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ቁጥር / Ref: 12/10.1/5028/13

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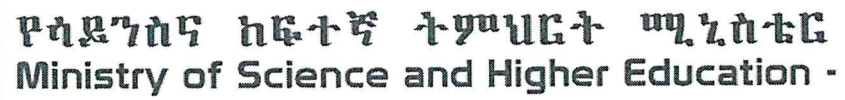
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ከሰላምታ ጋር!

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ሚኒስትር



Ministry of Science and Higher Education  
Addis Ababa



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## Preamble

WHEREAS, established by proclamation 1097/2018 to lead the development of science, higher education and technical and vocational education and training in Ethiopia, Ministry of Science and Higher Education, hereafter the Ministry, regulates and sets standards and criteria for Higher Education system to promote excellence to cultivate, disseminate, and utilize scientific knowledge through teaching, research, and community engagement to address the country's national development needs through production of competent, knowledgeable and skilled workforce;

WHEREAS, in accomplishing the vision of the Ministry requires putting in place a system that encourages, recognizes, and rewards the exploration, preservation, and propagation of knowledge in the form of up-to-date, clear, and detailed rules, procedures, and organs for assessing the admissibility of research-based publications, patents, work of art, technology packages, community engagement and clinical services, hereafter referred to as academic achievements, submitted for consideration for promotion and related recognition;

WHEREAS, the expansion of higher education institutions has given rise to disparities in evaluation criteria for research, innovation, and other professional achievements for the purpose of academic promotion across institutions requires consistent, harmonious, uniform and standard regulations; and

WHEREAS, the proliferation of substandard and predatory publishing is damaging the quality of scientific/academic outputs globally forcing many countries to prepare green lists of legitimate journals and publishers;

Now, therefore, the Ministry issued this directive according to the power vested on it by Higher Education Proclamation 1152/2019 and Proclamation no. 1097/2018. This directive is intended to guide Higher Education Institutions in promotion and recognition system of academic staff and to improve the quality of education and research.



## Article 1. Short Title

This Directive may be cited as the “Directive for academic staff promotion” Directive number: AR01/2020.

## Article 2. Definitions

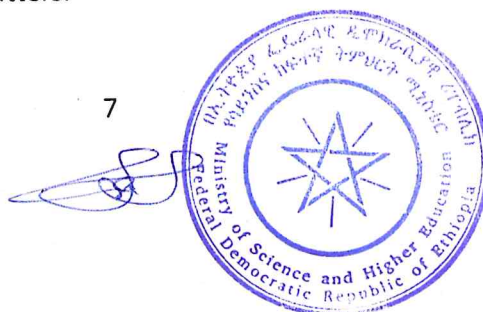
Unless expressly provided for or the context requires otherwise, in this Directive:

1. “Ministry” shall mean the Ministry of Science and Higher Education.
2. “University” shall mean a Higher Education Institution as defined by Higher Education Proclamation No. 1152/2019;
3. “Academic Unit” means a college, faculty, school, an institute, a department, a center, or a unit with any other designation established as a constituent unit of a higher education institution and shall include research centers and institutes.
4. “Academic Staff” means a member of higher education institution employed in the capacity of teaching, research, community services and technology transfer activities of the institution, and includes any other professional staff of the institution who shall be recognized so by the institution’s internal legislation.
5. “Publication” shall mean a book, journal article (original article, review article, short/brief communication, technical note, letter to the editor), book chapter, textbook, scientific conference proceedings, or teaching material that have been authored solely or jointly by academic staff, which is deemed admissible and is awarded publication point as publication for the purpose of promotion in accordance with the provisions of this directive.
6. "Patent" shall mean the right granted to an inventor that permits the inventor to exclude others from making, selling or using the invention for some time.
7. “Technology Package” shall mean all relevant documents relating to the Intellectual Property, regulatory information, biological materials, manufacturing and other products owned by the technologist.
8. “Prototype” shall mean a preliminary sample or model or release of a product built to test a concept or process that could be replicated or learned from.
9. “Work of art” shall be defined as a diverse range of human activities in creating visual, auditory or performing artifacts (artworks), expressing the author's imaginative,



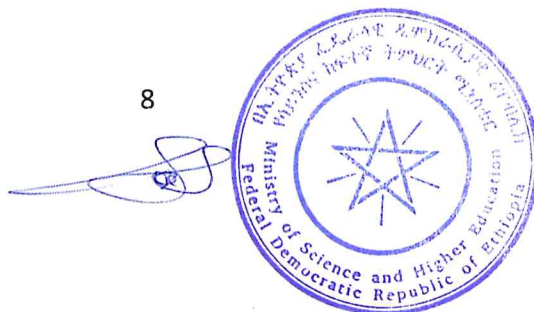
conceptual ideas, or technical skill, intended to be appreciated for their beauty or emotional power.

