

# **MUHIMBILI UNIVERSITY OF HEALTH AND ALLIED SCIENCES**



## **SCHEME OF SERVICE FOR ACADEMIC STAFF 2013**

## **B. GUIDING PRINCIPLES**

### **1. INTRODUCTION**

- (i) The Muhimbili University of Health and Allied Sciences (MUHAS) is a successor of the Muhimbili University College of Health and Allied Sciences (MUCHS) which was a constituent College of the University of Dar es Salaam till December, 2006.
- (ii) MUHAS has been established by its own Charter (Muhimbili University of Health and Allied Sciences Charter and its Rules, 2007) signed by His Excellence the President of the United Republic of Tanzania on the 28<sup>th</sup> March, 2007.

### **2. VISION OF THE UNIVERSITY.**

To become a centre of excellence for training health professionals, quality research and public service, located in a spacious area with a state of the art University hospital, conducive learning and working environment and sustainable resource generation.

### **3. MISSION OF THE UNIVERSITY.**

To seek for quality health for the Tanzanian population, through education, training, research and health services for attainment of equitable socio-economic development.

### **4. OBJECTIVES OF THE UNIVERSITY.**

Advancement of knowledge, diffusion and extension of technology and learning, provision of higher education and research and so far as consistent with those objectives, the nurturing of the Intellectual as aesthetic, social and moral growth of the students at the University.

### **5. VALUES.**

In order to realize the vision and fulfill its mission, MUHAS shall be guided by the following values:

- (i) Social responsibility, accountability and leadership in responding to issues and expectations of the society.
- (ii) Public accountability through transparent decision- making, open review responsible and efficient use of resources.
- (iii) Institutional autonomy through self-governing structures and greater independence in action while being responsive to societal needs.
- (iv) Professional and ethical standards of the highest order, practiced through openness, honesty, tolerance, and respect for the individual.
- (v) Equity and social justice with regard to gender, religion, ethnicity and other social characteristics.
- (vi) Academic freedom in critical thinking and enquiry as well as the open exchange of ideas and knowledge.

- (vii) Academic integrity and professional excellence in teaching, research and service provision.
- (viii) Nationalism and internationalism in scholarly activities of national and global concerns.
- (ix) Productivity, innovation and entrepreneurship in all activities of the University underpinned by a dedication to quality, efficiency and effectiveness.
- (x) Human Resource of the highest quality capable of enhancing the realization of the vision and mission of the University.
- (xi) The right to enjoy the intellectual, social, cultural and recreational opportunities, for students and staff.

#### **6. MEANING OF SCHEME OF SERVICE:**

The schemes of Services are policy guidelines which clearly defines the following;

- (i) Entry qualification for each category of Staff
- (ii) Career path or progression through which those members of Staff have to follow or go through during their services
- (iii) The training requirement for each category of the job
- (iv) Equity in terms of the necessary requirements for both appointments and promotion
- (v) Standardization for the posts in terms of appointment/promotion, etc.
- (vi) General duties to be performed at each post in the hierarchy

#### **7. OBJECTIVES OF THE SCHEME OF SERVICE:**

- (i) The primary objective of these schemes of service is to enable every employee understand clearly his/her career prospects and the path he/she will be required to follow to reach the ultimate position in his/her respective cadre.
- (ii) To expand the schemes in order to ensure that the members of staff in certain cadres do not reach the bar at an early stage forcing them to stagnate at one post for too long thereby demoralizing and demotivating them.
- (iii) To adequately remunerate members of Academic staff in order to motivate them.
- (iv) To put clear the necessary qualifications set out in the various schemes of services for the post at all levels for eligibility for appointment and promotion.
- (v) To increase work efficiency and effectiveness thereby avoiding wastage and increase output in teaching, research and services.

- (vi) To motivate members of staff to understand the need to undergo further training and the need for the management to determine training needs and sponsorships.
- (vii) To bring increased terminal and pension benefits.

## **8. QUALIFICATIONS**

The qualifications set out in the various schemes of service for the posts of all levels are the minimum qualifications which will normally be required to consider a candidate eligible for appointment/promotion. The mere acquisition of these qualifications, however, will not automatically lead to appointment or promotion. Appointment/promotion will depend on:-

- (i) The existence of a vacancy in the higher grades;
- (ii) Good performance appraisal conducted annually through OPRAS and the decision by the Appointing Authority. It should be understood therefore, that the fulfillment of the basic requirements cannot lead to automatic appointment/promotion. What is important is that a member of staff understands fully his/her tasks and responsibilities and is able to do the job at the level of performance expected of him/her by the University.
- (iii) Existence of Budget for the posts in the higher ranks.

## **9. COVERAGE**

The schemes of service have been designed to cover all cadres of Academic staff including executive positions and academic duty Posts.

## **10. CONTROL AND DISCIPLINE**

All staff will be administered in accordance with the provisions of these schemes of service, MUHAS staff Regulations, Government Standing Orders, Public Service Regulations and Government Circulars.

## **11. GENDER AND NUMBER**

In these scheme of service unless otherwise provided, words importing singular include plural and vice versa, and words importing the masculine gender shall include feminine but words importing natural persons shall not include body corporate.

