



THE UNIVERSITE DES MASCAREIGNES ACADEMIC STAFF PROMOTION POLICY AND CRITERIA (UDM ASPPC)

GUIDELINES FOR ACADEMIC STAFF

REVISED VERSION 2.0

DECEMBER 2018

TABLE OF CONTENTS

1. PREAMBLE	3
2. CRITERIA AND PROCEDURES FOR PROMOTION OF EXISTING ACADEMIC STAFF ..	4
2.1 Criteria.....	5
2.2 Promotion Procedures.....	7
3. GUIDELINES FOR ASSESSMENT	11
3.1 Teaching and Learning.....	11
3.1.1 Contributions.....	11
3.1.2 Quantitative Assessment.....	12
3.2 Research and Scholarly Activity.....	13
3.2.1 Contributions.....	13
3.2.2 Quantitative Assessment.....	14
3.3 Service and Engagement.....	15
3.3.1 Contributions.....	15
3.3.2 Quantitative Assessment.....	16
4. SPECIAL CONDITIONS FOR THE UPCOMING PROMOTION EXERCISE	17
Annex A – APPLICATION FORM:.....	19

UNIVERSITÉ DES MASCAREIGNES

1. PREAMBLE

The Université des Mascareignes (UdM) was set up by the Government of Mauritius in 2012 with the primary objective of providing an education of international standard for students to operate at middle and higher levels in the services and industrial sectors of the Mauritian economy. It resulted from a merger of two former institutions namely “Institut Supérieur de Technologie” (IST) and “Swami Dayanand Institute of Management” (SDIM) which had been operational for more than 15 years.

The university is located in two campuses, one at Rose Hill and the other at Pamplémousses. UdM offers a broad variety of degree courses such as the European and International LMD (Licence, Maîtrise, Doctorat) programmes across many disciplines.

The primary goal of the UdM is to become one of the best Indian Ocean Research Universities grounded in interdisciplinarity, learning and teaching and fully integrated with the economic environment of the region.

UdM became fully operational in April 2013. The mission, vision, values and objectives of the UdM are as follows:

Mission

L’Université des Mascareignes encourage l’innovation et l’excellence en enseignement, en recherche sur ses deux campus de Rose Hill et Pamplémousses.

Vision

D’ici la prochaine décennie, l’UdM entend se classer parmi les toutes premières universités pluridisciplinaires de la région, visant ainsi à devenir le premier choix des étudiants, des enseignants et chercheurs de Maurice et des pays voisins.

Valeurs

Les valeurs fondamentales découlent de celles universelles des universités et de celles des établissements fondateurs dont la fusion donne lieu à la pratique de l'interdisciplinarité.

L'Université a adopté pour devise 'SAVOIR, C'EST POUVOIR', qu'il faut associer à la transparence de la gouvernance et de l'administration et à une évaluation continue basée sur les indicateurs internationaux.

Objectifs

- Promouvoir la qualité de nos programmes d'enseignement full time et part time en déployant l'interdisciplinarité.
- Favoriser la recherche et l'innovation
- Concourir à la réussite de nos étudiants
- Internationalisation

2. CRITERIA AND PROCEDURES FOR PROMOTION OF EXISTING ACADEMIC STAFF

The following sets out the criteria and procedures to be applied by the University in considering applications for academic promotion to Senior Lecturer, Associate Professor and Professor.

One of the University's goals is to retain high performing skilled and experienced academic staff by offering achievable career pathways.

The principal role of the University revolves around three core areas, namely dissemination of knowledge through teaching and learning, advancement of knowledge through research and scholarly activity, and service and engagement. Academic staff are expected to undertake a wide range of activities within these three core areas. The

extent and range of activities will vary across academic categories (Lecturer, Senior Lecturer, Associate Professor and Professor) and disciplines.

The Teaching & Learning, Research & Scholarly Activity and Service & Engagement to the university will be based on the **Quantitative Assessment of Criteria for promotion** via a Screening Exercise of the submitted portfolios.

The University will recognize and reward demonstrated professional contribution and sustained academic contribution in at least two of the three core areas through a transparent and consistent process of promotion. Promotion will be awarded on the basis of the quality and impact of contributions to the University's goals in the above areas. A non-exhaustive range of examples of academic performance indicators in the three areas is provided.