10. "Public Service/Professional activity" shall mean short or long-term service rendered by an academic staff of higher education institution for the benefit of the community, public, institution or not-for profit organizations through the application of one's area of specialization or professional expertise.
11. "Clinical Service" shall mean clinical consultations given and/or procedures performed by an academic staff in the College of Health Sciences, Medicine or College of Veterinary Medicine.
12. "Promotion" shall mean the action of rising to a higher academic rank of an academic staff in higher education institution who has applied, and met the requirements set for it in accordance with the relevant provisions of this Directive, and implemented through the Senate Legislation.
13. "Book" shall mean a book published for an academic purpose for a known academic undertakings and programs emanating from the teaching and/or research experience of one or more academic staff of higher education institution, and possessing a degree of originality and indexed by known indexing databases, or evaluated and approved by external professionals. It also includes, art works and fine arts that are produced by respective professionals and specializations, and published with ISBN.
14. "Textbook" shall mean a compiled university teaching material prepared by an academic staff or staffs and published with a reputable academic publisher for a particular course or field of study.
15. " higher education institution Affairs" shall mean an academic staff holding a post of academic, research and other administrative position at the department, school, institute, college, or university level; participating in a standing and/or ad-hoc committees and taking any other assignment within the higher education institution.
16. "Community Service or Community Engagement" shall mean the participation of an academic staff in collaboration between higher education institution, industry or community for the mutually beneficial exchange of knowledge and resources in the context of partnership and reciprocity to enhance development, and the engagement purely focusing on academic matters.





17. "Academic publishing" shall mean a subfield of publishing which disseminates in print or electronically the results of scientific research and scholarship.
18. "Predatory journals and publishers" are entities that prioritize self-interest at the expense of scholarship and are characterized by false or misleading information, deviation from best editorial and publication practices, a lack of transparency, and/or the use of aggressive and indiscriminate solicitation practices.
19. "Author" shall mean an academic staff who produced a publication as defined under Article 2, number 5 of this Directive
20. "Sole author" shall mean an academic staff who produced a publication as a single author as defined under Article 2, number 5 of this Directive
21. "First author" shall mean an academic staff who produced a publication as defined under Article 2, number 5 of this Directive, and as a first author in a publication with two or more authors
22. "Co-author" shall mean an academic staff who produced a publication as defined under Article 2, number 5 of this Directive, and in published work produced by two or more authors
23. "Corresponding author" shall mean an academic staff to whom communication is made during the review process of the article and thereafter, as defined under Article 2, number 5 of this Directive, and who provides the intellectual input, guidance, and corresponds with the publishing editorial board or office
24. "Effective teaching" shall mean service years of an academic staff for a given rank at a university where specified and required years are clearly mentioned by the senate legislation.





### Article 3. Principles Governing Promotions

The length of service with a given rank, effectiveness in teaching, publications, participation in the affairs of the University, and community services and engagement given to the public at various capacities shall remain to be the basic criteria upon which the principles of academic promotion is based.

The components of the requirement that have to be met to fulfill each of these criteria and the manner in which these are assessed are set forth in this Directive. With respect to academic rank determination, an academic staff with a second degree, DVM or MD is equivalent to a Lecturer position; while a PhD holder or a DVM/MD with a specialization/second degree is equivalent to Assistant Professor.

Promotion of an existing academic staff, or determination of an academic rank for a transfer, or newly recruitment applicant, shall be initiated by the applicant, and to be reviewed at different stages by the Department Council, College/School Academic Commission, Academic Staff Affairs Standing Committee, and to be decided at Senate and Board levels.

The criteria for promotion of existing academic staff will be based on the fulfillment of 1) effective teaching, 2) publication and patent, 3) community service and engagement, and 4) participation in university affairs; whereas the determination of an academic rank for a transfer, or newly recruited academic staff shall be based on review and equivalence of the credentials. The weighted average value for the above four criteria shall not be less than 75%.

The minimum number of years of services of an Academic Staff shall be assessed based on the criteria referred for a given rank, and as clearly referred to in Article 6.



#### Article 4. Requirement for academic promotion

The requirement for academic promotion is based on fulfilling four mandatory criteria. The minimum requirement and percent value shall be as follows.

**Table 1. Minimum requirement for academic promotion**

No	Criteria for promotion	Promotion to Assistant Professor	Promotion to Associate Professor	Promotion to Professor
		Maximum	Maximum	Maximum
1	Effective teaching	40	35	30
2	Publication and patent	35	40	45
3	Professional Community service	15	15	15
4	Participation in university affairs	10	10	10
	Total	100	100	100

**NB:**

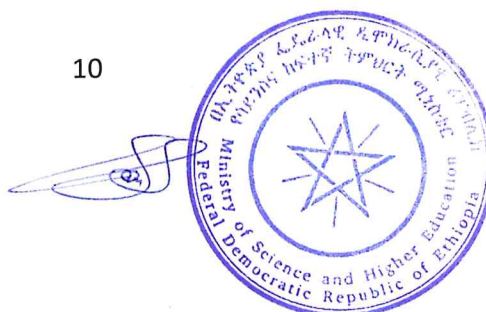
*For each promotion criteria, the candidate must attain a minimum of 75%; while the total average value shall not be less than 80%.*

##### 4.1. Effective teaching

Effective teaching for an academic staff shall be determined by evaluations of peers, students, and department head at the end of each semester or academic year as the case may be. The contribution and weighing criteria of effective teaching staff shall be as follows:

- a) Evaluation by students.....50%
- b) Evaluation by Department Head.....35%
- c) Evaluation by peers.....15%

In exceptional cases where an academic staff is not handling courses due to other assignments given by the University, the weighted evaluation of students may be waived and the rest criteria evaluation can be taken out of 100%.