## **12. ENTRY POINTS, PROMOTION AND DUTIES**

- (i) The scheme of service does point out that recruitment and promotion is based on clearly described qualifications and merits in any position. The duties contained in the schemes are generally tasks expected to be performed by the staff of the respective ranks.
- (ii) In determining an employee's salary, some factors will be considered such as educational and professional qualifications experience, demand of the job and performance. The entry requirements for a post provided the minimum

qualifications and experience that are required from a candidate to fill the vacant post.

- (iii) A salary scale entry point for a candidate with minimum requirements will be the lowest scale in the salary range of his cadre. However considering the field experience of a candidate, the Appointing Authority may decide to offer a salary of a higher notch during the 1<sup>st</sup> appointment.

### 13. STARTING AND ENDING SALARY SCALES

The starting and ending salary scales shall be applied for various qualifications in the schemes of service as follows:

S/N	Rank	ACADEMIC QUALIFICATIONS	STARTING SCALE	ENDING SCALE
1	Tutorial Assistant/ Research Fellow Trainee/Assistant Librarian Trainee	First Degree - three (3) years training	PUTS 1+2 increments.	PUTS 2
		First degree -four (4) years training	PUTS 1+ 3 Increments.	PUTS 2
		First degree -Five (5) years training	PUTS 2	PUTS 2
2	Assistant Lectures/ Assistant Research Fellow/ Assistant Librarian	Master's degree	PUTS 3+ 2 Increments 1 <sup>ST</sup> appointment.	PUTS 4
			PUTS 3+3 Increments - In Service Staff	PUTS 4
3	Lecturer/Research Fellow/Librarian	PhD/MMed/MDent	PUTS 5 + 2 Increments.	PUTS 6
			PUTS 5 + 3 Increments - In Service Staff	PUTS 6
4	Senior Lecturer/ Senior Research Fellow/ Senior Librarian	PhD/MMed/MDent	PUTS 7	PUTS 8
5	Associate Professor/ Associate Research Professor/ Associate Librarian Professor	PhD/MMed/MDent	PUTS 9	FIXED
6	Professors	PhD/MMed/MDent	PUTS 10	FIXED

### 14. RESPONSIBILITY ALLOWANCE

Responsibility allowance shall be paid to post holders in the duty posts at the rate to be determined and reviewed from time to time by the University Council.

**15. INTERPRETATION**

Final interpretation of these schemes of services is vested in the University Council

**16. REVISION**

- The schemes of Service shall be revised and adjusted from time to time as circumstances may require and in accordance with directives and provisions of the relevant authority.

**17. EFFECTIVE DATE**

These schemes will become operational after approval by the University Council and the Treasury Registrar.

## **C: SCHEME OF SERVICE FOR VICE CHANCELLOR.**

**SALARY: Two times salary of a serving Professor.**

### **Qualifications**

- i) Must have attained a rank of Professor or Associate Professor in Health Profession
- ii) A person possessing outstanding Administrative competences.
- iii) A person with excellent record of scholarship, teaching, research and service to the public.
- iv) A post holder must have extensive knowledge and working experience at University systems of not less than 10 years, of which 6 years must be at a senior management level.
- v) Good interpersonal relations.

### **Abilities**

- i) Ability to develop a vision, mission and direction for the University.
- ii) Ability to interpret and promote the University's key academic and administrative functions.
- iii) Ability to stimulate and encourage new ideas and developments through motivation and support for staff and students.
- iv) Skills in Strategic management, communication, interpersonal, public relations and negotiations and
- v) Ability to influence, persuade and build coalitions and networks.

### **Duties and Responsibilities**

#### **The Vice Chancellor:-**

- i) Is the Chief Executive Officer of the University with general responsibility for maintaining and promoting efficiency, effectiveness and good order/governance of the University.
- ii) Provides executive leadership to the institution through the creation and implementation of strategic management plans.
- iii) Directs and supervises Senior Management Team responsible for the academic, financial and administrative functions of the university and ensure that each performs to expected level of excellence.
- iv) Oversees the implementation of systems designed to ensure sound management and fiscal control and the promotion of good order throughout the institution.
- v) Oversees the procurement and fair allocation of resources to the various cost centers within the University.
- vi) Promotes an understanding among all concerned the vision and mission of the University.
- vii) Directs development of policies, plans and programmes of the University, based on a strategic overview of the University and its environment to enable it realize its mission and vision.
- viii) Mobilizes and direct procurement internally and externally the resources necessary for the implementation of the University's plans and programmes.

- ix) Presides over all Senate and A&HRMC meetings which are statutory Committee of the University Council.
- x) Represents the University externally in order to promote awareness and an understanding of the University's mission, vision, objectives, policies and programmes, and to be accountable for the resources entrusted to it.
- xi) Is the key spokesperson of the University on all matters that affect the general welfare of the University.
- xii) Exercises any other powers and duties as may be conferred upon him/her from time to time by the Chancellor, Council, MUHAS Charter, Rules and any other written Laws.



