

KUMASI TECHNICAL UNIVERSITY



**APPOINTMENTS
AND
PROMOTIONS
POLICY**

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KUMASI TECHNICAL UNIVERSITY CRITERIA FOR APPOINTMENTS AND PROMOTIONS

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KUMASI TECHNICAL UNIVERSITY CRITERIA FOR APPOINTMENTS AND PROMOTIONS 'SENIOR MEMBERS'

1.0 Introduction

The purpose of this policy is for the Appointments and Promotions of Teaching and Non-Teaching Senior Members of Kumasi Technical University to be in tune with the Scheme of Service of the Technical University.

These criteria, among others, are to help:

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

The Statutes of Kumasi Technical University provide some procedures for appointment and promotion of Staff, however this policy will streamline appointments and promotions within the University. There shall be a **University Appointments and Promotions Board** whose composition and functions shall be as prescribed in the Statutes of KsTU.

2.0 Criteria for Appointments and Promotions of Senior Members (Teaching)

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

2.1 Assessable Areas for Appointments and Promotions

2.1.1 Appointments

Applicants for appointment shall be assessed on:

- i. Qualification
- ii. Experience
- iii. Appearance
- iv. General Knowledge
- v. Reliability
- vi. Background
- vii. Aptitude.

At each level of assessment the following will be checked:

- i. Quality and impact of research output
- ii. Satisfactory promotion of scholarly work
- iii. Qualitative contribution to discipline/profession
- iv. Quality and effectiveness of teaching and contribution to all aspects of teaching and learning
- v. Demonstrated leadership in discipline/profession, and community.

2.1.2 Procedure and Criteria for Promotion

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

- i. Teaching
- ii. Research, Scholarly and Innovation works
- iii. Community Service (University and Public)
- iv. Professional Activities

(i) 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 organize 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:
 - demonstrated competence in the subject matter in the classroom and public presentations, including seminars, colloquia, conferences and inter-faculty lectures;

- effectiveness in the development and use of innovative methods in teaching;
 - guidance and leadership in student activities;
 - initiation and participation in curriculum development (e.g. introduction of new courses or programmes);
 - authoring of textbooks;
 - effectiveness in supervising research projects and graduate students; and
 - 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.

(ii) Research, Scholarly and Innovation Works

- (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 an original professional work such as architectural or engineering designs, computer software or film or drama productions or other creative works.
- (b) In the evaluation of a candidate's research and scholarly contribution, the following shall be recognised:
- **Independent Research:** This is based upon the candidate's own interests and needs;
 - **University Sponsored Research:** This is research based on specific areas of interest of the University.

- **Published Text and Reference Books:** This is research aimed at publishing textbooks and reference question. The research may be either basic or applied;
 - **Contract Research:** This is research based upon the needs and interests of an external client materials and includes translation of specialized scientific and scholarly works, reviews of rare books and published research by scientific societies approved by the Academic Board;
 - **Inventions and Novelties :** This research consists mainly in 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:
- Contributions in the area of coordination of knowledge such as survey articles and books reviews;
 - Service on editorial boards of scholarly journals;
 - Membership of technical committees of international or national conferences or symposia;
 - Technical reports authored;
 - Prizes and awards received for scholarly achievement; and
 - High level consulting work.
- (d) For purposes of this section, publication shall mean:
- Papers in internationally recognized refereed journals;
 - Papers in refereed proceedings in international conferences and specialized symposia

- Refereed, published or accepted-for-publication technical reports from specialised university research centres or other internationally recognized research and policy institutions;
 - Refereed textbooks and reference books;
 - Refereed authentication review of rare books;
 - Refereed translation of specialized scientific books and other scholarly works;
 - Refereed books and research reports published by scientific societies approved by the Academic Board;
 - Inventions and novelties that patents from recognized patent agencies approved by the Academic Board; and
 - Distinguished creative activities in accordance with criteria approved by the Academic Board.
- (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 recognized publisher.

(iii) Community Service (University and Public)

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

- (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 University at large.

- (b) Service rendered by a senior member to the local (non-university) community and the country, both in their special capacities as scholars and in areas beyond these special capacities when the work done is at a sufficiently high level and quality, shall likewise be recognized in the promotion process. These may include organizing 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.

(iv) Professional Activities

The professional activities of a senior member shall be recognized in the evaluation of their applications for appointment and or promotion. In particular, account shall be taken of the candidate 's contribution to the development of his/her profession through those activities where appropriate.

Other factors that may be considered include:

- (a) the recommendations of the Faculty Appointments and Promotions Review Committee
- (b) applicant's formal qualifications

- (c) summary of student assessments in the last (5) five years.

2.2 Documentation required for Appointments and Promotions

- i. 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 (with originals to be presented at interview);
 - (d) Relevant minutes of Faculty Appointments and Promotions Review Committee;
 - (e) Two interactive reports (one on applicant's demonstration of teaching or seminar from the Head of Department and one from the Dean of Faculty); and
 - (f) For candidates seeking appointment to the grade of Senior Lecturer/Senior Research fellow or higher, at least two (2) external assessors' reports out of three (3) assessment must be favorable.
- ii. For promotion to Senior Lecturer or Associate Professor or Professor and equivalent, documentation to be reviewed by the University Appointments and Promotions Board shall include:
 - (a) Completed Application forms;
 - (b) Updated Curriculum Vitae;
 - (c) Relevant minutes of Faculty Appointments and Promotions Review Committee;

- (d) Summary of student assessment of candidate dating back five (5) years if available; and
 - (e) Two external assessors' reports out of three (3) must be favorable.
- iii. Appointment or promotion shall be made to a named department or departments in a named discipline or profession and in the broad subject area rather than to sub-area of specialisation.
 - iv. 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.
 - v. The minutes of the Appointments and Promotions Board shall be provided to the members of the Board.
 - vi. Minutes on general policy matters shall be circulated to the Deans and Directors, Heads of Department and other members of the Academic Board.
 - vii. Letters on individual appointments shall be circulated to Heads of Department and Deans or Directors of the Faculties, Schools or Institutes concerned.
 - viii. 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.