Promotion is a process based upon the evaluation of a submitted portfolio detailing claims and descriptions in each of the three areas supported by evidence of sustained achievement in the applicant's current role and of capability to meet the standards and expectations of the higher level.

2.1 Criteria

Each academic staff is eligible to apply for academic promotion provided s/he is **on Permanent and Pensionable Establishment (PPE)** and satisfies the following:

a) Years of Service

Each member of staff whose first academic appointment was to the UdM or ex-SDIM/IST must have served for a minimum period at his/her grade before he/she can be considered for promotion to the next grade. The criteria are as follows:

1. For promotion to Senior Lecturer, the minimum period of service as Lecturer will be five years (with reference to Scheme of Service)
2. For promotion to Associate Professor, the minimum period of service as a Senior Lecturer will be four years (with reference to Scheme of Service)
3. For promotion to Professor, the minimum period of service as an Associate Professor will be four years.

b) Academic Qualifications Requirement

The academic qualifications required are as follows:

1. Senior Lecturer (SL) – A Master’s Degree in the relevant field from a recognized institution or an equivalent qualification acceptable to the Board
2. Associate Professor (AP) – Earned Doctorate Degree from a recognized institution
3. Professor (P) – Earned Doctorate Degree from a recognized institution.

c) Quantitative Assessment

Contribution to Teaching and Learning, Research and Scholarly Activity and Service and Engagement will be quantitatively assessed using a point-based system.

Applicants **MUST** score a minimum amount of points in each of the three fields to be eligible for promotion as shown in Table 1.

Table 1: Minimum amount of points to be eligible for promotion

Promotion	Teaching and Learning	Research and Scholarly Activity	Service and Engagement
L to SL	80	0	8
SL to AP	50	45	30
AP to P	40	60	40

The minimum points to be attained for Teaching and Learning should not be based solely on points scored for years of teaching experience, teaching hours, project supervision, student placement supervision and assessment but also on some of the

other items related to Teaching and Learning (refer to Guidelines in Section 3.0, pages 11-17).

Any points in excess of the threshold attained for Teaching and Learning (up to a maximum of 25 points), Research and Scholarly Activity (no maximum) and Service and Engagement (up to a maximum of 15 points) may be carried forward for a further level of promotion till the level of Associate Professor.

For example, if an applicant has scored 140, 20 and 25 points in Teaching and Learning, Research and Scholarly Activity and Service and Engagement respectively and has been promoted Senior Lecturer, s/he, when next applying for promotion to Associate Professor, may add 25, 20 and 15 points for her/his contributions to Teaching and Learning, Research and Scholarly Activity and Service and Engagement respectively.

2.2 Promotion Procedures

Academic Staff Promotions Exercise will be normally carried out at regular time intervals, except otherwise decided by the Board of Governors. Application for promotion will be invited from the academic staff.

A complete set of documents related to the Promotional Exercise (procedure, application form and guidelines) will be forwarded to all academic staff.

Academic staff should submit their portfolio with all their supporting documents to the Registrar by a set deadline. A period of one month will be provided between the call for promotions and submission of portfolio.

Applicants should refer to the Promotion Criteria and Procedures and the Guidelines for Assessment when preparing their portfolio. Staff should list their contributions since appointment at UdM/ex-SDIM/ex-IST. If documentary evidence for an item is not available, applicant should supply a letter, approved by Head of Department/ Dean of Faculty/ Registrar/ Deputy-Director General/ Director General or an officer of the university as instructed by the Registrar/Director General.

No late applications will be accepted.

Assessments of the provided portfolios will be made by a committee (which includes peers) through a process designed to enable fair and consistent application of standards.

For promotion to the grade of Senior Lecturer and Associate Professor, the application will be assessed by a University Academic Promotions Committee (UAPC).

The composition of UAPC will be as follows:

- One member of Staff Committee external to UdM (Chairperson)
- Director General
- Deputy Director Generals, UdM
- One academic staff, at least at Senior Lecturer level from each of the three Faculties and who is not applying for promotion.
- Up to two external advisors with academic experience (at least at Associate Professor level) appointed by the Director-General, and approved by Board of Governors.

