



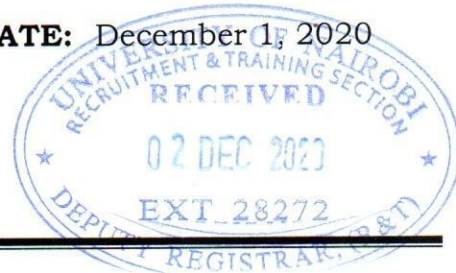
UNIVERSITY OF NAIROBI
OFFICE OF THE DEPUTY VICE CHANCELLOR
(ACADEMIC AFFAIRS)

INTERNAL MEMO

FROM: Deputy Vice-Chancellor
Academic Affairs

DATE: December 1, 2020

TO: Deputy Vice-Chancellor
Human Resource & Administration



SENATE CRITERIA FOR APPOINTMENT AND PROMOTION OF ACADEMIC STAFF

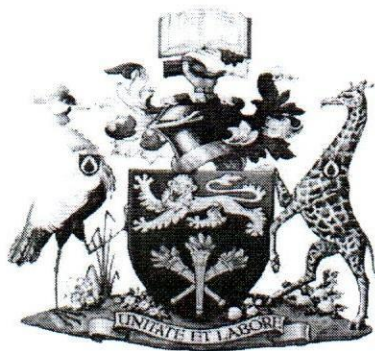
Attached herewith find the Council approved Senate Criteria for appointment and promotion of Academic Staff.

This version includes the **Notes**, which were earlier omitted inadvertently.

It is being submitted for your further processing, circulation and custody.

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DEPUTY VICE CHANCELLOR
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UNIVERSITY OF NAIROBI

SENATE CRITERIA FOR APPOINTMENT AND PROMOTION OF ACADEMIC STAFF

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RECOMMENDED CRITERIA FOR APPOINTMENT AND PROMOTION OF ACADEMIC STAFF

The Senate recommends the following criteria for the appointment and promotion of academic staff.

2.1 EXISTING POSITIONS

| DESIGNATION | PROPOSED CRITERIA | REMARKS |
|---|---|---|
| PROFESSOR | | |
| <i>Academic Qualification</i> | An earned PhD or equivalent from a university recognized by the University of Nairobi Senate | Note: <i>The equivalent of PhD qualification (for CHS only) shall be An academic certification: Doctor of Medicine; Doctor of Dental Science, Doctor of Clinical Pharmacy or Doctor of Nursing Sciences</i> |
| <i>Experience</i> | A minimum of ten (10) years' teaching experience, three (3) years must be at Associate Professor level | |
| <i>Professional Membership Registration</i> | Registered with relevant professional body (where applicable) | |
| <i>Supervision of Postgraduate Students</i> | Must have supervised to completion (CUMMULATIVE) A minimum of three (3) PhD and five (5) Masters students OR; A minimum of two (2) PhD and nine (9) Masters students OR; A minimum of fifteen (15) Masters students | <i>New Proposal</i> <i>Third option is a transitional provision for existing Associate professors in CHS for next five years only following the approval of these criteria.</i> |
| <i>Publications</i> | A minimum of 39 publication points from peer-reviewed journals with; A minimum of six (6) publications in refereed scholarly journals since last promotion OR; A minimum of four (4) publications in refereed scholarly journals and two (2) scholarly book chapters since last promotion OR; A minimum of four (4) publications in refereed scholarly journals and two (2) peer reviewed working, discussion or occasional papers, or two (2) scholarly published teaching/lecture modules since last promotion | <i>New Proposal</i> <i>This subject to and should be interpreted according to Note 1 on page 9</i> |