- ix. The documents in the appointment process and the discussions at the Appointments and Promotions Board shall be confidential.
- x. 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.

3.0 Eligibility for Appointments

Applicant shall be assessed based on capacity or potential for:

- i. Teaching;
- ii. Scholarship;
- iii. Research;
- iv. Leadership;
- v. Industry related innovation, inventiveness and resourcefulness; and
- vi. Extension work and/or service to the University community and the nation.

3.1 Procedure and Criteria for Appointments and Promotions

3.1.1 Vacancies

- i. Vacancies shall be announced by internal and/or external advertisement as appropriate:
- ii. 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.

3.2 Submission of Application

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

- vi. 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.

3.3 Faculty Appointments and Promotions Review Committee

- i. 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.
- ii. Inter-Faculty Appointments and Promotions Review Committees may be constituted where necessary the chairman of which shall be appointed by the Vice-Chancellor.
- iii. The composition of the Faculty Appointments and Promotions Review Committee shall be as stated in the University Statutes.
- iv. The Committee may co-opt others as appropriate to assist its work.
- v. The Faculty Appointments and Promotions Review Committee shall meet at least twice a semester.
- vi. The review process shall include a report from the Head of Department's assessment of the applicant.
- vii. An application shall not be withheld from the Faculty Appointments and Promotions Review Committee.

- viii. 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.

3.4 Handling of applications at the Dean's Office

- i. An assessment shall not be provided by the Dean or Head of Department on the applicant's publications.
- ii. 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.
- iii. Where the applicant is seeking a higher rank than the Head of Department, the Head of Department shall submit the application without his/her comments to the Dean for consideration by Faculty Appointments and Promotions Review Committee within fourteen (14) days of receipt including weekends.
- iv. For promotion from lecturer to senior lecturer assessment of publications shall normally be outside the University by at least two (2) external assessors.
- v. An external assessor is a person of standing in the applicant's field, normally of professor or equivalent but not employed by or in any way currently connected with the University.
- vi. 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.

3.5 Handling of Applications at the Registry

- i. 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.
- ii. 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.
- iii. In each case of an appointment or promotion, the Registrar shall provide the Appointments and Promotions Board with the:
 - (a) approved departmental establishment, if applicable;
 - (b) approved criteria for appointment or promotion;
 - (c) reports of the Faculty Appointments and Promotions Review Committee;
 - (d) report of the assessor(s); and
 - (e) salary scale and the recommended entry point.

3.6 Appointments and Promotions

3.6.1 Assistant Lecturer/Assistant Research Fellow (SM5)

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

- i. The Assistant Lecturer/Assistant Research Fellow position is a temporary one designed for prospective Lecturers;
- ii. 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;
- iii. The appointment of the Assistant Lecturer may be terminated unless the candidate registers for and obtains a terminal degree to qualify for appointment as Lecturer within the above – mentioned period; and
- iv. The Assistant Lecturer/Research Fellow must go through the relevant Appointments and Promotions procedure.

3.6.2 Lecturer/Research Fellow (SM4)

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

- i. Applicant must hold a terminal degree (PhD) or its equivalent professional qualification in a relevant subject area;
- ii. Appointment to the position of Lecturer/Research Fellow shall be for a term of six (6) years and may be renewed for a second term based on satisfactory performance;
- iii. A Lecturer/Research Fellow's appointment may be renewed up to a maximum of two (2) terms, that is, a total of twelve (12) years upon which the appointment may be terminated, unless the applicant qualifies for promotion to Senior Lecturer position; and
- iv. Lecturers already in service with Researched Master's degree must upgrade by the end of the second term renewal.

3.6.3 Senior Lecturer/Senior Research Fellow (SM3)

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

- i. Applicant must have a terminal degree (PhD) or its equivalent;
- ii. Must have served satisfactorily as a Lecturer for a minimum of Six (6) years;
- iii. Evidence of practical and applied scientific research and innovation shall be required;
- iv. Applicant shall demonstrate the capacity for continuous research and publication;
- v. Applicant must support his/her application with a minimum of six (6) publications in recognized reputable peer reviewed journals;
- vi. Applicants in the Research Fellow grade shall be required to present 50% more than the number of publications expected of those in the Lecturer grade;
- vii. In addition, evidence of practical research in research and innovation shall be considered. Original works and productions such as technical designs, scientific inventions and productions, creative and artworks supported with write-ups shall also be considered; and
- viii. The applicant must be assessed and recommended for promotion by at least two (2) external assessors.

3.6.4 Associate Professor (SM2)

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

- i. Applicant must have a terminal degree (PhD) or its equivalent;
- ii. Must have served as a Senior lecturer for a minimum of five (5) 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;
- iii. Evidence of practical and applied scientific research and innovation shall be required;
- iv. Applicant shall demonstrate the capacity for continuous research and publication;
- v. Applicant must support his/her application with a minimum of ten (10) publications in recognized reputable peer reviewed journals after promotion to Senior Lecturer grade;
- vi. Applicants in the Research Fellow grades shall be required to present 50% more than the number of publications expected of those in the Lecturer grade;
- vii. Original works and productions such as technical designs, scientific inventions and productions, creative and artworks supported with write-ups shall also be considered; and
- viii. The applicant must be assessed and recommended for promotion by at least two (2) external assessors out of three (3).