## 4.2. Publication and patent

Publications to be considered for promotion and the weighing criteria for national and international publications are presented as follows.

### 4.2.1. Peer-reviewed international publications

Peer-reviewed publication which are not published by national journals are acceptable for promotion if the reputability is determined by considering factors such as peer review, originality, scientific quality, technical editing quality, editorial quality and regularity of the journals, and indexed in at least one of the following databases:

- a. Scopus
- b. Web of Science
- c. PubMed

The publication points to be awarded for each publication type and its maximum point to be considered for promotion using these peer reviewed journals that are indexed by Scopus or Web of Sciences or PubMed is shown below in Table 2.

**Table 2. Publication points to be awarded for each publication**

Publication type	Publication points	Maximum points to be earned (%) from each publication
Full-length Journal Article	1	100
Book	3	50
Text Book	1	50
Book chapter	1	25
Review Article in Annual Review Journals	1	50
Review Article in other journals	0.5	20
Conference Proceedings	0.5	25
Short/brief Communications, Technical Notes or Case report/Case Comment	0.5	10
Letter to the editor	0.25	5
Patent	0.50	25
Prototype	0.5	25
Technology Package	1	50
Work of Art	1	100

### 4.2.2. Publications in national journals and proceedings





National academic publications shall be considered for promotion if the publication is accredited or to be accredited by the Ministry of Science and Higher Education with weighing criteria as shown in Table 3.

**Table 3. Publication points to be earned from National academic publications**

Publication type	Publication			Maximum points to be earned (%) from each publication
	Accredited and with impact factor of Site Score	Accredited with no impact factor or Site Score	Not accredited	
Full-length Journal article	1	0.75	0.25	100 (15 for not accredited)
Conference Proceedings	0.5	0.375	0.125	10
Short/brief Communications, Technical Notes or Case report/Case Comment	0.5	0.375	0.125	10
Letter to the editor	0.25	0.187	0.062	5

Other academic publishing not referred under Table 3, namely book, book chapter, textbook, patent, prototype, technology packages, and work of arts, shall be treated as follows in Table 4.

**Table 4. Other national research and patent related academic contributions**

Type	Criteria for considering to promotion	Publication point	Maximum points to be earned (%) from each publication
Book	Published by peer-reviewed publishers and indexed by the indexing databases indicated under Article 2 and with an ISBN; if not it shall be evaluated and approved by three external professionals	3	50
Book chapter	Published by peer-reviewed publishers and indexed by the indexing databases indicated under Article 2, and with an ISBN	1	25
Textbook	The textbook to be used for one year before applying for promotion, AND it be evaluated and approved by three external professionals	1	50
Patent	Licensed by an authorized body, and is used for one year before applying for promotion	0.5	25



Prototype	Tested, registered, and/or licensed by an authorized body	0.5	25
Technology Package	Tested, registered, and/or licensed by an authorized body	1	50
Work of Art	Tested, registered, and/or licensed by an authorized body	1	100

### Remarks

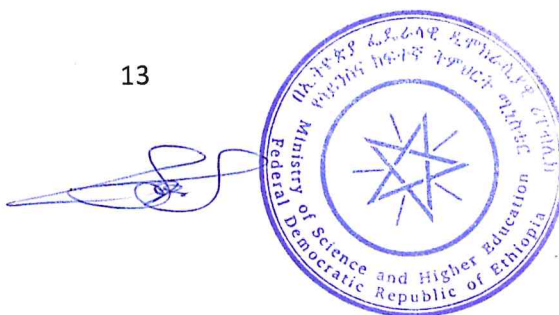
1. Except for promotions earned from Work of Arts, publication points accrued from journal articles shall not be less than 50% of the total publications required. The remaining 50% can be fulfilled from other types of publications and achievements based on the ratio for Maximum points to be earned (%) from each publication shown in Table 2.
2. Publications arising from Thesis/Dissertation may be used for promotion provided that the publication contains significantly (minimum of 50%) new data or new evidence or new method not included in the Thesis or Dissertation indicated hereof.
3. The publication point for a solo author and co-authors/joint authorship international journal article is awarded as shown below in Table 5.

**Table 5. Share of publication points for solo and joint authorship in international publications**

No. of authors	Share of each co-author		
	First author	Co-authors	Corresponding author*
1	1.00	-	1.00
2	0.800	0.750	0.775
3	0.700	0.650	0.675
4	0.600	0.550	0.575
>=5	0.500	0.450	0.475

*\*If the corresponding author is also the first author, the publication points will **only** be the share allocated to the first author.*

The publication point for a solo author and co-authors/joint authorship in national publications is awarded as shown below in Table 6.