For the upcoming academic promotion exercise, as there is presently no Senior Lecturer at UdM, UAPC will consist of one member of Staff Committee external to UdM, the Director General, the two Deputy Director Generals, and **up to two** external advisors who are at least at Associate Professor level.

The Registrar or his/her representative (at least at Administrative Officer level) will act as Secretary.

The UAPC or a sub-committee of the UAPC will quantitatively assess the portfolios and then the UAPC will interview all candidates. All deliberations at the level of UAPC must remain confidential but applicants, if they wish, will be given their quantitative points awarded by UAPC.

The UAPC will recommend candidates for promotion to the Board of Governors through the Staff Committee. At least one of the two external members will be co-opted during the Staff Committee meeting for clarification purpose.

All candidates will be informed in writing of the outcome of their applications following Board of Governors' decisions.

For the promotion of Associate Professor to Professor, the Staff Committee will appoint a Professorial Academic Promotions Committee (PAPC) comprising three assessors (internal or external to Udm) having professorial experience. If the PAPC finds that there is a *prima facie* case, the portfolio of the applicant will be assessed by three external Professors appointed by Staff Committee. They will submit their written recommendations to the Staff Committee. Candidates considered eligible for promotion should be recommended by at least TWO of the external Professors. Based on the reports of the three external Professors, Staff Committee will submit its recommendations to the Board of Governors.

Unsuccessful candidates may request a verbal feedback on the outcome of their application from the UAPC/Staff Committee. The request should be made within fifteen days of Board of Governors' decision.

A candidate who has not been promoted may appeal, within one month of the Board of Governors' decision, to an Appeals Committee. Candidates will have to substantiate their request in writing to the Chairman of the Appeals Committee.

The Appeals Committee will consist of the following members:

- A Chairman from outside the University
- Two members (internal or external) with academic experience (at least at Associate Professor level) appointed by Board of Governors.

The Registrar or his representative (at least at Administrative Officer level) will act as Secretary.

No member of the Appeals Committee should have been a member of UAPC, Staff Committee or PAPC.

The Appeals Committee must hear the appeal and make recommendation to the Board of Governors within three (3) months from the date of receipt of the appeal.

The effective promotion date for all successful applicants will be the date of the approval of the Board of Governors and should normally be within six months as from submission of portfolio from applicants.

The following illustrates the schedule of activities with respect to the academic promotion exercise:

- (1) Call for Academic Promotion Exercise by Registrar's Office
- (2) Setting up of UAPC and PAPC (if required) by Board of Governors
- (3) Receipt of applications by Registrar's Office
- (4) Meetings of UAPC and PAPC
- (5) Screening exercise by UAPC/Sub-Committee of the UAPC and interview of applicants by UAPC
- (6) Recommendations of UAPC to Board of Governors through Staff Committee
- (7) Recommendations of Staff Committee to Board of Governors for applications to Professorial grade
- (8) Notification of outcome of applications by Board of Governors
- (9) Verbal feedback to unsuccessful applicants
- (10) Setting up of Appeals Committee.

3. GUIDELINES FOR ASSESSMENT

The Guidelines detailed below set out the criteria for academic promotion and provide a guide to applicants on how to report activities undertaken and how to undertake a quantitative assessment of their contribution in the three core areas. A copy of the application form is shown in Annex A.

Contribution to Teaching and Learning, Research and Scholarly Activity and Service and Engagement will be quantitatively assessed using a point system.