## **D. SCHEME OF SERVICE FOR DEPUTY VICE CHANCELLORS.**

**SALARY: 1.75 times a salary of serving Professor.**

### **Qualifications**

- i) A Senior Academic Member of Staff with a rank of Professor or Associate Professor in Health Profession.
- ii) Excellent record of scholarship, teaching, and service to the society.
- iii) A sound knowledge in managing University and its operational environment.
- iv) Proven successful experience of not less than 10 years in Administration of Universities and at least 6 years must be at a senior management level.

### **Abilities:**

- i) Ability to develop an academic and administrative vision and direction for the University and coordinate their implementation.
- ii) Ability to interpret and promotes the University's key academic and administrative matters.
- iii) Ability to stimulate and encourage new ideas and development through motivation and support for staff and students.
- iv) Has superior management, communication or interpersonal and public relations and negotiations skills.
- v) Ability to influence persuade and build coalitions and networks.
- vi) Ability to coordinates and manages research effectively.
- vii) Have liaison and consultancy management skills.
- viii) Is effective in negotiation, resources mobilization and utilization as well as Performance Based Management.
- ix) Ability to develop effective research and consultancy teams or conditions for their continued existence.
- x) Has good knowledge and experience in use of MIS and ICT in general.

### **Duties and Responsibilities**

#### **Deputy Vice Chancellor - Academic, Research and Consultancy:-**

- i) Initiates and obtain approval of and promote policies, plans and programmes that will enhance the academic excellence of the University,
- ii) Oversees the implementation and on-going review of academic policy, plans and programmes of the University which are consistent with its mission and objectives, and which are in compliance with the University Charter, Rules and any other written Laws.
- iii) Oversees the creation, coordinates implementation and review of a policy framework to ensure that effective University structures and mechanisms exist for monitoring the quality, the standards, and the management of the University's academic programmes,
- iv) Oversees the selection and admission of qualified students by Schools

- v) Oversee the creation, coordinates implementation and on-going review of academic staffing policies to match needs of on-going and envisaged programmes.
- vi) Is responsible for coordinating all research and consultancy activities of the University,
- vii) Co-ordinates the development and periodic review of the research and consultancy policy of the University, submit it to Senate and Council for approval, the Government for adoption and funding, and ensure effective implementation,
- viii) Serves as the key link-person between the University, Government and the international community and coordinate effective of marketing the University's human resource capacity for various basic and applied/contract research as well as consultancy in order to ensure that the University gets top priority consideration in the allocation of resources and participation consultancy activities, which are central to the realization of its mission and diversification of its income,
- ix) Effectively coordinate consultancy opportunities to the University by ensuring objective allocation of opportunities at all levels, based on criteria of merit, in order to build confidence among its clients,
- x) Co-ordinates dissemination of major research findings through seminars, conferences, workshops, symposia, and making available to interested parties research abstracts or relevant findings that can inform policy or are instrumental in solving problems,
- xi) Co-ordinate the academic activities of the University which includes facilitation the processing for approval of the academic programmers from Schools including curricular, coordination of review of regulations, co-ordination of examinations for undergraduate and postgraduate studies and their admission by Schools.
- xii) Co-ordinates the development and establishment of procedures for the University review and development of academic programmes, academic leadership, management of teaching and learning and academic resources.
- xiii) Co-ordinates the appointment of external examiners by Schools for all examinations conducted.
- xiv) Supervise subordinates who report directly to him/her to ensure timely and effective implementation of the coordination duties, hence shall cause annual performance evaluation of their effectiveness, provide feedback and make follow-up to ensure that any shortcomings are made known to the staff and are addressed.
- xv) Perform any other duties as may be delegated to him/her by the University Council, Vice Chancellor, University Charter and Rules and any other written Laws.

## **Duties and Responsibilities**

### **Deputy Vice Chancellor - Planning, Finance and Administration:-**

- i) Ensure there is a policy framework for the implementation, review, updating and evaluation of strategic plans at University and School/Directorate levels.

- (ii) Ensure that there is a policy framework for the implementation and evaluation of academic resource models, together with an evaluation of the consequential changes in non academic areas.
- (iii) Directs appropriate units to formulate, review policies and coordinates implementation of matters relating to the management of the institution's financial information systems.
- (iv) Directs appropriate units to develop and put in place a policy framework for the development and management of the University, its accounting procedures, manuals and other documents relating to fiscal control and management as per approved financial regulations.
- (v) Coordinate devolution system for financial management. Monitors their income and expenditures for compliance with the University's approved plans and budgets.
- (vi) Co-ordinates production of the University-wide financial reports and facilitates establishment of appropriate communication channels.
- (viii) Oversees the implementation of approved procedures for the full range of fiscal management and control within the department by providing professional guidance to subordinate staff.
- (ix) Directs preparation of University budgets, staffing plans, estimates, and Monitor the department's expenditures to ensure that plans and budgets are not compromised to ensure conformity with University Regulation.
- (x) Supervises the activities of subordinates and takes corrective action in accordance with University procedures, rules and regulations.
- (xi) Supervises the Recruitment of staff into the units and manage them in accordance with University policies and procedures.
- (xii) Coordinates the implementation of procedures for the total range of planning and financing information functions by providing guidance to the Schools and other units.
- (xiii) Coordinates the financial administration of the University including revenue cost cutting, generation, budget preparation and control of investment management,
- (xiv) Oversees the compilation of the University's capital and recurrent budgets of the University disbursements as per procedures.
- (xv) Oversees the preparation of monthly, quarterly and annual accounts, financial statements, financial statistical reports and special studies of the University.
- (xvi) Monitors the implementation of University plans at University and Schools/Directorates, Institutes level and alert appropriate officials in good time when corrective action is necessary.
- (xvii) Monitors the allocation and use of academic resources to ensure compliance with policies, Plans and procedures.
- (xviii) Checks that any necessary remedial action as recommended by him/her has been taken and, if it has not, bring matters of importance to the immediate attention of the Vice Chancellor.
- (xix) Performs any other duties as may be delegated to him/her by the University Council, Vice Chancellor, University Charter, Rules and any other written Law.