**Table 6. Share of publication points in national publications for solo and joint authorship**

No. of authors	Share of each co-author					
	Accredited			Non-accredited		
	First author	Co-authors	Corresponding author*	First author	Co-authors	Corresponding author*
1	0.75	-	0.75	0.25	-	0.25
2	0.600	0.570	0.575	0.15	0.120	0.125
3	0.525	0.475	0.500	0.131	0.10	0.106
4	0.450	0.400	0.425	0.112	0.062	0.087
>=5	0.375	0.365	0.370	0.093	0.043	0.068

*\*If the corresponding author is also the first author, the publication points will only be the share allocated to the first author. If national publications have an impact factor, the share of each co-author will remain the same as indicated in international publication.*

Remarks:

For other publication types, the publication point share for solo, co-authors and corresponding authors shall be calculated based on their weighing criteria and its equivalence to be determined as specified for journal articles. For other national research related academic contributions, indicated under Table 4, the share of each contributors will be the same as the value indicated for accredited publications.

#### **4.3. Participation in the Affairs of the HEI**

The requirement for promotion using participation in university affairs shall be fulfilled by holding a post of academic administration at the department, school, institute, college and/or HEI levels, and participating in standing or ad-hoc committees, and taking assignments when called upon by the department, school, institute, college or the respective HEI administration.

The specific weighing criteria for participation in university affairs are indicated below.

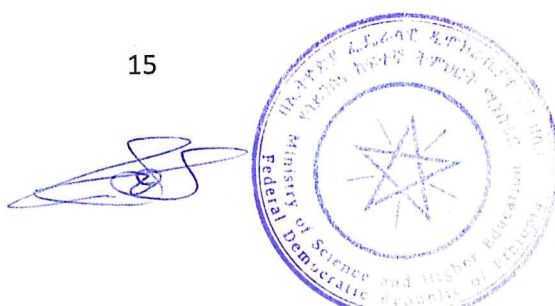
- |  |            |
|--|------------|
| <b>1. Academic administration (full-time service)</b>          | <b>60%</b> |
| a. Vice President or equivalent positions                      | 55         |
| b. Deans/Directors or equivalent positions                     | 50         |
| c. Associate deans/Assistant registrar or equivalent positions | 45         |



d. Department heads or equivalent	40
<b>2. Work in standing committees (fulltime)</b>	<b>25%</b>
• three or more committees	25
• two committees	16
• one committee	8
<b>3. Ad-hoc and other committee</b>	<b>15%</b>
• three or more committees	15
• two committees	10
• one committee	5

#### Remarks

1. As the President is working in a full-time administration position and exempted from handling courses, the weighing value for participation in university affairs shall be considered as 100%
2. The weighing value for an academic staff assigned in a government organization and with a home-base in university shall be calculated based on the equivalent position referred above.
3. The above specified weighing value for administration, full-time or ad-hoc committee positions shall automatically be considered if and only if service year is successfully accomplished.
4. Participation in administration, full-time or ad-hoc committee positions shall be considered only based on credentials or confirmation letter or certificate stating that the member has successfully carried out the given position or assignment. Otherwise, no weighing value shall be allocated if the expected task is not accomplished as per the requirement.
5. An academic staff who did not get the opportunity to serve in the higher education institution academic administration, the rest academic promotion weighing values shall automatically be converted to 100%
6. The above 15% weighing value shall not be counted for an academic staff who declined to accept such committee assignments



#### 4.4. Community service and engagement

The current understanding of community service/engagement delivery does not leave the issues to the good will of the academic staff but empowers the academic unit to play a specific role matching its niche of specialization in confronting a specific problem and finding an appropriate solution through the participation of the community and relevant stakeholders thus ensuring and sustaining the relevance of the academic unit. The following may constitute public service and professional activities:

- a. participation in unpaid local, regional and national professional committees whenever called upon to do so;
- b. taking part positions in professional associations, journals, or participating in journal editing, reviewing and related tasks
- c. active involvement in the enhancement of one's profession, for instance, by helping organize and playing an active role in relevant professional associations;
- d. conducting series of press, radio and/or television programs to elucidate to the public some basic problems of health, education, law, science and technology, etc.; and other professional services to the community;
- e. engaging with industries inline with her/his field of specialization and for the mutual benefit of the university, industry or community.

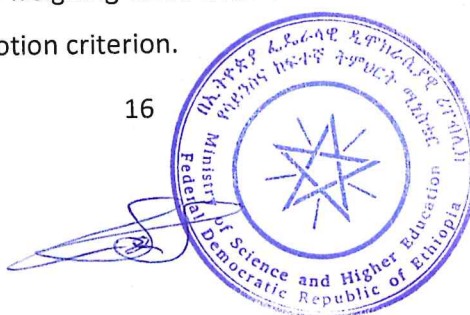
##### 4.4.1. Requirements for promotion with community service/ engagement

The weighing value for participation in community service and engagement shall be calculated as follows.

Participation in professional community service and engagement	15%
• three or more professional community services/engagements	15
• two more professional community services/engagements	10
• one more professional community services/engagements	5

Remarks.