| | | |
|---|--|---|
| <i>Research Funds/ Development Funds/ Educational Resources</i> | Attracted research or development funds or educational resources as an Associate Professor or equivalent since last promotion | <i>New Proposal</i> |
| <i>Community service</i> | Must show evidence of community service | <i>New Proposal</i> |
| DESIGNATION | PROPOSED CRITERIA | REMARKS |
| ASSOCIATE PROFESSOR | | |
| <i>Academic Qualification</i> | An earned PhD or equivalent from a University recognized by the University of Nairobi Senate | <i>As per UON Senate (Harmonized Criteria)</i> <i>Note:</i> <i>The equivalent of a PhD qualification for the College of Health Sciences is defined as above for the position of Professor</i> |
| <i>Experience</i> | A minimum of eight (8) years' teaching experience, three (3) years of which must be at Senior Lecturer /Senior Research Fellow level or three (3) years of industry experience in the relevant field. | <i>New Proposal</i> |
| <i>Professional Membership Registration</i> | Registered with relevant professional body (where applicable) | <i>As per UON Senate (Harmonized Criteria)</i> |
| <i>Supervision of Postgraduate Students</i> | Must have supervised to completion: A minimum of five (5) postgraduate students, at least two (2) at doctoral level and three (3) Masters students OR; A minimum of ten (10) Masters students | <i>New Proposal</i> <i>Option two is a transitional provision that applies to Senior lecturers in CHS for a period of five years only following the approval of the criteria.</i> |
| <i>Publications</i> | A minimum of 32 publication points from peer-reviewed journals with; Minimum of five (5) publications in refereed journals since last promotion. OR; Minimum of three (3) publications in refereed scholarly journals and two (2) scholarly book chapters or two (2) peer reviewed working, occasional or discussion papers or two (2) published scholarly teaching modules since last promotion. | <i>New Proposal</i> <i>Subject to, and interpreted according to note 1, on page 9.</i> |

| | | |
|--|--|---------------------|
| <i>Research Funds / Development Funds/ Educational Resources</i> | Attracted research or development funds or educational resources as a Senior Lecturer/ Senior Research Fellow since last promotion | <i>New Proposal</i> |
| <i>Community service</i> | Must show evidence of community service | <i>New Proposal</i> |

| DESIGNATION | PROPOSED CRITERIA | REMARKS |
|---|---|---|
| SENIOR LECTURER/SENIOR RESEARCH FELLOW | | |
| <i>Academic Qualification</i> | An earned PhD or equivalent qualification from a University recognized by the University of Nairobi Senate | <i>As per UON Senate (Harmonized Criteria)</i> <i>Note: The equivalent of a PhD qualification for the College of Health Sciences is defined as above for the position of Professor</i> |
| <i>Experience</i> | A minimum of three (3) years at Lecturer /Research Fellow level OR; A minimum of six (6) years of industry experience in a relevant field | <i>New Proposal</i> |
| <i>Professional Membership Registration</i> | Registered with relevant professional body (where applicable) | |
| <i>Supervision of Postgraduate Students</i> | Must have supervised to completion: A minimum of one (1) PhD and one (1) Masters student OR; A minimum of three (3) Masters students | <i>New Proposal</i> |
| <i>Publications</i> | A minimum of 24 publication points from peer-reviewed journals with; A minimum of four (4) publications in refereed scholarly journals since last promotion OR; A minimum of two (2) publications in refereed scholarly journals and two (2) scholarly book chapters OR; A minimum of two (2) publications in refereed scholarly journals and two (2) scholarly published teaching /lecture modules or two | <i>New Proposal</i> <i>See Note 1 on page 9</i> |

| | | |
|---|---|---------------------|
| | (2) working/occasional/discussion/papers or since last promotion | |
| <i>Research Funds/ Development Funds/ Educational Resources</i> | Attracted research or development funds or educational resources as a Lecturer/ Senior Research Fellow (cumulative) | <i>New Proposal</i> |
| <i>Community service</i> | Must show evidence of community service | <i>New Proposal</i> |

| DESIGNATION | PROPOSED CRITERIA | REMARKS |
|---|--|---|
| LECTURER/RESEARCH FELLOW | | |
| <i>Academic Qualification</i> | An earned PhD or equivalent degree qualification in the relevant field from a university recognized by University of Nairobi Senate. OR; A Master's degree qualification (plus a PhD registration) in the relevant field from a university recognized by University of Nairobi Senate (in special cases) with at least three (3) years teaching experience at university level or in research or in industry in the relevant area. | <i>As per UON Senate (Harmonized Criteria)</i> <i>Note: The equivalent of a PhD qualification for the College of Health Sciences is defined as above for the position of Professor</i> |
| <i>Professional Membership Registration</i> | Registered with relevant professional body (where applicable) | |
| <i>Publications</i> | A minimum of 8 publication points from peer-reviewed journals with; Minimum of two (2) publications in refereed journals or two (2) scholarly book chapters or two (2) scholarly published teaching modules or two (2) peer reviewed working/occasional/discussion papers | <i>New Proposal</i> <i>See Note 1, on page 9</i> |
| <i>Community service</i> | Must show evidence of community service | <i>New Proposal</i> |