3.6.5 Professor (SM1)

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

- i. 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;
- ii. Applicant must have a terminal degree (PhD) or its equivalent;
- iii. Must have served for at least four (4) years as an Associate Professor;
- iv. Evidence of practical and applied scientific research and industry-related innovation shall be required. Applicant shall demonstrate the capacity for continuous research and publication;
- v. Applicant shall present a minimum of ten (10) cumulative relevant publications in recognized reputable peer reviewed journals after promotion to Associate Professor grade;
- vi. Applicants in the Research Fellow grades shall be required to present 50% more than the number of publications expected of those in the Lecturer grade. Original works and productions such as technical designs, scientific inventions and productions, creative and artworks supported with write ups shall also be considered; and
- vii. The applicant must be assessed and recommended for promotion by at least two (2) external assessors on his/

her research work, inventiveness in industry and extension services.

3.6.6 Visiting Faculty

- i. Appointments of visiting scholars shall be upon the commendation of the Head of Department.
- ii. The applications shall be reviewed by the Faculty Appointments and Promotions Sub-Committee which shall submit a recommendation including curriculum vitae to the University Appointments and Promotions Board.
- iii. Such appointment shall be for a period of one (1) year in the first instance and may be renewed for another one (1) year only.
- iv. 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.

3.6.7 Emeritus and Adjunct Appointments

3.6.7.1 Emeritus Professorship

- i. The Appointments and Promotions Board may recommend a person to the Emeritus Professorship rank.
- ii. A candidate for the position of Emeritus Professor shall be active in his/her field and within easy reach of the University.
- iii. The title of Emeritus Professor shall be conferred only on a full Professor who has retired from the University.

- iv. Nomination shall be considered by the Department, reviewed by the Faculty Board, recommended to the Appointments and Promotions Board and approved by Council.
- v. 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 Emiritus Professor shall be paid.

3.6.7.2 Adjunct Appointments

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. Such appointments may not necessarily be based on academic qualifications, but rich and relevant industrial experience.

3.7 Junior Assistant Librarian (SM5)

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

- i. Possess a postgraduate degree in library or information science related studies;
- ii. Must be a member of a relevant professional body in Ghana;
- iii. Be computer literate and be conversant with relevant library software applications;
- iv. Staff in this position shall be appointed for a period of three (3) years and renewable for further period of two (2) years only; and

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

3.8 Assistant Librarian (SM4)

For promotion to Assistant Librarian an applicant must among othersL

- i. Possess a postgraduate degree in library or information science related studies. A PhD in Library Science or Studies is preferable;
- ii. Must be a member of a relevant professional body in Ghana; and
- iii. Be computer literate and be conversant with relevant library software applications.

3.9 Senior Assistant Librarian (SM3)

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

- i. Possess a minimum of a postgraduate degree in library or information science related studies. A PhD in Library Science or Studies is preferable. He /She must have served as an Assistant Librarian in a University or comparable grade in a similar institution/organisation for at least six (6) years;
- ii. Hold membership of a Professional Body in librarianship/ Information Science;
- iii. Support his/her application with a minimum of four (4) cumulative publications published in recognized peer-

reviewed journals after promotion as Assistant Librarian/ analogous grade. 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

- iv. Be computer literate and be conversant with library software.

3.10 Deputy Librarian (SM2)

For promotion to Deputy Librarian an applicant must among others:

- i. Possess a minimum of a postgraduate degree in library or information science related studies. A PhD in Library Science or Studies is preferable;
- ii. He /She must have served as a Senior Assistant Librarian in a University or comparable grade in a similar institution/ organisation for at least six (6) years;
- iii. Hold membership of a Professional Body in librarianship/ Information Science;
- iv. Support his/her application with a minimum of ten (10) cumulative publications six (6) of which must have been published in recognized 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
- v. Be computer literate and be conversant with library software.

3.11 Librarian (SM1)

- i. 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.
- ii. Possess a minimum of a postgraduate degree in library or information science related studies. A PhD in Library Science or Studies is preferable.
- iii. He/ She must have served as a Deputy Librarian in a University or comparable grade in a similar institution /organisation for at least six (6) years . Must be a scholar and a member of a Professional Body in librarianship/Information Science

4.0 Appointment and Promotion Criteria for Senior Members – Non-Teaching

4.1 Areas for Consideration

- i. Ability in work – this relates to:
 - (a) Resourcefulness of the officer in performing his/her schedule or prescribed duties.
 - (b) Attention is given to the ingenuity of the officer in the manner he or she approaches his/her tasks i.e. the skills /cleverness that allows /aids the officer to perform a specified task. For example , good organisational and coordinative skills in the case of an Assistant Registrar in organizing meetings and proficiency in writing etc.

The Head of Department is expected to submit a confidential report when the officer applies for the position.

ii. Promotion of work – Knowledge in Administrative Matters:

- (a) Capability or competency to further or advance the prescribed task or schedule.
- (b) Ability to come out with proposals that are accepted and implemented. Points should be awarded for innovation and novelty of ideas or methods to improve existing practices. This includes activities performed by the officer to improve the execution of his schedules. The aim is to reward officers possessing the X-factor and to encourage others to think outside the box.

The Head of Department is expected to submit a confidential report when the officer applies for the position.

iii. Human Relation – this relates:

- (a) Ability to relate well with both the internal and the external environment since staff are seen as agents of the Technical University. It is imperative that officers of the institution form constructive relations with all and sundry.
- (b) Internally, staff ability to relate well and coordinate with superiors, colleagues and subordinates alike should be appreciated when it comes to promotion purposes as it creates an enabling environment for growth and development.
- (c) Ability to uphold the image of the Technical University when approached by the public or when nominated to represent the institution is also paramount.

The Head of Department is expected to submit a confidential report when the officer applies for the position.

iv. Community Service – This relates to:

Services rendered by officers other than their job schedules towards the development of the local community in which the institution is located and the country at large. Points should be awarded for staff constructive contribution to social issues and activities acceptable as:

- (a) Ad Hoc Committees
- (b) Executive member of Trade Union
- (c) Consultancy work
- (d) Resource Person for Seminars, training, workshops, etc.