## **E. SCHEME OF SERVICE FOR COLLEGE PRINCIPALS**

**SALARY SCALE: 1.5 times a salary of a serving Professor.**

### **Qualifications**

- (i) Member of Staff of level of Associate Professor or Professor in health Profession.
- (ii) Extensive knowledge and experience of University systems and;
- (iii) Exemplary record of scholarship, teaching, research and consultancy services.
- (iv) Management experience of higher learning institutions

### **Abilities**

- i) Previous work experience preferably as Dean, Director or Head of Department, in Management of Higher Learning Institutions.
- ii) Ability to develop a vision, mission and direction for the College.
- iii) Skills in Strategic management, communication, interpersonal, public relations and negotiations skills.
- iv) Ability to influence, persuade and build coalitions and networks

### **Duties and Responsibilities.**

#### **The Principal of College:-**

- (i) Shall be the academic and administrative head of the Respective College and as such shall be responsible to the Vice Chancellor through the DVCs' for maintaining an efficient and effective management of the College.
- (ii) Shall exercise powers on all academic matters of the College.
- (iii) Plan for the future of the College with regard to new programmes, new academic development and the demands of future expansion and be actively involved in mobilizing resource for realizing the plans.
- (iv) Coordinates the financial administration of the College including revenue cost cutting, generation, budget preparation and control and investment management.
- (v) Oversees the compilation of the College's capital and recurrent budgets of the University disbursements as per procedures.
- (vi) Oversees the preparation of monthly, quarterly and annual accounts, financial statements, financial statistical reports and special studies of the College.
- (vii) Monitors the implementation of College's plans at the College and Schools/Directorates, Institutes level and alert appropriate officials in good time when corrective action is necessary.
- (viii) Participate in the formulation, implementation, and evaluation of the academic policies and strategic plans of the College.
- (ix) Ensure that members of staff are accessible to students and that student and staff treats each other with courtesy and consideration.

- (x) Bring opportunities for research, publication service and conference attendance to the attention of ALL staff and assist them to take advantage of such opportunities using transparent and an objective criteria of merit.
- (xi) Establish mechanisms and procedure for monitoring teaching and examination standards within the college and ensure that college academic objective and commitments are fulfilled.
- (xii) Be responsible for coordination efficient and effective implementation of decisions and Directives of the College Board, Senate and Council.
- (xiii) Undertake any other related duties as may from time to time be assigned to him/her by the Vice Chancellor, DVC's and or any other competent authority.

**F. SCHEME OF SERVICE FOR DEPUTY COLLEGE PRINCIPALS.  
SALARY SCALE - 1.25 Times Salary of a Serving Professor.**

**Qualifications**

- (i) Member of Staff of level of Associate Professor or Professor in health Profession.
- (ii) Extensive knowledge and experience of University systems
- (iii) Exemplary record of scholarship, teaching, research and consultancy services and
- (iv) Management experience of higher learning institutions

**Abilities**

- (i) Ability to develop a vision, mission and direction for the School/Directorate.
- (ii) Ability to interpret and promote the University's key academic and administrative functions.
- (iii) Ability to stimulate and encourage new ideas and developments through motivation and support for staff and students.
- (iv) Skills in Strategic management, communication, interpersonal, public relations and negotiations skills; and
- (v) Ability to influence, persuade and build coalitions and networks.

**Duties:**

- (i) Shall act as a principal during a vacancy in the office of the principal or during absence, inability or incapacity of the Principal.
- (ii) Shall exercise such powers and duties as may be delegated to him or her by the principal.
- (iii) Shall furnish the principal with relevant information and data that is necessary for preparing reports to the DVCs and the VC on the activities of the College.
- (iv) Shall make a follow-up and ensure timely implementation and feedback to the Principal on decisions/directives of the Council /Senate/ The College Management Board for which the Principal is directly responsible for their implementation.
- (v) Shall also have any other duties as may from time to time be delegated to him/her by the Council, the Senate, or the College Management Board whenever the Principal is away.

