



Promotions and associated challenges

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Outline

- Introduction
- Promotion criteria/Eligibility for promotion
- Preparing for promotion
- Consideration/stages involved in the promotion process
- Timelines
- Challenges and how to minimize the challenges
- Dos and Don'ts



Introduction

- Promotion is simply elevation, upgrade and advancement in your chosen profession or career.
- An opportunity provided by all corporate bodies to reward and encourage its employees.
- In the university setting or academia this reward is not free. It is based on excellence and performance.
- In most organizations it is mandatory for employees to get promotion



Levels (status) in the university/ Eligibility for Promotion

- Professor
- Associate Professor – 5 years
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- Senior lecturer - 5 years
- Lecturer – 4 years
- Assistant Lecturer – 2 years minimum



Assessable areas for promotion

- Teaching
- Promotion of knowledge
- Service to community

The areas are assessed for the purposes of promotion as:

- High 80-100
- Good 60-79
- Adequate 40-59
- Inadequate below 40



Assistant Lecturer to Lecturer:

Present Criteria	Proposed Criteria
<ul style="list-style-type: none">• 2 years• Satisfactory performance in the three areas• Evidence of promotion of knowledge• Minimum of Adequate performance in teaching	<ul style="list-style-type: none">• Ph.D in relevant discipline• M.Phil 2 years teaching & research experience• Satisfactory performance in TPS• Evidence of promotion of knowledge (at least 1 publication)• Minimum of Adequate performance in teaching



Lecturer to Senior Lecturer

Present Criteria	Proposed Criteria
<ul style="list-style-type: none">• Lecturer for 4 years• 4 publications minimum = adequate• High performance in any two areas + adequate in a 3rd area or Good in all 3 areas	<ul style="list-style-type: none">• Lecturer for 4 years• Minimum of six (6) publications, 10 maximum• High in Teaching and Research + adequate in service or good in all 3 areas



Senior Lecturer to Associate Professor

Present Criteria minimum	Proposed criteria
<ul style="list-style-type: none">• 5 years minimum as senior lecturer• 6 publications = good• High performance in any two areas + Good in a 3rd area	<ul style="list-style-type: none">• 5 years minimum as senior lecturer• 10 publications minimum, 15 maximum• High performance in Teaching and research + Good for service



Associate Professor to Professor

Present Criteria	Proposed Criteria
<ul style="list-style-type: none">• Associate Professor for 5 years• 8 publications = High• High in all 3 assessable areas	<ul style="list-style-type: none">• Associate Professor for 5 years• 15 publications minimum, 20 maximum• High in all 3 assessable areas• Ph.D supervision, Grantmanship??



Quality of publications

- Applicants encouraged to publish in
 - AJOL
 - American Physical Society Journals (APS)
 - Association of Computing Machinery (ACM)
 - Biomed central
 - Corpenicus
 - DOAJ (Directory of open access journals)
 - elibrary
 - Emerald publishing
 - Hindawi
 - Nature publishing group
 - Pubmed
 - ProQuest
 - Sage journals, science Direct, scopus, Springer, Wiley, web of science
 - Taylor and Francis
 - Royal Society of Chemistry Journal Archives
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- **Where there is no infringement of copyright laws, journals must be deposited at KNUST institutional Repository**
 - **Set up of Google/ResearchGate will be of advantage**



Performance Evaluation

- **Teaching – factors to consider**
- Lecture Teaching Load
- Regularity and punctuality at lectures
- Preparation of lecture notes e.g. Power point, provision of handouts
- Learning experience for students eg. Field trips
- Completion of syllabus on schedule
- Quality of examination questions, marking schemes, punctuality
- Project supervision
- Comments from external examiners
- Students assessments

- **10 MARKS EACH**



Performance Evaluation

- **Research –Promotion of knowledge**
- Refereed paper weighted as 1 or 10
- Published book in the area of specialization 1
- Conference ½
- Patent/invention ½
- Chapter in a book ½
- **Coauthorship-1st 3 authors - full point, beyond 3rd - 1/2 point**