3.1 Teaching and Learning

3.1.1 Contributions

Contributions to the core area of Teaching and Learning can be supported by the following:

- A detailed record of teaching (modules taught and no of hours)
- A detailed record of supervision of projects
- Development, design and review of programme curricula
- Development of Teaching and Learning materials, handbook, student guide
- Attendance and participation in short courses, seminars, workshops, conferences related to Teaching and Learning
- Development of Teaching and Learning policies, innovative and appropriate pedagogies and modes of assessment, novel teaching methodologies and techniques and their applications
- Effective learning materials
- Awards and certificates related to Teaching and Learning
- Evidence of teaching effectiveness, e.g. through student or peer evaluation of Teaching and Learning
- Teaching experience at tertiary level other than at UdM
- Moderator for exam papers outside UdM
- External examiner for modules/programmes outside UdM
- A Teaching and Learning philosophy statement

- Proof of ongoing strategies undertaken to enhance Teaching and Learning

3.1.2 Quantitative Assessment

Item	Description	Point(s)
T1	Teaching experience	1 per year
T2	Teaching hours	1 per 45hrs
T3	Project supervision (Max: 20 pts)	Main or sole supervisor: 0.5 for a mini-project; 1 for a Cert/Dip project; 2 for an UG degree project; 3 for a PG degree project Other supervisor(s): 0.25 for a mini-project; 0.5 for a Cert/Dip project; 1 for an UG degree project; 1.5 for a PG degree project
T4	Student placement supervision (Max: 20 pts)	0.3 per Cert/Dip student; 0.5 per UG degree student; 0.7 per PG degree student
T5	Supervision of project writing, assessment of project/ placement presentation, project assistance (applicable to those who have not claimed marks under T3 and T4) (Max: 20 pts)	0.02 for a mini-project or assessment of student placement presentation 0.05 for a Cert/Dip project 0.1 for an UG degree project 0.15 for a PG degree project
T6	Development of new undergraduate or postgraduate programmes	<u>Cert/Dip programme:</u> 6 (1 person); 4 (>1 person) <u>UG degree programme:</u> 8 (1 person); 6 (>1 person) <u>PG degree programme:</u> 10 (1 person); 8 (>1 person)
T7	Review of existing programmes	<u>Cert/Dip programme:</u> 3 (1 person); 1 (>1 person) <u>UG degree programme:</u> 4 (1 person); 2 (>1 person) <u>PG degree programme:</u> 5 (1 person); 3 (>1 person)
T8	Module mounting (for modules in programmes not included under T6 and T7)	0.5 per module (Cert/Diploma) 0.75 per module (UG degree) 1 per module (PG degree)
T9	Preparation of study guide, handbook, manual	2-4 (sole author) 1-3 (2 or more authors) Point according to number of pages, content, etc.
T10	Attendance to short courses/ seminars/ workshops/ conferences related to Teaching and Learning	1 per short course/ seminar/ workshop/ conference of at least one day duration. 0.5 if < 1 day
T11	Teaching and Learning philosophy statement (Max: 5 pts)	
T12	Evidence of teaching effectiveness (e.g. student and peer evaluation, teaching methods, ability to foster independent, self-directed or active learning) (Max: 10pts)	

T13	Other contributions related to Teaching and Learning including awards and certificates related to Teaching and Learning (not claimed in above) (Max: 10 pts)	
-----	--	--

3.2 Research and Scholarly Activity

3.2.1 Contributions

A non-exhaustive list of examples of contributions to the core area of Research and Scholarly Activity is given below:

- Research publications and patents
- Research qualifications
- Internally and externally funded research projects/research grants
- Supervision of postgraduate research students
- Research collaboration within or with other institutions
- Invited/keynote speakers at Conferences/Workshops/Seminars
- Membership of Editorial Board of journals
- Reviewer of research papers for journals and conferences
- Research awards/prizes
- External examiner for MPhil and PhD theses
- Designs, inventions, prototypes, computer software
- University-Industry interactions, transfer technology and start-up

Research publications (papers in journals, books or conference proceedings) will be rated as high (1.0) or average/low (0.6) based on the journal, book or conference standing.

The applicant should submit for each research publication the title of the paper, name of journal/publisher, year of publication and page numbers. The impact factor or other classification index of the journal(s) should be submitted if available to justify the rating

used for the publication. Copies of all the publications must be included in the applicant portfolio.

Publications in non-refereed journals will be taken into account, but will not carry the same weight as publications in refereed journals. Publications in press (proof of same being provided) will be regarded as published papers. Books will not be considered until after they have been published.

Publications with overlapping contents will be allotted points on a pro-rata basis.