## **G. SCHEME OF SERVICE FOR DEANS AND DIRECTORS**

Salary Scale: As per Academic Rank

### **Qualifications:**

- (i) Senior Academic Member of Staff.
- (ii) Extensive knowledge and experience of University systems and;
- (iii) Exemplary record of scholarship, teaching, research and consultancy services.
- (iv) Management experience of higher learning institutions.

### **Abilities**

- (vi) Ability to develop a vision, mission and direction for the School/Directorate.
- (vii) Ability to interpret and promote the University's key academic and administrative functions.
- (viii) Ability to stimulate and encourage new ideas and developments through motivation and support for staff and students.
- (ix) Skills in Strategic management, communication, interpersonal, public relations and negotiations skills; and
- (x) Ability to influence, persuade and build coalitions and networks.

### **Duties and Responsibilities:**

#### **The Dean or Director shall:-**

- (i) Be the academic and administrative Head of the School/Directorate/Institute.
- (ii) Participate in the formulation, implementation, and evaluation of the academic policies and strategic plans of the University.
- (iii) Promote academic excellence in teaching, research and service (consultancy) programmes of the school/directorate.
- (iv) Guide the School/Directorate with respect to teaching, research and service (consultancy) by setting goals and standard, by supporting initiatives and new directions in school/Directorate.
- (v) Co-ordinate the school/directorate teaching, research and service (consultancy) commitments in consultation with the Heads of Departments.
- (vi) Bring opportunities for research, publication service and conference attendance to the attention of ALL staff and assist them to take advantage of such opportunities using transparent and an objective criteria of merit.
- (vii) Establish mechanisms and procedure for monitoring teaching and examination standards within the School/Directorate and ensure that School/Directorate academic objective and commitments are fulfilled.
- (viii) Identify objectives and set priorities for the School/Directorate in consultation with the academic/research staff Faculty, the College Principal and other appropriate persons.
- (ix) Plan for the future of the School/Directorate with regard to new programmes, new academic development and the demands of future

expansion and be actively involved in mobilizing resource for realizing the plans.

- (x) Contribute to the university academic plan on behalf of the School/Directorate.
- (xi) Be responsible for the examination within the School/Directorates ensuring the timeous preparations of papers, over-seeing the recommendations for the appointment of external examiners and collating and approving examination results and preparing for transmission to Senate the examination results from the School/Directorate.
- (xii) Promote positive student relations within the School/Directorate and actively resolve problems raised by students and staff alike.
- (xiii) Ensure that members of staff are accessible to students and that student and staff treats each other with courtesy and consideration.
- (xiv) Be responsible through the various Departments, for selection of local staff eligible to proceed for further training and co-ordinate the activities of staff undergoing training within the School/Directorate.
- (xv) Submit annual report of the School/ Directorate and annual performance appraisal of the academic, administrative and Technical Staff.
- (xvi) Submit annual report of the academic, administrative and Technical Staff.
- (xvii) Recommend in consultation with Heads of Departments staff for appointment confirmation and promotion.
- (xviii) Ensure staff observe University policies and procedures, take timely and appropriate action when policies and procedures have been breached and recommendation for disciplinary action where necessary.
- (xix) Submit budgets for the School/Directorate activities to the DVC -PFA in accordance with University timelines, policy and procedures.
- (xx) Provide accurate and timely information and data for University publications, reports and the administrative information systems.
- (xxi) Allocate duties and workload equitably amongst the School/Directorate office staff.
- (xxii) Prepare and submit the annual report of the School/Directorate on time.
- (xxiii) Undertake any other related duties as may from time to time be assigned to him/her by the competent University authority.



## H. SCHEME OF SERVICE FOR HEADS OF ACADEMIC DEPARTMENTS.

Salary Scale: As per Academic Rank

### **Qualifications:**

- (i) Senior Academic Member of Staff
- (ii) Extensive knowledge and experience of University systems and;
- (iii) Exemplary record of scholarship, teaching, research and consultancy services.
- (iv) Some Management experience of higher learning institutions

### **Skills and Abilities**

- i) Ability to develop a vision, mission and direction for the Department.
- ii) Ability to interpret and promote the University's key academic and administrative functions.
- iii) Ability to stimulate and encourage new ideas and developments through motivation and support for staff and students.
- iv) Skills in Strategic management, communication, interpersonal, public relations and negotiations skills; and
- v) Ability to influence, persuade and build coalitions and networks.

### **Duties and Responsibilities:**

#### **Head of Academic Department shall:-**

- (i) Be the executive officer of the department in the implementation of departmental policy and other university authorities and be responsible for the day-to-day administration of the department.
- (ii) Assume the responsibility of planning, control and use of all resources including staff, space, finance, plants, equipment and all other assets of the department.
- (iii) Account regularly for all department income and expenditure.
- (iv) Provide accurate and timely information and data for University publications, reports and the administrative information systems, including continuous assessment and examination marks as per requirement.
- (v) Participate in the formulation, implementation and evaluation of the School/Directorate academic policy.
- (vi) Promote academic excellence in the teaching, research and service programmes of the department.
- (vii) Guide the department with respect to teaching, research and service by setting goals and standard and by role modeling.
- (viii) Co-ordinate the department's teaching, research and service commitments.
- (ix) Bring opportunity for research, publication and service and conference attendance to the attention of Department staff and assist them to take advantages of such opportunity based on a transparent and objective criterion of merit.
- (x) Develop performance indicators for monitoring of standards and quality of teaching, learning within the Department and examination within the

department and ensure that the department's academic objectives and commitments are fulfilled.

