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 470th Meeting held on 31st October and 2nd 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

Post	Minimum	Years of	Publications	Supervision of	Contribution
	Academic	Teaching		Graduate Students	to
	Qualification			to completion	Community
	s				
Lecturer	PhD or	Not required	Not required	Not required	Not required
	Masters				
	Degree in				
	a Clinical				
	Discipline				
Senior	PhD or	-Two Years of	-Five (5) recognized publications	-supervision of at	Required
Lecturer	Masters	actual Teaching	in the area of specialization since	least one graduate	
	Degree in a	Experience and;	last promotion to the rank of	student up to	
	Clinical	having served	Lecturer and; -he/she should be	completion.	
	Discipline	for a period of	the first author of at least two		
		at least one year	(2) publications.		
		at the rank of	-Where there was evidence that		
		Lecturer.	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)		

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

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

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

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

		since	- Should be the first author of at		
		promotion to	least one publication.		
		the rank of	- Where there was evidence that		
		Lecturer	the Principal investigator did the		
			work with a student, it		
			should be taken as co-authorship.		
			- Where the applicant has gone		
			ahead to have a 'published book',		
			this should be equated to		
			three (3) publications.		
			-Where the applicant is a recipient		
			of internationally recognised		
			scholarly award (from an		
			Academic Body) it will be		
			equated to three (3) publications		
Associate	PhD or Masters	Eight Years	-Four (4) new recognised	-Supervision of	Required
Professor	Degree in	of Teaching	publications in the area of	three Graduate	
	Clinical	experience	specialisation since last date of	Students to	
	Sciences	and; having	promotion to rank of Senior	completion.	
		served for	Lecturer.	- At least 2 (two)	
		the period of	-Should be first author of at least	Graduate Students	
		three (3)	50% of the publications.	to completion since	
		years since	-Where there was evidence that	last promotion.	
		the last	the Principal investigator did the		
		promotion to	work with a student, it should be		
		the rank of	taken as co-authorship.		
		Senior	-Where applicant is a recipient of		
		Lecturer	internationally recognised		
			scholarly award (from an		
			Academic Body, it will be		
			equated to three (3) publications.		
			-Where the applicant has a patent,		
			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.		
Professor	PhD or Masters	Ten Years	-Five (5) new recognised	-Supervision of at	Required
	Degree in	of actual	publications since last promotion	least 7 (seven)	
	Clinical	Teaching	to the rank of Associate Professor.	Graduate Students	
	Sciences	Experience	-Should be first author of at least	to completion since	
		and; having	50% of the publication.	last promotion.	
		served for a	- Where there was evidence that		
		period of at	the Principal investigator did the		
		least three	work with a student, it should be		
		years since	taken as co-authorship.		
		the last	-Where applicant is a recipient of		
		promotion to	internationally recognised		
		the rank of	scholarly award (from an		
		Associate	Academic Body, it will be		
		Professor	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.		

5.0 Effective Dates of Implementing the Policy

The reviewed Promotion track Policy takes immediate effect.