’, this should be equated to three (3) publications.</li> <li>-Where the applicant is a recipient of internationally recognised scholarly award (from an Academic Body) it will be equated to three (3) publications</li> </ul>		
<b>Associate Professor</b>	PhD or Masters Degree in Clinical Sciences	<p>Eight Years of Teaching experience and; having served for the period of three (3) years since the last promotion to the rank of Senior Lecturer</p>	<ul style="list-style-type: none"> <li>-Four (4) new recognised publications in the area of specialisation since last date of promotion to rank of Senior Lecturer.</li> <li>-Should be first author of at least 50% of the publications.</li> <li>-Where there was evidence that the Principal investigator did the work with a student, it should be taken as co-authorship.</li> <li>-Where applicant is a recipient of internationally recognised scholarly award (from an Academic Body, it will be equated to three (3) publications.</li> <li>-Where the applicant has a patent, it will be equated to three (3) publications.</li> <li>-Where the applicant has gone ahead to have a ‘published book’,</li> </ul>	<ul style="list-style-type: none"> <li>-Supervision of three Graduate Students to completion.</li> <li>- At least 2 (two) Graduate Students to completion since last promotion.</li> </ul>	Required

			this should be equated to three (3) publications.		
<b>Professor</b>	PhD or Masters Degree in Clinical Sciences	-Ten Years of actual Teaching Experience and; having served for a period of at least three years since the last promotion to the rank of Associate Professor	-Five (5) new recognised publications since last promotion to the rank of Associate Professor. -Should be first author of at least 50% of the publication. - Where there was evidence that the Principal investigator did the work with a student, it should be taken as co-authorship. -Where applicant is a recipient of internationally recognised scholarly award (from an Academic Body, it will be equated to three (3) publications -Where the applicant has gone ahead to have a 'published book', this should be equated to three (3) publications. -Where the applicant has a patent, it will be equated to three (3) publications. -There should be evidence of resource mobilisation to Makerere University since promotion to rank of Associate Professor.	-Supervision of at least 7 (seven) Graduate Students to completion since last promotion.	Required

### 5.0 Effective Dates of Implementing the Policy

The reviewed Promotion track Policy takes immediate effect.