| DESIGNATION | PROPOSED CRITERIA | REMARKS |
|--|--|--|
| TUTORIAL FELLOW/ JUNIOR RESEARCH FELLOW | | |
| <i>Academic Qualification</i> | <p>A minimum of a Master's degree from a university recognized by the University of Nairobi Senate</p> <p>OR;</p> <p>A minimum of Bachelor's degree (Upper Second Honours) from a university recognized by the University of Nairobi Senate in disciplines in the following:</p> <p><i>Schools/Faculties/Departments:</i></p> <ol style="list-style-type: none"> 1. <i>School of Medicine</i> 2. <i>School of Dental Sciences</i> 3. <i>School of Pharmacy</i> 4. <i>School of Nursing</i> 5. <i>School of Engineering</i> 6. <i>School of the Built Environment (Department of Architecture and Building Science only) and;</i> 7. <i>Faculty of Veterinary Medicine</i> | <i>As per UON Senate (Harmonized Criteria)</i> |
| <i>Professional Member Registration</i> | Registered with relevant professional body (where applicable) | <i>New Proposal</i> |
| <i>Community service</i> | Must show evidence of community service | <i>New Proposal</i> |
| GRADUATE ASSISTANT/RESEARCH ASSISTANT | | |
| <i>Academic Qualification</i> | Have Second Class Honours degree from a university recognized by the University of Nairobi Senate | <i>As per UON Senate (Harmonized Criteria)</i> |
| <i>Professional Membership Registration</i> | Registered with relevant professional body (where applicable) | <i>New Proposal</i> |
| <i>Community service</i> | Must show evidence of community service | <i>New Proposal</i> |

| DESIGNATION | PROPOSED CRITERIA | REMARKS |
|--------------------------------|--|---|
| ADJUNCT ACADEMIC STAFF | | |
| <i>Requirements</i> | <p>A holder of an earned PhD or equivalent degree qualification in the relevant field from a University recognized by the University of Nairobi Senate</p> <p>OR;</p> <p>A Master's degree in the relevant field from a university recognized by the University of Nairobi Senate with at least two (2) years' industry or work experience in the relevant field</p> | <i>As per UON Senate (Harmonized Criteria)</i> |
| VISITING ACADEMIC STAFF | | |
| <i>Requirements</i> | <p>1. Must have an earned PhD or equivalent degree qualification in the relevant field from a university recognized by the University of Nairobi Senate</p> <p style="text-align: center;">OR</p> <p>2. Persons from industry or public sector who are highly acclaimed professionals and experts with demonstrable capacity to make significant contribution to the academic activities of the university</p> | <p><i>As per UON Senate (Harmonized Criteria)</i></p> <p><i>For option 2, See Note 2 on page 10</i></p> |

2.2 POSITION OF DISTINGUISHED PROFESSOR

2.2.1 The University may create the position of **Distinguished Professor**, which will only apply to actively serving Full Professors. It does not apply to Emeritus Professor.

2.2.2 The criteria for appointment of Distinguished Professor shall be as follows:

- a) Distinction in his or her field of expertise by making extraordinary contribution to knowledge after attaining position of professor.
- b) Major innovations including patented works
- c) International recognition by his peers for outstanding contribution to knowledge in their areas of expertise
- d) Attraction of resources to the university that facilitates the realization of the vision and mission of the university
- e) Supervision and/or support for a large number of graduate students
- f) Exceptionally large number of published academic papers and continued to publish.

2.2.3 Senate may formulate implementation guidelines for this position.

NOTE 1: THE POINT WEIGHTING AND DISTRIBUTION SYSTEM

- (i) the existing point distribution system in the Kibwage report of 2016 be retained
- (ii) In group published papers, the first and second authors should get 4 and 3 points respectively, and each of the subsequent authors to get 2 points each.