1. Consultancy services shall not be considered as community service or engagement; thus, no weighing value shall be allocated and hence it shall not be considered as a promotion criterion.





2. The weighing value of community service and engagement for a President and Vice President shall be waived and the rest criteria for evaluation may be taken out of 100%.
3. The weighing value for an academic staff assigned in a government organization and with a home-base in university shall be waived and the rest criteria for evaluation may be taken out of 100%.
4. The above specified weighing value for community service and engagement of academic staffs shall automatically be considered if and only if contribution is successfully accomplished, and based on credentials or confirmation letter or certificate stating that the academic staff has successfully carried out the given community service or engagement. Otherwise, no weighing value shall be allocated if the expected task is not accomplished as per the requirement.
5. Academic staff shall earn 7.5% for each evidence produced for Community Service/Engagement.

#### **Article 5. Minimum points for promotion**

Apart from the fulfillment of the individual criterion specified above, a candidate for the ranks of assistant professor, associate professor and professor shall earn a minimum of 80% of the maximum possible total points.

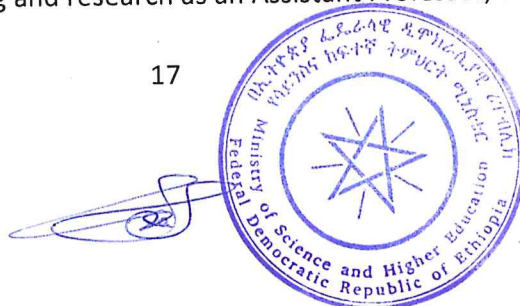
#### **Article 6. Specific requirement for promotion for each academic rank**

##### **6.1 Assistant Professor**

1. A candidate with the qualification of a Master's Degree or MD or DVM degree or its equivalent and a minimum of four years of effective teaching and research as a lecturer and
2. At least, two publication points since last promotion of which a minimum of 75% of the publication points are gained from one's area of specialization; and
3. Active participation in the affairs of the higher education institution; and
4. Rendering public, professional and community service/engagement

##### **6.2 Associate Professor**

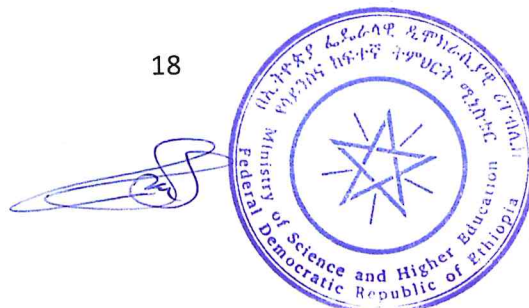
1. Four years of effective teaching and research as an Assistant Professor; and



2. The degree of doctor of philosophy (Ph.D.), or its equivalent; and
3. At least three publication points since last promotion of which a minimum of 75% of the publication points are gained from one's area of specialization; and
4. Notwithstanding the preceding provisions of this Article, publications or works not employed for the last promotion may be considered for subsequent promotion provided they do not exceed one-fourth of the required number of publication points for the promotion sought.
5. Active participation in the affairs of the higher education institution or working in government organization and with a home-base in HEI; and
6. Rendering public, professional and community service/engagement

### 6.3 Professor

1. Four years of effective teaching and research as an Associate Professor; and
2. The degree of doctor of philosophy (Ph.D.), or its equivalent (specialty and sub-specialty) and
3. At least five publication points since last promotion of which a minimum of 75% of the publication points are gained from one's area of specialization; and
4. Active participation in the affairs of the HEI or working in government organization and with a home-base in HEI; and
5. Rendering public, professional and community service/engagement; and
6. A candidate for promotion to the rank of professorship shall submit a solo full-length journal article, or at least three full-length journal articles in which s/he is a first or corresponding author.
7. Notwithstanding the preceding provisions of this Article, publications or works not employed for the last promotion may be considered for subsequent promotion provided they do not exceed one-fourth of the required number of publication points for the promotion sought.
8. The publications and CV of the applicant shall be sent to two external and two internal assessors who are renowned professors in the field chosen by the senate standing committee for academic promotion. The assessors will use the form provided in Annex-I to fill their evaluations.





## **Article 7. Promotion Requirements for Academic Staff in Research Institutes of HEI**

1. The promotion requirements for academic staff in research institutes shall be similar to those in teaching units in terms of participation in higher education institution affairs and community engagement, but the publication points shall be one and a half times as much as is required of those in teaching units; and
2. at least two external research grants (where applicable) won out of which s/he is a PI for one of them for promotion to the rank of professor.