The Head of Department is expected to submit a confidential report when the officer applies for the position.

4.2 Assessment for Promotion

4.2.1 For Promotion to Senior and Deputy Positions:

- i. Candidates shall be required to produce a write-up on work done at their current grade, for assessment by two External Assessors. The Annual Performance Appraisal should also be used;
- ii. Candidates must show clear evidence of ability to hold schedule(s) without supervision;
- iii. Candidate must be computer literate;
- iv. Candidate shall support application with a minimum of one (1) publication at senior and deputy position respectively;

- v. Candidate shall support application with a minimum of six (6) Reports and Memoranda respectively at each level of application; and
- vi. For all Senior Management (Registrar , Director of Finance/ Finance Officer, Director of Internal Audit/Internal Auditor and Director of Works & Physical Development/Development Officer), a search committee shall be constituted by the Governing Council of the Kumasi Technical University to identify suitable candidates for appointment.

NB: the appointment and promotion of non-teaching staff shall be guided by the KsTU Statutes.

5.0 Registry

5.1 Registrar (SM1)

The vacancy shall be advertised. Appointment to the position of Registrar 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.

Applicant must hold a minimum of Master's degree preferably in Administration and Management related area. Must have served as a Deputy Registrar in a University or comparable grade in a similar institution/organisation for at least six (6) years.

5.2 Deputy Registrar (SM2)

The vacancy shall be advertised. Applicant must hold at least a Master's degree preferably in Administration and Management related area. Applicant must have served as Senior Assistant Registrar in a University or comparable grade in a similar institution/organisation for at least six (6) years.

He/She shall demonstrate outstanding administrative and leadership abilities, proven by relevant working experience and written work, including Publications, Reports, and Memoranda for two (2) External Assessors' evaluation.

5.3 Senior Assistant Registrar (SM3)

The vacancy shall be advertised. Applicant must hold at least a Master's degree preferably in Administration and Management related area. Applicant must have served as Assistant Registrar in a University or comparable grade in a similar institution/organisation for at least six (6) years.

He/She shall demonstrate outstanding administrative and leadership abilities, proven by relevant working experience and written work, including Publications, Reports, and Memoranda for two (2) External Assessors' evaluation.

5.4 Assistant Registrar (SM4)

Applicant must hold at least a Master's degree preferably in Administration and Management related area. Applicant must have a minimum of two (2) year post qualification experience.

5.5 Junior Assistant Registrar (SM5)

Applicant must hold at least a Master's degree preferably in Administration and Management related area.

6.0 Finance Directorate

6.1 Director of Finance (SM1)

The vacancy shall be advertised. Appointment to the position of Director of Finance shall be through competitive interview and as provided for in the Technical Universities Act 2016, Act 922 as

amended and in the Statutes . Candidates must show clear evidence of ability to hold schedule(s) without supervision.

Applicant must be a Chartered Accountant and hold a Master's degree in the relevant field. He/She must have served as a Deputy Director of Finance in a University or comparable grade in a similar institution/organisation for at least six (6) years.

6.2 Deputy Director of Finance (SM2)

The vacancy shall be advertised . Applicant must be a Chartered Accountant and hold a Master's degree in the relevant field. He /She must have served as a Senior Accountant in a University or comparable grade in a similar institution/organisation for at least six (6) years.

In addition, applicants shall be required to support their application with papers and publication for two (2) External Assessors' evaluation. Candidates must show clear evidence of ability to hold schedule(s) without supervision.

6.3 Senior Accountant (SM3)

The vacancy shall be advertised . Applicant must be a Chartered Accountant and hold a Master's degree in the relevant field . He /She must have served as an Accountant in a University or comparable grade in a similar institution/organisation for at least six (6) years.

In addition, applicants shall be required to support their application with papers and publication for two (2) External Assessors' evaluation. Candidates must show clear evidence of ability to hold schedule(s) without supervision.

6.4 Accountant (SM4)

Applicant must be a Chartered Accountant and hold a Master's degree in the relevant field. He/She must have served as an Assistant Accountant in a University or comparable grade in a similar institution/organisation for at least two (2) years.

6.5 Assistant Accountant (SM5)

Applicant must be a Chartered Accountant and hold a Master's degree in the relevant field.

7.0 Internal Audit Directorate

7.1 Internal Auditor (SM1)

The vacancy shall be advertised. Appointment to the position of Internal Auditor shall be through competitive search and interview and as provided for in the Technical Universities Act 2016, Act 922 as amended and in the Statutes . Candidates must show clear evidence of ability to hold schedule(s) without supervision.

Applicant must be a Chartered Accountant and hold a minimum of a Master's degree in the relevant field. He /She must have served as a Deputy Internal Auditor in a University or comparable grade in a similar institution/organisation for at least six (6) years.

7.2 Deputy Internal Auditor (SM2)

The vacancy shall be advertised. Applicant must be a Chartered Accountant and hold a minimum of a Master's degree in the relevant field. He /She must have served as a Senior Assistant Internal Auditor in a University or comparable grade in a similar institution/organisation for at least six (6) years.

In addition, applicants shall be required to support their application with papers and publication for two (2) External Assessors' evaluation. Candidates must show clear evidence of ability to hold schedule(s) without supervision.

7.3 Senior Assistant Internal Auditor (SM3)

The vacancy shall be advertised. Applicant must be a Chartered Accountant and hold a minimum of a Master's degree in the relevant field. He/She must have served as an Assistant Internal Auditor in a University or comparable grade in a similar institution/organisation for at least six (6) years.

In addition, applicants shall be required to support their application with papers and publication for two (2) External Assessors' evaluation. Candidates must show clear evidence of ability to hold schedule(s) without supervision.

