






## The Catholic University of Eastern Africa

TITLE	AUTHOR
<b>PROCEDURE FOR PROMOTION (CUEA/DVC ADM/HRM/04)</b>	<b>HR MANAGER</b>
	NO. OF APPENDICES:
	<b>NONE</b>
<b>AUTHORIZATION</b>	
This Standard Operating Procedure is issued under the authority of:	
TITLE	<b>DVC ADMINISTRATION</b>
SIGNATURE	
DATE	<b>23 February 2011</b>
ISSUE DATE	<b>23 March 2011</b>
STAMP CONTROLLED / UNCONTROLLED	
<b>NOTE:</b>	
<ol style="list-style-type: none"> <li>1. Write amendments on the page provided (Clause 0.2)</li> <li>2. Controlled copies of this document will be in the DQA and the DVC ADM Office</li> </ol>	

Revision	00		Date	18 – Jan 2011
----------	----	--	------	---------------

	<b>Standard Operating Procedure</b>	<b>(CUEA/DVC ADM/HRM/04)</b>
<b>Title</b>	<b>Procedure for Promotion</b>	<b>Page 2 of 5</b>

## 0. CONTENTS AND RECORD OF CHANGES

### 0.1 Table of Contents

<b>0.</b>	<b>CONTENTS AND RECORD OF CHANGES.....</b>	<b>2</b>
<b>1.</b>	<b>PUPROSE .....</b>	<b>2</b>
<b>2.</b>	<b>SCOPE .....</b>	<b>2</b>
<b>3.</b>	<b>TERMS AND DEFINITIONS.....</b>	<b>2</b>
<b>4.</b>	<b>REFERENCES .....</b>	<b>3</b>
<b>5.</b>	<b>PRINCIPAL RESPONSIBILITIES .....</b>	<b>3</b>
<b>6.</b>	<b>METHOD .....</b>	<b>3</b>
<b>7.</b>	<b>APPENDICES .....</b>	<b>5</b>

### 0.2 RECORD OF CHANGES

No	Date	Details of Changes		Authorization
		Page	Clause/subclause	Title
1	21 June 2011	3	6.0 Reviewing of the method to make it adequate.	HR Manager

### 0.3 Distribution / Circulation

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

## 1. PURPOSE


To ensure efficient, fair and timely promotion of all CUEA staff.

## 2. SCOPE

It covers all CUEA staff with the exception of those who are on less than three (3) years contract and part-time employees.

## 3. TERMS AND DEFINITIONS

Revision	00		Date	18 – Jan 2011
----------	----	--	------	---------------

	<b>Standard Operating Procedure</b>	<b>(CUEA/DVC ADM/HRM/04)</b>
<b>Title</b>	<b>Procedure for Promotion</b>	<b>Page 3 of 5</b>

### 3.1 Definitions of Terms Used

For the purpose of this procedure the following terms shall apply in addition to those already defined in the CUEA Quality Management Manual and CUEA/VC/DQA/01

#### 3.1.1 Promotion:

For the purpose of this procedure ‘Promotion’ refers to giving an employee a higher rank or job in the organization.

### 3.2 Abbreviations and Acronyms

- 3.2.1 HR - Human Resources
- 3.2.2 SDC- Staff Development Committee
- 3.2.3 SEC-Staff Evaluation Committee
- 3.2.4 CSC- Council Staffing Committee
- 3.2.5 DQA- Directorate of Quality Assurance
- 3.2.6 MB-Management Board

## 4. REFERENCES

This procedure makes reference to the following documents which form part of the QMS documentation:

- 4.1 HR Policies and Procedures Manual
- 4.2 ISO 9001:2008, Quality Management systems –Requirements clause 6

## 5. PRINCIPAL RESPONSIBILITIES


- 5.1 The HR Manager oversees the implementation of this procedure
- 5.2 The Employee and HoD initiate the need for promotion
- 5.3 The Management Board approves the promotion of support and middle level staff
- 5.4 The University Council approves the promotion of senior level staff.
- 5.4 The DVCs Administration and Academic are responsible for the approval of Administrative and academic staff promotions respectively.