- (xi) Foster co-operation and unity and maintain team spirit among staff and student in the department.
- (xii) Identify objective and set priorities for the consultation with the academic staff, the dean and appropriate resource persons.
- (xiii) Plan for the future of the department with regard to new programmes, new academic developments and the demands of future expansion.
- (xiv) Oversee the implementation of the Departmental research and consultancy plan.
- (xv) Ensure that members of staff are accessible to students and that student and staff treats each other with courtesy and consideration.
- (xvi) Ensure that members of staff are available all time during office else their whereabouts should be known to peer/head of the department.
- (xvii) Recommend staff for promotion, for appointment, confirmation provided they are capable of contributing significantly to the department's and University's mission and goals.
- (xviii) Allocate duties and workload equitably and in the light of the department's objectives and plans.
- (xix) Ensure staff observe University policies and procedures, take timely and appropriate action when policies and procedures have been breached and recommend disciplinary action where necessary.
- (xx) Submit annual performance appraisal reports on all academic, administrative and non-administrative staff.
- (xxi) Undertake any other related duties as may from time to time be assigned to him/her by the competent University author.

## I. SCHEME OF SERVICE FOR ACADEMIC STAFF

S/No	Rank	Salary Scale
(i)	Tutorial assistant	PUTS 1-2
(ii)	Assistant lecturer	PUTS 3-4
(iii)	Lecturer	PUTS 5-6
(iv)	Senior lecturer	PUTS 7-8
(v)	Associate professor	PUTS 9
(vi)	Professor	PUTS 10

### 1.0 TUTORIAL ASSISTANT - PUTS 1-2

#### (a) Direct Entry Qualifications

Possession of:-

- (i) First Degree in the relevant discipline with at least upper second class and a GPA of 3.8 or higher from recognized University.

#### (b) Duties

**A Tutorial Assistant shall:-**

- (i) Understudy senior faculty including attending Lectures, seminars, tutorials and practicals where applicable.
- (ii) Study and acquire skills and knowledge in training, research and consultancy.
- (iii) Assist in research and consultancy projects.
- (iv) Participate in curriculum development.
- (v) Assist in other service programmes of the department.
- (vi) Perform any other duties that may be assigned by a competent authority.

### 2.0 ASSISTANT LECTURER - PUTS 3-4

#### (a) Direct Entry Qualification

Possession of:-

- (i) Appropriate Master Degree excluding MMed and MDent with an average of B+ grade or GPA of 4.0 and above from recognized University.
- (ii) First Degree with at least upper second class and a minimum GPA of 3.8 from recognized University.
- (iii) B+ Grade in the relevant teaching subject at postgraduate study.

#### (b) In-Service Structure

By promotion of Tutorial Assistant who have acquired an appropriate Master Degree ( excluding MMed and MDent) with an average of B+ grade or GPA of 4.0 and above from recognized University.

**(c) Duties**

**An Assistant Lecturer shall :-**

- (i) Conduct lectures; prepare case studies; assist in tutorial/seminars in degree and other courses.
- (ii) Work in co-operation with senior faculty members on specific projects such as research and consultancy.
- (iii) Understudy senior faculty to supervise special projects, conduct, publish and disseminate research results.
- (iv) Participate in training, research and consultancy.
- (v) Mark and grade of examination and tests.
- (vi) Supervise students during seminars, examinations, tests, practical, field work and tutorials.
- (vii) Participate in writing of Teaching Manuals.
- (viii) Participate in curriculum development.
- (ix) Invigilate students during examinations.
- (x) Attend workshops, conferences and symposia.
- (xi) Attend faculty development trainings.
- (xii) Promote excellence in all service programmes of the department.
- (xiii) Perform any other duties that may be assigned by a competent authority.

**3.0 LECTURER - PUTS 5-6**

**(a) Direct Entry:**

Possession of:-

- (i) Appropriate PhD or MMed/MDent.
- (ii) A minimum GPA of 3.8 in the undergraduate from recognized University.
- (iii) Three years relevant working experience.

**(b) In-Service Structure**

By promotion of Assistant Lecturer who have acquired:-

An appropriate PhD or MMed/ MDent

- (i) Three years relevant working experience since last promotion.

**(c) Duties**

**A Lecturer shall :-**

- (i) Develop curriculum and participate in its implementation.
- (ii) Carry out lectures, conduct tutorials, seminars and practical for undergraduate students.
- (iii) Conduct seminars for Postgraduate students.
- (iv) Assess undergraduate students coursework and academic progress.
- (v) Invigilate students during examinations.

