




The Catholic University of Eastern Africa

TITLE	AUTHOR
PROCEDURE FOR PROMOTION OF ACADEMIC STAFF AND SENIOR LIBRARY STAFF (CUEA/VC/ACD/02)	DEPUTY VICE CHANCELLOR/ACADEMICS
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AUTHORIZATION This Standard Operating Procedure is issued under the authority of:	
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0.2 Record of Changes

No.	Date	Details of Changes		Authorization
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0.3 Distribution / Circulation

This Standard Operating Procedure is available at relevant functions for authorized users.

1.0 Purpose

This procedure seeks to ensure efficient and effective administration and Evaluation of Academic and Senior Library Staff for promotion.


2.0 Scope

This procedure applies to all committees under the jurisdiction of the DVC – Academic on Promotion of Academic Staff and Senior Library Staff.

3.0 Terms and Definitions

- 3.1 CUEA - The Catholic University of Eastern Africa
- 3.2 VC - Vice Chancellor

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- 3.3 DVC - Deputy Vice chancellor
- 3.4 ACD - Academic
- 3.5 HOD - Head of Department
- 3.6 CV - Curriculum Vitae
- 3.7 SOP - Standard operating Procedure
- 3.8 WI - Work Instruction
- 3.9 Search Committee – Standing Committee to screen possible candidates in a faculty/department and prepare dossier on each applicant. It is chaired by the Dean of Faculty.

4.0 References

This procedure makes references to the following:

- 4.1 CUEA Quality Management Manual
- 4.2 ISO 9001:2008 Standard

5.0 Principal Responsibilities


The DVC – Academics shall ensure the effective implementation of this procedure.

6.0 Method

6.1 Evaluation committee - Promotion of Teaching and Senior Library staff

- 6.1.1 The membership of the committee shall be:
 - a) The Deputy Vice Chancellor – Academic (Chairperson)
 - b) The Deputy Vice Chancellor – Finance
 - c) The Deputy Vice Chancellor – Administration
 - d) The Registrar
 - e) The Deans of Faculties
 - f) The Human Resource Manager
 - g) Two Senate Representatives
 - h) Two co-opted members
- 6.1.2 The HODs or Deans of Faculty of the concerned applicants shall ensure that the relevant documents from applicants are availed to the Chairperson of the Committee at least three days prior to the date of the meeting. The documents to be availed are:
 - a) Promotion request
 - b) Recommendations
 - c) The updated CV of the applicant.
 - d) Performance evaluation from the HOD concerned
 - e) Self evaluation (to include a statement of one’s scholarly and/or professional accomplishments)

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- 6.1.3 The chairperson shall inform the applicant to attend an interview if deemed necessary.
- 6.1.4 The Committee shall undertake the evaluations, including interviews where necessary, and make recommendations in writing to the University Council Staffing Committee within five days. The Dean of Faculty shall also write his/ her own evaluation and recommendation to the University Council Staffing Committee.
- 6.1.5 In the event that the recommendations are rejected in the committees indicated in 6.1.4, this shall be communicated to the evaluation committee. The chairperson of the evaluation committee shall then communicate the same to the person concerned.

7.0. Appendices

7.1 Guidelines for interviewing and grading applicants

Appendix A: Guidelines for interviewing and grading applicants

WORK INSTRUCTION

- 7.1.1 In the weighing process, the committee should be on the look-out for candidates who would be committed to the educational mission of CUEA. The committee shall test and interview candidates and award score for the following attributes:
- a) Commitment to Catholic Higher Education
 - b) Witness to Christian life
 - c) Respect for Catholic Principles
 - d) Appropriate educational/ academic background, academic transcripts
 - e) The strength of the applicant's specialization
 - f) Successful working and teaching experience
 - g) Interest in interdisciplinary work
 - h) Interest and reading beyond one's own field
 - i) Scholarly accomplishment and/ or promise, publications and current research projects
 - j) Future contributions to CUEA's academic and social campus life
- 7.1.2 The applicant's own expectation on his/her professional career at CUEA

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