3.2.2 Quantitative Assessment

Item	Description	Point(s)
R1	Research qualification (Only one can be claimed, whichever is highest)	MSc/MA/Bac+4: 2 pts Registration for MPhil/PhD/Master 2: 4 pts MPhil/DESS/DEA/Master 2: 8 pts Transfer of registration to PhD: 6 pts PhD: 12 pts
R2	Post-doctoral research experience in a university or research institution other than UdM	2 per year or <i>pro-rata</i>
R3	Patents	30 (sole author); 20 (2 or more authors)
R4	Books published internationally with an ISBN number. Points will be allotted based on the number of pages in the book.	12-20 (sole author) 8-15 (>1 author)
R5	Books published nationally with an ISBN number. Points will be allotted based on the number of pages.	8-15 (sole author) 4-10 (>1 author)
R6	Chapters in books published internationally with an ISBN number. The points for chapters in a particular book should not exceed the points allocated for book.	6 (sole author) 4 (>1 author)
R7	Chapters in books published nationally with an ISBN number. The points for chapters in a particular book should not exceed the points allocated for a book.	4 (sole author) 2 (>1 author)
R8	Refereed paper in journal	12 (sole author); 10 (>1 author)
R9	Refereed paper in Conference Proceedings	8 (sole author); 6 (>1 author)
R10	Non-refereed published paper/keynote address/technical paper/technical report(Max: 10 pts)	2 (sole author) 1 (>1 author)
R11	Research abstract in a book of abstracts/research poster (Max: 10 pts)	1 per abstract/poster

R12	MPhil/PhD supervision	On-going part-time MPhil/PhD: 2 pts per std On-going full-time MPhil/PhD: 4 pts per std Completed MPhil student: 6 pts per std Completed PhD student: 10 pts per std
R13	Completed externally/internally funded research projects of minimum duration of one year. For projects < 1 year, pro-rata basis.	Sole/Principal Investigator: 10 per project Investigator: 5 per project
R14	On-going externally/internally funded research projects of minimum duration of one year. For projects < 1 year, pro-rata basis.	Sole/Principal Investigator: 4 per project Investigator: 2 per project
R15	Research awards/prizes	2 per award
R16	Assessment of research theses	MPhil: 1 per thesis; PhD: 2 per thesis
R17	Membership of editorial boards of journals	2 per high category journal 1 per average/low category journal
R18	Reviewer/Referee for research article in journal or conference proceeding	1 per paper for high category 0.5 per paper for average/low category
R19	Other contributions related to Research and Scholarly Activity (not claimed in above)(Max: 10 pts)	

3.3 Service and Engagement

3.3.1 Contributions

Contributions to service and engagement can take varied forms including

- Administration and management activities at the level of the Department
- Administration and management activities at the level of the Faculty
- Administration and management activities at the level of the University
- Executive membership of Staff Unions
- Pastoral role as tutor
- Mentoring of new or lower cadre staff
- Organization of workshops, seminars, conferences
- Chairing of sessions in seminars, workshops, conferences
- Executive membership of professional bodies
- Professional advice to government and public organizations
- Participation/ attendance to workshops/ seminars/ conferences
- Rapporteur for workshops/ seminars/ conferences

- Professional consultancies
- Delivery of short courses
- Contribution to National Affairs
- Regional/International Involvement
- Public Talks
- Newspaper articles
- Social or other activities for the betterment of society