Performance Evaluation

- **Service (University, national and international)**

- **University**

- **Administrative experience**

- Vice chancellor 30
- Pro VC/ Provost/ Dean of Graduate school 25
- Dean IPO/ Director IDL/ Directors/HM 20
- HOD/Exam Officer 15
- Hall fellows 5

- Resource mobilization/Grantmanship, International and national committees, Reviewer of journal, Editorial Boards, External Examiner, Moderator e.t.c



Other criteria for promotion

- **Good conduct**
- Involved in sexual harassment of students??
- Examination malpractice??
- Other reports of misconduct??
- Warning, suspension??
- Case before disciplinary committee??
- Failure as HOD??
- **Sabbatical?**
- **Leave of absence?**
- **Vacation of post?**
- **Secondment ??**



Preparing for Promotion

- Need to prepare for promotion well in advance
- Load your papers into appropriate data bases as they come
- Have a template of the CV for promotion on your computer
- Update your service as and when you undertake them.
- Have a special file for supporting documents
- Update the promotion template with new publications as they come.
- Wait for the requisite number of years before applying
- Don't publish anywhere, its not numbers really
- Before submitting through the HOD, assess your teaching, service and promotion of knowledge (**anything borderline suggests you must wait and improve**)
- Listen to advice of HOD, Dean, Provost
- **Be assured that no HOD or Dean or Provost can sit on your promotion**



Stages/processes involved in the promotion application

- **Senior Lecturer**

1. Self-assessment by applicant
2. Head of Department
3. HOD shall forward to the CAPSC through the Dean
4. If CAPSC is satisfied, then Provost in consultation with the Dean nominates assessors (within Ghana, outside KNUST)
5. Once the assessor's report is good, it is forwarded to HR for placement before the UAPC then to AB



Stages/processes involved in the promotion application

Professorial grade

1. Self-assessment by applicant
2. Head of Department
3. HOD shall forward to the CAPSC through the Dean
4. CAPSC assessment, then to the HR.
5. VC approves the assessors (2), then sent to the assessors
6. Reports to the VC, then VC instructs HR to prepare it for the next UAPC meeting
7. If UAPC assessment is favorable then it goes to the next Academic Board meeting before it is placed before the Council for final approval
8. **UAPC VERY CONSIDERATE**



Effective Dates/Timelines

- **All promotions take effect from 01 August.**
- CAPSC to meet every **2/1** month(s) to consider applications
- Secretary of UAPC to **periodically/3 months** update applicants
- Final decision on the status of an application to be communicated to applicant within 15 months (lecturer to senior lecturer), 24 months from senior to professorial grade. Following that constitution of a panel.



Effective Dates/Timelines

- **New proposals by UTAG**
- 6 months from assistant lecturer to lecturer
- 10 months lecturer to senior lecturer
- 15 months from senior to Associate
- 18 months from Associate to Full



Right of Appeal

- Aggrieved with decision of UAPC??? Appeal within a month of notification.
- UAPC may review its decision at the next UAPC
- Appeals to leave the UAPC to the University Council within 3 months



Challenges Associated with promotions (1)

- Not all applications are successful
- **Factors**
 - inadequate preparation towards the promotion application
 - not meeting the eligibility criteria before applying
 - submitting the minimum for promotion of knowledge, service
 - Presenting the number of papers required but lack of quality
 - Assessors shooting the papers down (subjectivity in assessment)



Challenges Associated with promotions (II)

Delays due to:

- poor quality journals (comments and insults from assessors)
- minimum does not necessarily qualify for promotion
- do away with conference papers as papers for assessment
- you cant use conference papers to get promotion
- Not getting suitable assessors
- anytime the application is returned to you for repackaging the effective date changes



Dos and don'ts

- DON'T rush to submit an application for assessment
- DON'T submit shoddy applications
- DON'T be anxious to submit out of turn by just looking at the number of publications
- DO present only quality papers for assessment
- DO seek advice from senior colleagues before submitting an application
- DO work hard at all times
- DO keep records of your service
- DO try be a reviewer to sharpen your writing skills and also boost your marks for service
- **DO BE PATIENT**



- **BEST WISHES**

- **THANK YOU**