7.4 Assistant Internal Auditor (SM4)

Applicant must be a Chartered Accountant and hold a Master's degree in the relevant field. He/She must have at least two (2) years post-professional accountancy/auditing experience.

Applicant must be computer literate and must be conversant with accounting/auditing application softwares.

7.5 Junior Assistant Internal Auditor (SM5)

Applicant must be a Chartered Accountant and hold a Master's degree in the relevant field.

8.0 Procurement Office

8.1 Procurement Officer (SM2)

The vacancy shall be advertised. Applicant must hold a minimum of Master's degree in Procurement Management plus a Professional Qualification in Procurement.

Applicant must have served as a Senior Assistant Procurement Officer in a University or comparable grade in a similar institution/organisation for at least six (6) years. Applicant must be computer literate and must be abreast with relevant software applications.

In addition, applicants shall be required to support their application with papers and publication for two (2) External Assessors' evaluation. Candidates must show clear evidence of ability to hold schedule(s) without supervision and must be conversant with the Public Procurement Act 2003 (Act 663) and other relevant financial administration laws.

8.2 Senior Assistant Procurement Officer (SM3)

The vacancy shall be advertised. Applicant must hold a minimum of Master's degree in Procurement Management plus a Professional Qualification in Procurement.

Applicant must have served as an Assistant Procurement Officer in a University of comparable institution/organisation for at least six (6) years. Applicant must be computer literate and must be abreast with relevant software applications.

In addition, applicants shall be required to support their application with papers and publication for two (2) External Assessors' evaluation. Candidates must show clear evidence of ability to hold schedule(s) without supervision and must be conversant with the Public Procurement Laws and other relevant financial administration laws.

8.3 Assistant Procurement Officer (SM4)

The vacancy shall be advertised . Applicant must hold a minimum of Master's degree in Procurement Management plus a Professional Qualification in Procurement. Applicant must have at least two (2) years post – qualification experience in the area of procurement.

Applicant must be computer literate and be abreast with relevant software applications.

Candidates must show clear evidence of ability to hold schedule(s) without supervision and must be conversant with the Public Procurement Laws and other relevant financial administration laws.

8.4 Junior Assistant Procurement Officer (SM5)

Applicant must hold a minimum of Master's degree in Procurement Management plus a Professional Qualification in Procurement. Applicant must be computer literate and be abreast with relevant software applicants.

9.0 Works and Physical Development

9.1 Director of Works and Physical Development (SM1)

The vacancy shall be advertised. Appointment to the position of Director of Works and Physical Development shall be through competitive search and interview and as provided for in the Technical Universities Act 2016, Act 922 as amended and in the Statutes.

Applicant must have a minimum of Master's degree in the Built Environment or relevant area of study PLUS relevant Professional Qualification.

Applicant must have served as Deputy Director of Works and Physical Development in a University or comparable grade in a similar institution/organisation for at least six (6) years. Applicants must be computer literate.

9.2 Deputy Director of Works and Physical Development (SM2)

The vacancy shall be advertised . Applicant must have a minimum of Master's degree in the Built Environment or relevant area of study PLUS relevant Professional Qualification . Applicant must have served as Senior Assistant Development Officer in a University or a comparable grade in a similar institution /organisation for at least six (6) years . Applicant must be computer literate . In addition, applicants shall be required to support their application with papers and publication for two (2) External Assessors' evaluation . Candidates must show clear evidence of ability to hold schedule(s) without supervision.

9.3 Senior Assistant Development Officer (SM3)

The vacancy shall be advertised. Applicants must have a minimum of Master's degree in the Built Environment PLUS relevant Professional Qualification. Applicants must have served as Assistant Development Officer in a University or comparable grade in a similar institution/organisation for at least six (6) years. Applicants must be computer literate.

In addition, applicants shall be required to support their application with papers and publication for two (2) External Assessors' evaluation. Candidates must show clear evidence of ability to hold schedule(s) without supervision.

9.4 Assistant Development Officer (SM4)

Applicant must have a minimum of Master's degree in the Built Environment or relevant areas of study PLUS relevant Professional Qualification with at least two (2) years post-qualification experience as Junior Assistant Development Officer.

9.5 Junior Assistant Development Officer (SM5)

Applicant must have a minimum of Master's degree in the Built Environment or relevant areas of study PLUS relevant Professional Qualification.

9.6 Estate Officer (SM3)

The vacancy shall be advertised . Applicant must have a minimum of Master's degree in the Built Environment /Land Economy /Estate Management or relevant area of study PLUS relevant Professional Qualification.

Applicant must have served as Assistant Estate Officer in a University or comparable grade in a similar institution/organisation for at least six (6) years. Applicant must be computer literate.

In addition, applicants shall be required to support their application with papers and publication for two (2) External Assessors' evaluation. Candidates must show clear evidence of ability to hold schedule(s) without supervision.

9.7 Assistant Estate Officer (SM4)

Applicant must have a minimum of Master's degree in the Built Environment/Land Economy/Estate Management PLUS relevant Professional Qualification with least two (2) years post-qualification experience.

10.0 Quality Assurance and Academic Planning Unit (QAPU)

10.1 Planning Officer (SM3)

Applicant must hold a minimum of Master's degree in a relevant field. A relevant professional qualification would be an added advantage. Applicant must have at least eight (8) years post – qualification experience in a senior management position in tertiary education, industry, or any relevant public service organisation.

OR

Must have served in the grade of Senior Assistant Planning Officer for a minimum of four (4) years in a tertiary institution.

Vacancies shall be advertised and qualified applicants may be considered for appointments. Applicants shall be required to produce a write-up on work done at current grade, based on work output, for two(2) External Assessors' evaluation

10.2 Assistant Planning Officer (SM4)

Applicant must hold a minimum of Master's degree in a relevant field. A relevant professional qualification would be an added advantage. Applicant must have at least two (2) years post – qualification experience as Junior Assistant Planning Officer in a tertiary education, or senior management in industry, or any relevant public service organisation.