3.3.2 Quantitative Assessment

Item	Description	Point(s)
S1	Head of Department	4 per year or <i>pro-rata</i> . Points claimed comprise service to committees as HoD e.g. member of Faculty Board
S2	Programme coordination (applicable as from Aug 2013)	3 per programme per yr
S3	Departmental contribution other than those listed above (e.g. programmecoordination prior to Aug 2013). (Max: 10 pts)	
S4	Dean of Faculty	7 per year or <i>pro-rata</i> . Points claimed comprise service to committees as Dean.
S5	Membership of Faculty Board (not applicable to HoD or Dean)	3 per year or <i>pro-rata</i>
S6	Membership of Faculty standing Committees	3 per year or <i>pro-rata</i>
S7	Organisation of seminars/ workshops/ conferences of a minimum duration of 2 days. If < 2 days, marks to be allotted on <i>pro-rata</i> and if > 2 days, 0.5 point be added per additional day.	Chairperson: 5 per event organized Member of Organising Committee: 3 per event
S8	Chairperson of sessions in seminars/ workshops/ conferences	Sessional Chair: 1 pt /event
S9	Participation/ attendance to national workshops/ seminars/ conferences, one-off committees, etc. (nominated/approved by university)	0.5 per event
S10	Participation/ attendance to international workshops/ seminars/ conferences (nominated/approved by university)	1 per event
S11	Faculty contribution other than those listed above (Max: 10 pts)	
S12	Membership of Academic Council/ Board of Governors	6 per year or <i>pro-rata</i>
S13	Membership of other standing University Committees	3 per committee per year or <i>pro-rata</i>
S14	Executive membership of Staff union	Office bearers: 3 per yr or <i>pro-rata</i> Others: 2 per yr or <i>pro-rata</i>

S15	Membership of standing National Committees	3 per committee per year or <i>pro-rata</i>
S16	Membership of standing National Sub-Committees	1 per sub-committee per year or <i>pro-rata</i>
S17	Executive membership of professional bodies	2 per year or <i>pro-rata</i>
S18	Membership of Regional/ International Committees/ Boards	5 per Committee/ Board per year or <i>pro-rata</i>
S19	Professional consultancy Only consultancy officially acknowledged through the University should be marked.	1 for every Rs 20 000 brought to UdM
S20	Other contributions related to Service and Engagement (not claimed in above) such as public talks, newspaper articles, service to community, acting as rapporteur, attendance to conferences/workshops/seminars on personal basis,etc.(Max: 20 pts)	

4. SPECIAL CONDITIONS FOR THE UPCOMING PROMOTION EXERCISE

- (1) The academic promotion exercise will be carried out **at the earliest**, as there has not been any promotion avenue for the staff for the past twenty-three years. The academic is facing a career lag not only because of the lack of promotional scope but also due to the structural change carried out prior to the setting-up of UdM. It is noteworthy that promotion is still the most attractive reward perceived by the staff and that promotion has a positive and significant effect on job satisfaction.

All candidates will be informed in writing of the outcome of their applications following Board of Governors' decisions **at the earliest**.

- (2) The criteria and procedures specified in the revised guideline are applicable only for **existing** academic staff.

For other academic promotion exercises, review of the criteria and procedures for promotion of existing UdM Academic staff and development of criteria and

procedures for promotion of newly recruited academic staff will be carried out as and when required.

- (3) Thresholds have been set for the three core areas of Teaching and Learning, Research and Scholarly Activity, and Service and Engagement for promotion of Academic Staff from Lecturer to Senior Lecturer, Senior Lecturer to Associate Professor and Associate Professor to Professor. Specifically, for the upcoming promotion exercise, the thresholds for promotion from Lecturer to Senior Lecturer for the three core areas are been maintained.
- (4) To avoid dissatisfaction between academic staff of both campuses and due to their varying contribution in some of the items included in the promotion criteria, the promotion will be carried out **campus-wise**.
- (5) The Udm will ensure that as far as possible all information required by Lecturers relating to Teaching and Learning, Research and Scholarly Activity, and Service and Engagement are available for the compilation of their portfolio prior to the call for the Academic Promotion Exercise.

In the absence of evidence for the amount of teaching hours for a given year for an academic staff, a **total of 270 hours per academic year** will be assigned. Claims for data or information not available (e.g. for teaching load higher than 270 hours) should be duly supported by their Head of Department/ Dean of Faculty/ Deputy Director-General/ Registrar or an officer of the university as instructed by the Registrar/Director General.

- (6) The application of any academic staff member who was initially recruited as Assistant Lecturer/Lecturer and who has carried out few teaching assignments due to their posting in other capacities (for e.g. appointment as 'Conseiller en Formation Continue' at the Centre de Ressources, etc) will be treated as a special case and be assessed separately on its own merit.