## 6. METHOD

### Part one: Academic Staff Procedure

- 6.1 The Office of the HR shall officially communicate to the DVC-Academic before 31<sup>st</sup> January every year reminding him/her to ask staff members to submit their applications for promotion.
- 6.2 The applicant shall write an application letter to the Chairperson of the Academic Staff Evaluation Committee (DVC Academic) through his/her HOD and Dean before the 28<sup>th</sup> or

Revision	00		Date	18 – Jan 2011
----------	----	--	------	---------------

	<b>Standard Operating Procedure</b>	<b>(CUEA/DVC ADM/HRM/04)</b>
<b>Title</b>	<b>Procedure for Promotion</b>	<b>Page 4 of 5</b>


29<sup>th</sup> February and attach his/her updated curriculum vitae/resume. The application for promotion must be accompanied by documentary evidence of level of academic and professional qualifications, teaching experience, scholarly accomplishments and community service among other testimonials.

- 6.3 Upon reception of the application letter, the HOD and the Dean shall separately verify it and write letters of recommendation to the DVC Academic within 3 working days and copy it to the HR Manager.
- 6.4 The DVC Academic upon reception of the application letter and recommendations shall verify and send them to the HR Manager for action within 3 working days.
- 6.5 The HR Manager shall compile the documents and forwards them to the SEC within three (3) weeks of submission deadline.
- 6.6 The SEC shall evaluate the applications and recommendations from the HOD and Dean
  - 6.5.1 If the applicant does not qualify, he/she is notified in writing by the HR Manager citing areas that require improvement within 5 working days.
  - 6.5.2 If he/she qualifies, the application is forwarded to the CSC for consideration in the next council meeting.
- 6.7 In case of promotion to Senior Lecturer, Associate Professor and Professor, the SEC shall forward the applications to the DQA who may also involve external assessors.
- 6.8 The findings of the DQA shall be presented to the SEC for deliberation.
  - 6.7.1 If the applicant does not qualify, he/she is notified in writing by the HR Manager citing areas that require improvement within 5 working days.
  - 6.7.2 If he/she qualifies, the name of the applicant is forwarded to the CSC for consideration in the next council meeting.
- 6.9 The CSC shall deliberate on the findings and forward recommendations to the University Council for approval in the next council meeting.
- 6.10 The council decision shall be communicated to the applicants in writing by the VC within 5 working days.

**Part two: Administrative Staff Procedure**

- 6.1 The Office of the HR shall officially communicate to the DVC-Administration before 31<sup>st</sup> January every year reminding him/her to ask staff members to submit their applications for promotion.
- 6.2 The applicant shall write an application letter to the Chairperson of Non- Academic Staff Evaluation Committee through his/her HoD with a copy to HR Manager before the 28<sup>th</sup> or 29<sup>th</sup> February and attach his/her updated curriculum vitae/resume together with all relevant academic and professional documents.
- 6.3 The HOD upon receiving the application letter, shall verify it and write a letter of recommendation to the HR Manager within 3 working days.

Revision	00		Date	18 – Jan 2011
----------	----	--	------	---------------

	<b>Standard Operating Procedure</b>	<b>(CUEA/DVC ADM/HRM/04)</b>
<b>Title</b>	<b>Procedure for Promotion</b>	<b>Page 5 of 5</b>

6.4 The HR Manager upon receiving the application and recommendation letters, shall compile the documents and forward them to the SEC within three (3) weeks of submission deadline.

6.5 For support or middle level staff, the SEC shall make recommendations to the MB and for senior level staff, the SEC shall make recommendations to the University Council for consideration.

6.6 The VC shall communicate the decisions of the MB and University Council to the applicant in writing within 5 working days.

## 7. APPENDICES

None

Revision	00		Date	18 – Jan 2011
----------	----	--	------	---------------