Vacancies shall be advertised and qualified applicants may be considered for appointments. Applicants shall be required to produce a write-up on work done at current grade, based on work output, for two External Assessors' evaluation.

10.3 Junior Assistant Planning Officer (SM5)

Applicant must hold a minimum of Master's degree in a relevant field.

10.4 Quality Assurance Officer (SM3)

Applicant must hold a minimum of Master's degree in a relevant field. A relevant professional qualification would be an added advantage. Applicant must have at least eight (8) years post – qualification experience in a senior management position in tertiary education, industry, or any relevant public service organisation.

OR

Must have served in the grade of Assistant Quality Assurance Officer for a minimum of four (4) years in a tertiary institution.

Vacancies shall be advertised and qualified applicants may be considered for appointments. Applicants shall be required to produce a write-up on work done at current grade, based on work output, for two External Assessors' evaluation.

10.5 Assistant Quality Assurance Officer (SM4)

Applicant must hold a minimum of Master's degree in a relevant field. A relevant professional qualification would be an added advantage. Applicant must have at least two (2) years post – qualification experience in a senior management position in tertiary education, industry, or any relevant public service organisation.

Vacancies shall be advertised and qualified applicants may be considered for appointment. Applicants shall be required to produce a write-up on work done at current grade, based on work output, for two External Assessors' evaluation.

11.0 Industrial Liaison Office

11.1 Industrial Liaison Officer (SM3)

Applicant must hold a minimum of a Master's degree in a relevant field and must have at least eight (8) years post-qualification experience in a senior management position in liaison activities in tertiary institution, industry or any relevant public service organisation

OR

Must have served as an Assistant Industrial Liaison Officer for four (4) years in a tertiary institution.

Vacancies shall be advertised and qualified applicants may be considered for appointment. Applicants shall be required to produce a write-up on work done at current grade, based on work output, for two External Assessors' evaluation.

11.2 Assistant Industrial Liaison Officer (SM4)

Applicant must hold a minimum of a Master's degree in a relevant field and must have at least two (2) years post-qualification experience in a senior management position in liaison activities in tertiary institution, industry or any relevant public service organisation.

Vacancies shall be advertised and qualified applicants may be considered for appointment. Applicants shall be required to produce a write-up on work done at current grade, based on work output, for two External Assessors' evaluation.

12.0 Guidance & Counseling Office

12.1 Guidance & Counseling (SM3)

Applicant must hold a minimum of Master's degree in a relevant field and must have at least eight (8) years post qualification experience.

OR

Must have served as Assistant Guidance & Counseling Officer for at least six (6) years in a tertiary institution.

Vacancies shall be advertised and qualified applicants may be considered for appointments. Applicants shall be required to produce a write-up on work done at current grade, based on work output, for two External Assessors' evaluation.

12.2 Assistant Guidance & Counseling Officer (SM4)

Applicant must hold a minimum of Master's degree in a relevant field and must have at least two (2) years post qualification experience.

Vacancies shall be advertised and qualified applicants may be considered for appointment. Applicants shall be required to produce a write-up on work done at current grade, based on work output, for two External Assessors' evaluation.

13.0 University Sports Office

13.1 Sports Officer (SM3)

Applicant must hold a minimum of a Master's degree in a relevant field and must have at least eight (8) years post-qualification experience in senior management.

OR

He/she must have served as Assistant Sports Officer for at least four (4) years

Vacancies shall be advertised and qualified applicants may be considered for appointment. Applicants shall be required to produce

a write-up on work done at current grade, based on work output, for two External Assessors' evaluation.

13.2 Assistant Sports Officer/Coach (SM4)

Applicant must hold a minimum of a Master's degree in a relevant field and must have at least two (2) years post-qualification experience.

OR

He/she must have served as Junior Assistant Sports Officer for at least two (2) years in a tertiary institution.

OR

A Bachelor's degree plus a Professional Coaching Certificate in specific sports discipline, plus ten (10) years coaching experience.

Vacancies shall be advertised and qualified applicants may be considered for appointments. Applicants shall be required to produce a write-up on work done at current grade, based on work output, for two External Assessors' evaluation.

13.3 Junior Assistant Sports Officer/Coach (SM5)

Applicant must hold a minimum of a Master's degree in Physical Education or a relevant field.

OR

A Bachelor's degree plus a Professional Coaching Certificate in specific sports discipline, plus ten (10) years coaching experience.

14.0 Medical Director (SM3)

Applicant must hold an MB.ChB or its equivalent, be a qualified Medical Doctor, duly registered by the Ghana Medical and Dental

Council. Applicant must have six (6) years post-qualification experience and must have practiced in institutions of similar standing.

Vacancies shall be advertised and qualified applicants may be considered for appointments. Applicants shall be required to produce a write-up on work done at current grade, based on work output, for two External Assessors' evaluation.

15.0 Legal Officer (SM3)

Applicant must hold the LLB and BL degrees and must be a qualified Lawyer, duly registered by the Ghana Bar Association. Applicant must have six (6) years post-qualification experience at the Bar and must have practiced in institutions of similar standing.

Vacancies shall be advertised and qualified applicants may be considered for appointment. Applicants shall be required to produce a write-up on work done as a Practicing Lawyer, based on work output, for two External Assessors' evaluation.

16.0 Information & Communication Technology (ICT) Centre

16.1 ICT Officer (SM3)

Applicant must hold a minimum of Master's degree in Information Technology and must have at least eight (8) years post-qualification experience in a senior management position in Information Technology management in tertiary institution, industry or any relevant public service organisation

OR

Must have served as an Assistant ICT Officer for at least four (4) years in a tertiary institution.