Points for each parameter for which weighting is to be applied be distributed as shown in the tables below:

Table 1: Summary of points for the various **cadres of Academic Staff members** (minimum points in brackets) – for **internal university use only**

| Areas of contributions | Relative Weighted Points | | | |
|---|--------------------------|-----------------|---------------------|------------|
| | Lecturer | Senior Lecturer | Associate Professor | Professor |
| Research and Publication | 40 (24) | 50 (32) | 60 (36) | 65 (39) |
| Teaching and Instruction | 30 (15) | 25 (12.5) | 20 (10) | 15 (7.5) |
| Professional/Consulting/Industry | - | 10 (5) | 10 (5) | 10 (5) |
| Administration/Industry | 20 (8) | 10 (4) | 05 (2) | 05 (2) |
| Community engagement/other responsibility | 10 (3) | 05 (2) | 05 (1.5) | 05 (1.5) |
| TOTAL SCORE (per cent) | 100 | 100 | 100 | 100 |

Table 2: Summary of points for **Lecturer and Senior Lecturer** (minimum points in brackets) – for **external university use only**

| Areas of contributions | Relative Weighted Points | | | |
|---|--------------------------|-----------------|-------------------|-----------------|
| | Research Institution | | Practice Industry | |
| | Lecturer | Senior Lecturer | Lecturer | Senior Lecturer |
| Research and Publication | 70 (42) | 65 (39) | 20 (10) | 25 (15) |
| Teaching and Instruction | - | 10 (5) | - | 10 (5) |
| Professional/Consulting/Industry | - | 10 (5) | 50 (30) | 50 (25) |
| Administration/Industry | 20 (8) | 10 (4) | 20 (8) | 10 (4) |
| Community engagement/other responsibility | 10 (3) | 05 (1.5) | 10(3) | 05 (1.5) |
| TOTAL SCORE (per cent) | 100 | 100 | 100 | 100 |

Table 3: Summary of points for **Associate Professor - for external university use only**

| Areas of contributions | Relative Weighted Points | |
|---|--------------------------|----------------|
| | Research Institution | |
| | Relative weighing | Minimum points |
| Research and Publication | 70 | 42 |
| Teaching and Instruction | 10 | 5 |
| Professional/Consulting/Industry | 10 | 5 |
| Administration/Industry | 05 | 2 |
| Community engagement/other responsibility | 05 | 1.5 |
| TOTAL SCORE (per cent) | 100 | |

NOTE 2: UNIVERSITY - INDUSTRY LINKAGE

1. Universities, as centres for the production of knowledge and skill used by industry and government, would benefit immensely if these institutions interacted in defined formal and structured ways. Using this approach, industry would know the needs of the university and what the university is producing. University would also know the needs and concerns of industry including their views on the quality and relevance of the training of university graduates in relation to the needs of industry. A formally defined and structured industry-university interaction will also make it easier for industry to support university activities. This support can take the form of providing opportunities for internships for students and financial and other forms of support. Government interaction with universities would also be beneficial to both institutions.
2. The Senate **recommended** the following:
 - (i) A system in which carefully selected industry players are appointed to serve as visiting lecturers in the university for a specified period of time.
 - (ii) The industry player so selected will serve in the department/unit in which his/her skills and knowledge are relevant. He/she will serve under the Visiting Academic staff category.
 - (iii) The level or grade at which the industry player will join the University will be determined by the University Senate in consultation with the relevant academic department or unit.
 - (iv) University academic staff be encouraged to work in industry for an agreed period of time after which the staff returns to the university. The staff would use that experience to enrich his or her academic work.

NOTE 3: ADMINISTRATIVE RESPONSIBILITIES

Administrative responsibilities are important for the successful realization of the vision, mission and mandate of the university. They include: Chairmanship of a Department, Dean of faculty or school; Director of an institute; Chairman or member of a departmental committee; membership in a Senate Sub-committee etc.

For Recruitment and Promotion, the Administrative responsibilities be treated only as **an added advantage** during the interview.