## **Article 8. University Clinical Services as a Separate Requirement for Promotion**

1. Clinical consultations given and/or surgical procedures performed in the course of rendering clinical services, since last promotion, by academic staff at Health Science and Veterinary Medicine Colleges shall be considered as a separate special requirement for promotion. As the clinical services provided by the different departments in the Health Science and Veterinary Medicine vary from department to department, they may be categorized into surgical and non-surgical with services provide in perspective.
2. An academic staff in the surgical department is expected to render a minimum of 750 consultations and 250 surgical procedures while one in the non-surgical departments is expected to render a minimum of 1000 consultations per year for two years or each year until the date of application for promotion from the rank of Assistant Professor to rank of Associate Professor to earn a publication point of 1.
3. An academic staff in the surgical department is expected to render a minimum of 1000 consultations and 250 surgical procedures while one in the non-surgical departments is expected to render minimum of 1250 consultations per year for four years or each year until the date of application for promotion from the rank of associate professor to the rank of Full Professor to earn a publication point of 1.
4. One patient consultation is defined as one case/patient seen by a clinician her/himself. Multiple consultations of a single patient from diagnosis to the initiation of treatment shall be considered as one consultation. In the case of veterinary medicine, a consultation of farm/pet/wild animals in mass from diagnosis to the initiation of treatment shall be considered as one consultation.



5. A consultation of a surgical procedure provided by a group of academic staff shall be considered as one service for each of the participants.
6. Publication points allocated to clinical services shall not exceed 20% of the publication point requirement.
7. An academic staff in the College/Faculty/School/Institute of Health Sciences, Medicine or Veterinary Medicine who meets all publication requirements for promotion is expected to render only one half of required number of consultations or surgical procedures.

#### **Article 9. Promotion Requirements of the Academic Staff of HEI involved in Work of Arts**

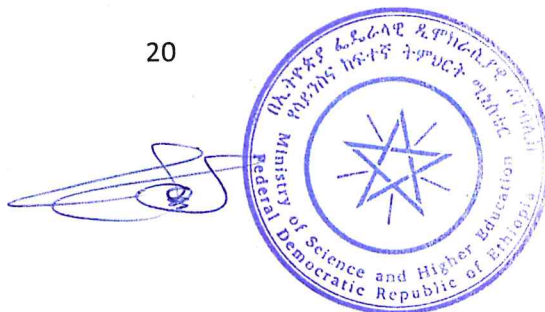
Promotion requirements for academic staff in Fine Arts and Design shall be as follows.

##### **9.1 Lecturer**

1. A candidate with the qualification of the master's degree in the field; or
2. a candidate with a qualification of a Bachelor's degree, or its equivalent; and
3. a minimum of two years of effective teaching and research as an assistant lecturer and clearly identifiable evidence of academic progress. The following are indicators of academic progress for the purpose of promotion to the rank of lectureship:
4. rigorously and positively evaluated and compiled lecture notes which accommodate new developments in her/his field of study; or
5. authorship or co-authorship of an article in a reputable journal or a realized work of arts assessed positively by anonymous two external and two internal recognized professionals in the field of study; and
6. Participation in higher education institution Affairs; and
7. Rendering public, professional and community service/engagement

##### **9.2 Assistant Professor**

1. A candidate with the qualification of the degree of Doctor of Philosophy (Ph.D.); or
2. Four years of effective teaching and research as a lecturer; and
3. At least four creative solo exhibitions or creative works of art, since last promotion, with the artist's written statement, critically and favorably evaluated by anonymous two internal and two external experts in the area; or



4. At least four inventions of functional designs, since last promotion, with the inventor's written statements, critically and favorably evaluated by anonymous two internal and two external experts in the area; or
5. At least four joint creative exhibitions or body of works or six joint productions of functional designs, since last promotion, with the inventor's written statements, critically and favorably evaluated by anonymous two internal and two external experts in the area; or
6. At least four creative solo exhibitions or creative body of works since last promotion with the artist's written statements, critically and favorably evaluated by anonymous two internal and two external experts in the area; and
7. Participation in higher education institution affairs, or in science and research affiliated government institutions; and
8. Rendering public, professional and community service/engagement

### **9.3 Associate Professor**

1. A minimum of master's degree in the area of specialization and at least four years of effective teaching and research as an assistant professor; and
2. At least six creative solo exhibitions or creative body of works with written statements done since last promotion, critically and favorably evaluated by anonymous two internal and two external experts in the area; or
3. At least six inventions of functional designs with the inventor's written statements, done since last promotion, critically and favorably evaluated by anonymous two internal and two external experts in the area; and
4. Participation in higher education institution affairs, or in science and research affiliated government institutions; and
5. Rendering public, professional and community service/engagement

### **9.4 Professor**

1. A minimum of master's degree in the area of specializations and four years of effective teaching and research as an associate professor; and
2. At least six original solo exhibitions or body of works or eight inventions of functional designs with the artist's written statement, or a book and two professional projects or two textbooks and two professional projects, one textbook and four professional projects published or done





since the last promotion, critically and favorably evaluated by anonymous two internal and two external experts in the area; and

3. Participation in higher education institution affairs, or in science and research affiliated government institutions; and
4. Rendering public, professional and community service/engagement
5. The publications and CV of the applicant shall be sent to two external and two internal assessors who are renown professors in the field chosen by the academic commission of the respective college. The assessors will use the form provided in Annex-I to fill their evaluations