Vacancies shall be advertised and qualified applicants may be considered for appointment. Applicants shall be required to produce a write-up on work done at current grade, based on work output, for two External Assessors' evaluation.

16.2 Assistant ICT Officer (SM4)

Applicant must hold a minimum of a Master's degree in a relevant field and must have at least two (2) years post-qualification experience in a senior management position in Information Technology management in a tertiary institution.

OR

Must have served as a Junior Assistant ICT Officer for at least two (2) years in a tertiary institution.

Vacancies shall be advertised and qualified applicants may be considered for appointment Applicants shall be required to produce a write-up on work done at current grade, based on work output, for two External Assessors' evaluation.

16.3 Junior Assistant ICT Officer (SM5)

Applicant must hold a minimum of a Master's degree in a relevant field.

17.0 Non-Eligibility for Promotion

- i. A member of staff who has resigned or has submitted a notice of resignation is not eligible to apply for promotion
- ii. A member of staff on leave with or without pay for a period of more than 12 months does not qualify to apply for promotion. However, members of staff who submit an application for promotion prior to the start of study leave

are eligible.

- iii. Under no circumstances shall staff be appointed or promoted without recourse to the assessment metrics spelt out under the respective ranks.

18.0 Guidelines for Assessment

The three areas of Promotion of knowledge, Teaching and Service shall be assessed as follows:

18.1 Indicators for Assessment of Promotion of Knowledge

Promotion of knowledge shall be assessed by:

- i. Research output,
- ii. Publication arising out of research,
- iii. Invention arising out of research, and
- iv. Development of new programme(s).

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

- i. Refereed Journal papers,
- ii. Published Books in one's area(s) of specialization in higher education.
- iii. Chapters in published books in one's area(s) of specialization
- iv. Conference Papers published in refereed conference proceedings/peer-reviewed documents on exhibition

- v. Course Manuals
- vi. Patented inventions, technical reports, technologies or products, and
- vii. Papers presented at Inter-Faculty/School lectures/ seminars/ conferences/ workshop.

18.1.1 Weighting

Authorship	Books	Journal Paper	Published Conference Paper	Patented Innovation/Inventions	Published Technical Report	Scholarly Works
Single Author/ Innovator/Inventor	20	10	5	20	10	5
1st, 2nd and 3rd Authors/ Innovators/ Inventors	20	10	5	20	10	-
Other Co-authors/ Innovators/ Inventors of 4 or more	10	5	2.5	5	5	-

Note

- i. Irrespective of the number of books, monographs, and inventions, the total points shall not exceed the maximum 40 points.
- ii. The University shall recommend a list of accredited peer reviewed journals and publishers in the University newsletter
- iii. As regards the number of publications:
 - (a) One (1) book should count as two (2) refereed journal paper;
 - (b) Publications submitted in excess of the minimum requirements for promotion should be considered on their own merit;

18.2 Indicators for Assessing Teaching

The assessable areas to be considered for promotion shall be:

Teaching or professional experience in lecturing, ability to complete syllabus on schedule, preparation of teaching material, provision of learning experience for students as in field work, practical, punctuality in setting examination questions and marking as well as quality of examination questions and schemes, supervision of project work or theses of undergraduate and postgraduate students and students reaction to and evaluation of Applicants' teaching and supervision.

The following shall be considered in assessing teaching:

A maximum of:

- i. **10 points** shall be awarded for quality of lecture notes/ handouts, coverage of syllabus;

- ii. **7 points** shall be awarded for regularity and punctuality of attendance at lectures;
- iii. **4 points** shall be awarded for organisation of workshop, laboratory and field activities;
- iv. **3 points** shall be awarded for quality of supervision of projects/theses;
- v. **3 points** shall be awarded for regularity of attendance at seminars/meetings;
- vi. **7 points** shall be awarded for conduct of examinations;
- vii. **3 points** shall be awarded for quality of classroom supervision; and
- viii. **3 points** shall be awarded for lecture/teaching load/overload.

Assessors

Assessment of a candidate's performance in Teaching shall be undertaken by the candidate himself/herself, by the candidate's Head of Department (taking into accounts students' assessment of lecturers), by the Faculty Appointments and Promotions Sub-Committee and the University

Appointments and Promotions Committee.

For the purpose of clarity, a critical assessment of each of the factors with justification and evidence shall be made.

Note: Conduct of examination refers to quality of examination questions and marking schemes, punctuality in setting questions and marking examination scripts, nature of comments by external examiners and invigilation.

18.3 Evaluation of the Performance in Service to Community

Service to the Community shall be assessed as:

i. Service to the University:

This refers to an extension and services to current/previous employers or to the country 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, 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 of Faculty or Director of School/Institute;
- (g) Vice Deans/Deputy Directors;
- (h) Vice-Chancellor;
- (i) Pro Vice-Chancellor;
- (j) Member of Boards and Committees of the University Academic Counselor;
- (k) Hall Master;
- (l) Executive Members of Registered workers' organisation/ Trades Union/Staff Welfare;
- (m) Association; and

- (n) Securing a Grant
- ii. 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 specialization 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 recognized journals
- (c) External Examiner or Moderator
- (d) External Assessor for Promotion of research/academic Staff
- (e) Extension work/ workshops
- (f) Technical and consultancy work (evidenced by reports)
- (g) Reviewer of Journal Articles
- (h) Professional Activities

18.3.1 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

(a) Vice-Chancellor/Pro Vice-Chancellor	10
(b) Dean of a Faculty/Director/Senior Hall Warden	7
(c) Vice Dean/ Head of Department/Hall Warden	6
(d) Head of Section/Examination Officer	5
(e) Coordinator/Supervisor of Industrial Attachment/Counselor	3

ii. An officer in an Acting Position shall be awarded a percentage of the maximum points that may be awarded to the substantive officer as:

(a) Less than 3 months	25%
(b) 3-12 months	50%
(c) 12 months and above	75%

iii. Statutory Committees

(a) Chairman	5
(b) Other Members/Secretary	4

iv. Non-Statutory Committee/Ad-hoc Committees/Associations/Unions

(a) Chairman	5
(b) Other Members/Secretary	4
(c) Chairman of editorial board	5
(d) Secretary/ other officials	4
(e) Technical and consultancy work	3
(f) Development of Curricula of programmes	5
(g) Financial/Material Resource Mobilisation	4
(h) Extension Work/Workshops	4
(i) Academic Tutor	2
(j) Grantee*	15

***Maximum amount of \$100,000.00 or Ghana Cedis equivalent**

Note

Service to the University shall score a maximum 15 points out of the 20 points for Service.