Annex A – APPLICATION FORM:

**APPLICATION FORM
FOR
ACADEMIC PROMOTION
EXERCISE**

UNIVERSITÉ DES MASCAREIGNES

ACADEMIC PROMOTION EXERCISE

APPLICATION FORM

Name:

Department:

Faculty:

Date of first appointment to UdM/ex-IST/ex-SDIM:

Current Post:

Date of current appointment:

Promotion being sought:

Qualification(s) (chronological order):

Year of Award	Title and Details of Qualification

Previous Appointment(s) (chronological order):

Year(s)	Post and Institution	Brief details of work carried out

TEACHING AND LEARNING

Item	Criteria	Details	Points	
			Self	UAPC
T1	Teaching experience			
T2	Teaching hours			
T3	Project supervision (Max: 20 pts)			
T4	Student placement supervision (Max: 20 pts)			
T5	Supervision of project writing, assessment of project/ placement presentation, project assistance (Max: 20 pts)			
T6	Programme development			
T7	Review of existing programmes			
T8	Module mounting			
T9	Preparation of study guide, handbook, manual			
T10	Attendance to short courses/ seminars/ workshops/ conferences related to Teaching and Learning			
T11	Teaching and Learning philosophy statement (Max: 5 pts)			
T12	Evidence of teaching effectiveness (Max: 10 pts)			
T13	Other contributions related to Teaching and Learning (Max: 20 pts)			
TOTAL SCORE FOR TEACHING AND LEARNING				

RESEARCH AND SCHOLARLY ACTIVITY

Item	Criteria	Details	Points	
			Self	UAPC
R1	Research qualification			
R2	Post-doctoral research experience			
R3	Patents			
R4	Books published internationally			
R5	Books published nationally			
R6	Chapters in books published internationally			
R7	Chapters in books published nationally			
R8	Refereed paper in journals			
R9	Refereed paper in Conference Proceedings			
R10	Non-refereed published paper/ keynote address/ technical paper/ technical report (Max: 10 pts)			
R11	Research abstract/ poster			
R12	MPhil/PhD supervision			
R13	Completed funded research projects			
R14	On-going funded research projects			
R15	Research award/prizes			
R16	Assessment of research theses			
R17	Membership of editorial boards of journals			
R18	Reviewer/Referee for research article in journal or conference proceeding			
R19	Other contributions related to			

Item	Criteria	Details	Points	
			Self	UAPC
	Research and Scholarly Activity (Max: 10 pts)			
TOTAL SCORE FOR RESEARCH AND SCHOLARLY ACTIVITY				

(A) SERVICE AND ENGAGEMENT

Item	Criteria	Details	Points	
			Self	UAPC
S1	Head of Department			
S2	Programme coordination (as from August 2013)			
S3	Departmental contribution other than those listed above (Max: 10 pts)			
S4	Dean of Faculty			
S5	Membership of Faculty Board			
S6	Membership of Faculty Standing Committees			
S7	Organisation of seminars/workshops/ conferences			
S8	Chairperson of sessions in seminars/workshops/ conferences			
S9	Participation/ attendance to national workshops/ seminars/ conferences/ one-off committees			
S10	Participation/ attendance to international workshops/ seminars/ conferences			
S11	Faculty contribution other than those listed above (Max: 10 pts)			
S12	Membership of Academic Council/ Board of Governors			

Item	Criteria	Details	Points	
			Self	UAPC
S13	Membership of other standing University Committees			
S14	Executive membership of Staff Union			
S15	Membership of standing National Committees			
S16	Membership of standing National sub-Committees			
S17	Executive membership of professional bodies			
S18	Membership of Regional/ International Committees/ Boards			
S19	Professional consultancy			
S20	Other contributions related to Service and Engagement (Max: 20 pts)			
TOTAL SCORE FOR SERVICE AND ENGAGEMENT				

(B) OVERALL ASSESSMENT

Criteria	Self-Assessment	UAPC Assessment
(A) TEACHING AND LEARNING		
(B) RESEARCH AND SCHOLARLY ACTIVITY		
(C) SERVICE AND ENGAGEMENT		
TOTAL SCORE		

(E) UAPC OBSERVATIONS

Criteria	Observations
(A) TEACHING AND LEARNING	
(B) RESEARCH AND SCHOLARLY ACTIVITY	
(C) SERVICE AND ENGAGEMENT	
TOTAL SCORE	