#### **Article 10. Promotion requirements for academic staff in Music**

##### **10.1 Lecturer**

1. a candidate with the qualification of the master's degree in the field; or
2. a candidate with a qualification of a Bachelor's degree, or its equivalent; and
3. a minimum of two years of effective teaching and research as an assistant lecturer and clearly identifiable evidence of academic progress. The following are indicators of academic progress for the purpose of promotion to lectureship:
4. rigorously and positively evaluated and compiled lecture notes which accommodate new developments in his field of study; or
5. authorship or co-authorship of an article in a reputable journal or a realized work of art; and
6. Participation in higher education institution Affairs; and
7. Rendering public, professional and community service/engagement

##### **10.2 Assistant Professor**

1. A candidate with the qualification of the degree of Doctor of Philosophy (Ph.D.) in the field; or
2. Four years of effective teaching and research as a lecturer; and
3. At least four strong creative compositions (written for symphony, solo instrument, chamber orchestra, etc.) or two creative solo concerts with the composer's/performer's written statement, since last promotion, critically and favorably evaluated by anonymous two internal and two external experts in the area; or



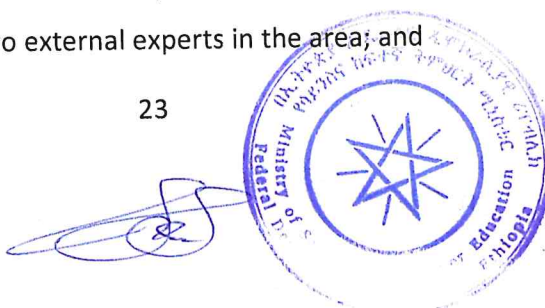
4. At least six creative group concerts in not more than four performers in a group with the performer's written statements since last promotion, critically and favorably evaluated by internal and external experts in the area; or
5. At least six strong creative solo concerts or four strongly creative compositions (written for symphony, solo instrument, chamber orchestra, etc.) since last promotion, with the artist's written statements, critically and favorably evaluated by anonymous two internal and two external experts in the area; and
6. Participation in higher education institution affairs, or in science and research affiliated institutions; and
7. Rendering public, professional and community service/engagement

### **10.3 Associate Professor**

1. Four years of effective teaching and research as an Assistant Professor; and
2. At least eight strong creative solo concerts or six strongly creative compositions (written for symphony, solo instrument, chamber orchestra, etc.) since last promotion, with written statements of the composer/performer, done since last promotion, critically and favorably evaluated by anonymous two internal and two external experts in the area; or
3. At eight creative group concerts in not more than four performers in a group and with the performer's written statements, done since last promotion, critically and favorably evaluated by anonymous two internal and two external experts in the area; and
4. Participation in higher education institution affairs, or in science and research affiliated institutions; and
5. Rendering public, professional and community service/engagement

### **10.4 Professor**

1. Four years of effective teaching and research as an Associate Professor and a minimum of master's degree in area of specialization; and
2. Ten compositions (written for symphony, solo instrument, chamber orchestra, etc.) or six creatively played solo concerts, with the artists written statements, or a book and two professional projects or two textbooks and two professional projects or one textbook and four professional projects, done since last promotion, critically and favorably evaluated by anonymous two internal and two external experts in the area; and





3. Participation in higher education institution affairs, or in science and research affiliated institutions; and
4. Rendering public, professional and community service/engagement
5. The publications and CV of the applicant shall be sent to two external and two internal assessors who are renowned professors in the field chosen by the academic commission of the respective college. The assessors will use the form provided in Annex-I to fill their evaluations.

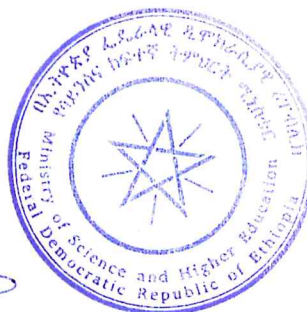
## **Article 11. Promotion requirements for academic staff in Theatrical Arts**

### **11.1 Lecturer**

1. A candidate with the qualification of Master's degree in the field; or
2. Lecturer candidate with a qualification of a Bachelor's degree, or its equivalent; and
3. a minimum of two years of effective teaching and research as an assistant lecturer and clearly identifiable evidence of academic progress. The following are indicators of academic progress for the purpose of promotion to lectureship:
4. rigorously and positively evaluated and compiled lecture notes which accommodate new developments in his field of study; or
5. authorship or co-authorship of an article in a reputable journal or a realized Work of Art; and
6. Participation in higher education institution Affairs; and
7. Rendering public, professional and community service/engagement

### **11.2 Assistant Professor**

1. A candidate with the qualification of the degree of Doctor of Philosophy (Ph.D.) in the field; or
2. Four years of effective teaching and research as a Lecturer; and
3. At least four originally written, translated or adapted full-length plays and the playwright's full statement about his works, done since the last promotion, critically and favorably evaluated by anonymous two internal and two external experts in the area; or
4. At least four full length plays that are directed and publicly staged since the last promotion, critically and favorably assessed by anonymous two internal and two external experts in the area; or