- i. A curriculum or an academic programme designed by two persons shall be credited with the same marks to each of the designers.
- ii. A curriculum or an academic programme designed by three or more persons shall be credited as 1 to each of the members.
- iii. Irrespective of the number of programmes designed, the total marks shall not exceed 5 marks.
- iv. 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 accredited as 100%.

b) Service to the National or International community

- | | |
|--|---|
| (a) Chairman of National or International committee | 5 |
| (b) Secretary/other officials | 4 |
| (c) Membership of National and International Committees | 3 |
| (d) Membership of editorial boards of recognized journals | 5 |
| (e) External Examiner/Moderator | 5 |
| (f) External Assessor for promotion of research/academic staff | 5 |

Note

Service to the National or International Community shall score a maximum 5 points out of the 20 points for Service

19.0 APPEALS

- i. Any staff aggrieved and dissatisfied with the decision of the University's Appointment and Promotions Board may, within one (1) month of the notification of the decision to him/her, appeal to the Appointments and Promotions Board.
- ii. The University Appointments and Promotions Board may, on receipt of such application, review its own decisions affecting appointments/promotion of Senior Members at the next meeting of the Board.
- iii. Appeals shall move from the Board to the Council within three (3) months.
- iv. In considering such appeals, the Council shall be assisted by an expert/experts appointed by Council when the need arises.

20.0 SUMMARY SCORE SHEET

a) Senior Lecturer/ Senior Research Fellow

Assessment Components	Distribution of Points
Promotion of Knowledge through publications	40
Teaching	40
Community Service	20

The total mark for the areas of assessment shall sum up to 100 points.

b) Associate Professor

Assessment Components	Distribution of Points
Promotion of Knowledge	50
Teaching	25
Service	25

The total mark for the areas of assessment shall sum up to 100 points.

c) Professor

Assessment Components	Distribution of Points
Promotion of Knowledge	60
Teaching	20
Service	20

The total mark for the areas of assessment shall sum up to 100 points.

APPENDIX A

KUMASI TECHNICAL UNIVERSITY APPLICATION FOR PROMOTION TO BE COMPLETED IN DUPLICATE (SENIOR MEMBERS – ACADEMIC)

Name of applicant (in block letters)

Present Designation

I wish to apply for promotion to

In the Department of

I attach my full curriculum vitae including the following:

1.
 - i. Academic degrees earned with dates
 - ii. Institutions attended with dates
2. Kumasi Technical University teaching experience with dates:
 - i. Academic ranks held and subjects taught
 - ii. Supervision of students' project works/theses/research
 - iii. Other professionally related experience
3. Details of research, projects or exhibitions undertaken since last appointment/promotion in the University
 - i. Research conducted (topics with dates)
 - ii. Publications arising out of the research:
 - a) Refereed journal papers with exact references,

- b) Books with exact references,
 - c) Published conference papers with exact references,
 - d) Peer-reviewed document on exhibitions,
 - e) Technical reports
- iii. Contribution to co-authored publications.
4. Conferences/Seminars and Workshops at which papers were read
5. List of the publications;
- i. Published with exact references
 - ii. Unpublished
- Copies of selected publications for external assessment. For promotion to Professorship, four (4) copies each of candidate's selected papers should be submitted.
6. Patented inventions, Technologies or Products.
7. Record of service to the community (University, National, and International) with dates and supporting evidence.
8. The evaluation of my performance in the following areas of attainment with reasons and justification:
- i. Promotion of knowledge
 - ii. Teaching
 - iii. Service

SIGNATURE OF APPLICANT DATE

Notes on EVALUATION

1. The applicant shall assess his/her own achievements giving justification in the three areas of attainment:
 - i. Promotion of knowledge through research and publication
 - ii. Teaching
 - iii. 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 B (CONFIDENTIAL)

ASSESSMENT AND EVALUATION BY HEAD OF DEPARTMENT

(To be written or typed by the Head of Department himself and signed under the following headings):

(i) Quality of Teaching

(This assessment should sum up the applicant's performance as a Kumasi Technical University teacher and how he/she discharges his/her Departmental assignments related to teaching).

- (a) Quality of lecture notes/handouts, coverage of syllabus.
- (b) Regularity and punctuality of attendance at lectures.
- (c) Organisation of workshops, laboratory and field activities.
- (d) Quality of supervision of students' project works.
- (e) Regularity of attendance at seminars.
- (f) Conduct of examinations.
- (g) Quality of classroom supervision
- (h) Lecture/Teaching load.

(ii) Promotion of Knowledge

- (a) Certify the following statements made by the applicant:
 - Research conducted (Topics with dates)
 - Publications arising out of Research
 - Journals in which papers are published
 - Contributions to research resulting in co-authored publications

- Involvement in the other Departmental research and development activities (new products/technologies)
- (b) Certify publications/exhibitions listed by the applicant.

(iii) Service

General contribution to the work of the Kumasi Technical University, national or international committees/organisations.

Assessment of the activities in which the applicant has used his/her knowledge and expertise in his/her field of specialisation for the benefit of the Kumasi Technical University, his/her community, the national or international community.