- (vi) Set and mark assignments, tests and examinations and submit results on time.
- (vii) Prepare manuals and case studies for training.
- (viii) Participate in multi disciplinary research projects.
- (ix) Provide close supervision and guidance to undergraduate students.
- (x) Participate in developing and managing various university activities.
- (xi) Participate in writing Research Grants.
- (xii) Participate in research, and publishing/ disseminate of results.
- (xiii) Participate in consultancy and community services.
- (xiv) Attend/organize workshops, conferences and symposia.
- (xv) Participate in Continuing Education and Professional (CEP) and faculty development activities to improve teaching skills including facilitation.
- (xvi) Provide specialized clinical and Community services where applicable for in-patients and out-patients .
- (xvii) Supervise case presentation and participate in training other staff.
- (xviii) Perform any other duties that may be assigned by competent authority

#### **4.0 SENIOR LECTURER - PUTS 7-8**

##### **(a) Direct Entry:**

Possession of:-

- (i) PhD/MMed/MDent in the relevant areas of specialty.
- (ii) GPA of 3.8 or higher at under graduate level from a recognized University.
- (iii) At least 4 points since attainment of PhD/MMed/MDent.
- (iv) Minimum of 3 first authored papers obtained within the past three years..
- (v) Post PhD/ MMed/MDent working experience of not less than 3 years in similar position.

##### **(b) In Service Structure**

By promotion of Lecturer who has acquired;

- (i) 3 years post PhD /MMed/MDent relevant working experience since last Promotion
- ii) At least 3 points since last promotion
- (iii) Minimum of 3 first authored papers since last promotion.

##### **(c) Duties:**

**A Senior Lecturer Shall:-**

- (i) Carry out lectures, conduct tutorials, seminars and practical for undergraduate and postgraduate programmes.
- (ii) Play leadership role at the level of Department, School and Institute/ Directorate.
- (iii) Mentor junior staff in relevant matters
- (iv) Facilitate and direct curriculum development and implementation.
- (v) Facilitate and Direct faculty development activities and manage various university activities.

- (vi) Assess the teaching skills of junior staff, grade them and provide feedback for improvement.
- (vii) Develop systems to solve specific problems.
- (viii) Provide close guidance and mentorship to students.
- (ix) Undertake research, produce publications and disseminate results.
- (x) Carry out consultancy and community services.
- (xi) Write teaching manuals.
- (xii) Supervise field students, undergraduate special projects and Masters and PhD thesis/dissertation.
- (xiii) Attend/organize workshops, conferences and symposia.
- (xiv) Assess student's coursework and academic progress.
- (xv) Coordinate and direct examination invigilation for both undergraduate and postgraduate students.
- (xvi) Set and mark assignments, tests, examinations and dissertations and submit results on time.
- (xvii) Promote excellence in all service programmes of the department.
- (xviii) Provide clinical services for in-patients and out-patients, and community services where applicable.
- (xix) Supervise grand ward rounds and advice on appropriate medication.
- (xx) Supervise case presentation and participate in training other staff.
- (xxi) Carry out audit and evaluation of medical practice in line with institutional and national standards framework.
- (xxii) Develop medical guides, protocols, quality assurance standards and manual of specific aspects of medical practice.
- (xxiii) Perform any other duty that may be assigned by the relevant authorities.

## 5.0 ASSOCIATE PROFESSOR - PUTS 9

### (a) Direct Entry:

Possession of:-

- (i) PhD/MMed/MDent in the relevant area of specialty.
- (ii) GPA of 3.8 or higher in the first degree.
- (iii) Post PhD/MMed/MDent, working experience in the relevant field of not less than 6 years.
- (iv) 10 points since attainment of PhD/MMed/MDent.
- (v) Minimum of 3 first authored papers obtained within the past three years.
- (vi) 2 papers, irrespective of authorship position in International Journals obtained within the past three years.

### (c) In -Service Structure

**By promotion of Senior Lecturer who has obtained:-**

- (i) A Post PhD/MMed/MDent working experience in the relevant field for 3 years since last promotion.
- (ii) 6 points since last promotion.
- (iii) Minimum of 3 single/first authored papers since last promotion.

- (iv) 2 papers, irrespective of authorship position, from International Journals since last promotion.

**(d) Duties**

**An Associate Professor shall:-**

- (i) Carry out lectures, conduct tutorials, seminars and practical for undergraduate and postgraduate programs.
- (ii) Play leadership role at the level of Department, School and Institute/Directorate.
- (iii) Mentor and train junior staff in relevant matters
- (iv) Directs and Train curriculum development and its implementation.
- (v) Facilitate and participate in faculty development activities and all other activities for improvement of teaching and learning.
- (vi) Assess the teaching skills of junior faculty, grade them and provide feedback for improvement.
- (vii) Participate in developing and managing of various university activities.
- (viii) Supervise Masters and PhD Theses/dissertations.
- (ix) Undertake research, publish / disseminate results
- (x) Carry out consultancy and community services
- (xi) Publish books that advance knowledge.
- (xii) Formulate academic policies and offer technical assistance to University organs
- (xiii) Supervise field practicals and undergraduate special projects.
- (xiv) Attend/organize workshops, conferences and symposia
- (xv) Assess student's coursework and academic progress.
- (xvi) Set and mark assignments, tests, examinations and dissertation and submit results on time.
- (xvii) Establish collaborative links outside the University (within and outside the country) with other universities, industries, commercial and public organizations.
- (xviii) Provide personal guidance and advice to clients in the field.
- (xix) Undertake large consultancy projects.
- (xx) Prepare and publish manuals and professional papers in related fields.
- (xxi) Promote excellence in all service programmes of the department.
- (xxii) Provide clinical services for in-patients and out-patients, and community services where applicable.
- (xxiii) Supervise grand ward rounds and advice on appropriate medication where applicable.
- (xxiv) Supervise case presentation and participate in training other staff.
- (xxv) Train others to carry out audit and evaluation of medical practice in line with institutional and national standards framework.
- (xxvi) Supervise development of medical guides, protocols, quality assurance standards and manual of specific aspects of medical practice.
- (xxvii) Perform any other duty that may be assigned by the relevant authorities.