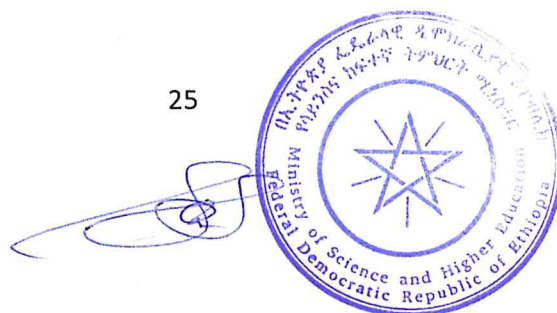


5. Acted in at least four public stages or four films or four creative television serial performances in a leading role, done since last promotion, critically and favorably assessed by anonymous two internal and two external experts in the area; or
6. At least six written or translated or adapted creative one act stage or six short film or six television/ radio plays, since last promotion, critically and favorably evaluated by anonymous two internal and two external experts in the area; or
7. Four written full length plays or directing four full-length plays or written ten one act stage or ten short film or ten television/radio plays, done since last promotion, and which are critically and favorably evaluated by internal and external experts in the area.
8. Participation in higher education institution affairs, or in science and research affiliated institutions; and
9. Rendering public, professional and community service/engagement

### **11.3 Associate Professor**

1. Four years of effective teaching and research as an Assistant Professor; and a minimum of Master's degree in area of specialization; and
2. at least six written or translated or adapted full length plays, since last promotion, critically and positively evaluated by anonymous two internal and two external experts in the area; or
3. Directed at least six full length plays with the director's written statements, done since last promotion, critically and positively evaluated by anonymous two internal and two external experts in the area; or
4. Acting at least in six public stages, or six films or six creative television serial performances in a leading role, and critical and favorable evaluation of the performance by anonymous two internal and two external experts in the area; or
5. Written or translated or adapted twelve one act stage or twelve short film or twelve television/radio plays, which are critically and favorably evaluated by anonymous two internal and two external experts in the area.
6. Participation in higher education institution affairs, or in science and research affiliated institutions; and
7. Rendering public, professional and community service/engagement

### **11.4 Professor**



1. Four years of effective teaching and research as an Associate Professor; and a minimum of Master's degree in area of specialization; and
2. Written or translated or adapted at least ten relatively original full length plays with the playwright's written statement(s), or a book and two professional projects or two textbooks and two professional projects, one textbook and four professional projects, done since last promotion, critically and positively evaluated by internal and external experts in the area; or
3. Directing ten full length plays with the director's written statement(s), or a book and two professional projects or two textbooks and two professional projects one text-book and four professional projects, done since last promotion, critically and positively evaluated by internal and external experts in the area; or;
4. Acting in ten full length plays as a leading actor, since last promotion, or a book and two professional projects or two textbooks and two professional projects, one textbook and four professional projects, since last promotion, which are critically and positively evaluated by internal and external experts in the area
5. Participation in higher education institution affairs, or in science and research affiliated institutions; and
6. Rendering public, professional and community service/engagement
7. The publications and CV of the applicant shall be sent to two external and two internal assessors who are renowned professors in the field chosen by the academic commission of the respective college. The assessors will use the form provided in Annex-I to fill their evaluations.

#### **Article 12. Accelerated Promotions**

1. Keeping all criteria and procedures in the regular promotion, a staff member who demonstrates extraordinary accomplishments in his area of specialization since last promotion may qualify for accelerated promotion if the following conditions are fulfilled.
2. every one hundred percent point achieved over and above the required points for publication in a given academic rank shall be considered equivalent to a year of effective teaching, provided, however, that a staff member should at least serve three-fourth of the number of years of the required term of service for his rank; and (Service year and double of the required publication point)
3. the candidate shall score 90% weighted average on academic performance evaluation; and





4. for promotion to the rank of Assistant Professor, the candidate shall be a corresponding author of at least two articles;
5. for promotion to the rank of Associate Professor, the candidate shall be a principal author of at least three articles she/he has presented and secured at least one external research project;
6. for promotion to the rank of Professor, the candidate shall be a corresponding author of at least four articles and has secured at least two external research/project grants one of which is from international sources.

#### **Article 13. Other Provisions**

1. Any of leave of absence such as study leave, sabbatical leave and research leave shall not be considered as service year for promotion. Breaches of duties and other approved disciplinary measures shall be considered on the completion of them.

#### **Article 14. Effective date of the Directive**

1. This directive shall enter into force as of October 2020.





### Annex-I. External assessor assessment form for professorship

Assessment of academic activities of Dr. \_\_\_\_\_ for the purpose of promotion from the rank of Associate Professor to Full Professor.

1. Impressions based on the CV: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. Please rate the publications issues indicated in the table below based on a scale of 1 to 5, where 1 = Poor, 2 = Satisfactory, 3 = Good, 4 = Very Good, and 5 = Excellent:

Title	Methodology	The originality of the paper	Contribution to Scientific Knowledge	Overall Rating (on a scale of 5)	Indexed in	
					Scopus	WEB of Science
Average						

3. Overall evaluation (rating) of publications:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. Overall recommendation for promotion: Accepted \_\_\_\_\_ Rejected: \_\_\_\_\_

5. Justifications for rejecting the promotion application

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