## 6.0 PROFESSOR - PUTS -10

### (a) Direct Entry:-

Possession of:-

- (i) PhD/MMed/MDent in appropriate field.
- (ii) GPA of 3.8 or higher in the first degree.
- (iii) Post PhD/MMed/MDent working experience in the relevant field of not less than 9 years.
- (iv) At least 16 points since attainment of PhD/MMed/MDent.
- (v) Minimum of 3 single/ first authored papers obtained within the past three years.
- (vi) At least 3 papers irrespective of authorship in International Journals obtained within the past three years.

### (b) In-Service Structure

Promotion of Associate Professor who has attained:-

- (i) A Post PhD/MMed/MDent relevant working experience for 3 years since the last promotion.
- (ii) At least 6 points since last promotion.
- (iii) Minimum of 3 single/first authored papers since last promotion.
- (iv) At least 3 papers, irrespective of authorship position, in International Journals since last promotion.

### (d) Duties

**A Professor shall:-**

- (i) Carry out lectures, conduct tutorials, seminars and practical for undergraduate and postgraduate programmes.
- (ii) Play leadership role at the level of Department, Institute/Directorate/Schools and University.
- (iii) Mentor and train junior staff in relevant matters
- (iv) Directs, Teaches and Supervises curriculum development and its implementation.
- (v) Facilitate and supervise faculty development activities and all other activities for improvement of teaching and learning.
- (vi) Assess teaching skills of junior faculty, grade them and provide feedback for improvement.
- (vii) Develop and manage various university activities.
- (viii) Supervise Masters and PhD theses/ dissertations.
- (ix) Undertake research, produce publications and disseminate results.
- (x) Carry out consultancy and community services.
- (xi) Publish books that advance frontiers of knowledge.
- (xii) Prepare and deliver Professorial Inaugural lectures.
- (xiii) Formulate academic policies and offer technical assistance to University organs.



- (xiv) Supervise field practicals, and undergraduate special projects.
- (xv) Attend/Organize workshops, conferences and symposia.
- (xvi) Assess student's coursework and academic progress.
- (xvii) Set and mark assignments, tests, examinations and dissertation and submit results on time
- (xviii) Establish collaborative links outside the University (within and outside the country) with other universities, industries, commercial and public organizations.
- (xix) Advise the public and private sector organizations and take a leading role in the development of the University.
- (xx) Promote excellence in all service programmes of the department.
- (xxi) Provide specialized services for in-patients and out-patients and community services where applicable.
- (xxii) Supervise grand ward rounds and advice on appropriate medication.
- (xxiii) Supervise case presentation and participate in mentoring and training other staff.
- (xxiv) Train others to carry out audit and evaluation of medical practice in line with institutional and national standards framework.
- (xxv) Supervise development of medical guides, protocols, quality assurance standards and manual of specific aspects of medical practice.
- (xxvi) Perform any other duty that may be assigned by the relevant University authorities.

**J. SCHEME OF SERVICE FOR THE LIBRARIANS.**

The scheme of service for the Professional Library staff shall comprise the following posts:

S/No	Rank	Salary scale
(i)	Assistant Librarian Trainee	PUTS 1-2
(ii)	Assistant Librarian	PUTS 3-4
(iii)	Librarian	PUTS 5-6
(iv)	Senior Librarian	PUTS 7-8
(v)	Associate Library Professor	PUTS 9
(vi)	Library Professor	PUTS 10

**1.0 ASSISTANT LIBRARIAN TRAINEE - PUTS 1-2**

**(a) Direct Entry Qualifications**

Possession of:-

- (i) First Degree in the relevant discipline with at least upper second class and a minimum GPA of 3.8 or higher from recognized University.

**(b) Duties**

This is a training post for new recruits and the post holder has the following duties:-

- (i) Understudying senior faculty including attending Lectures, seminars, tutorial and practical where applicable.
- (ii) Study and Acquire skills in training, research and consultancy.
- (iii) Assisting in research and consultancy projects.
- (iv) Understudying senior members, handling matters pertaining to lending out and receipt of books, automating the library catalogue and circulation services.
- (v) Assist in cataloguing and classification of books.
- (vi) Assist in indexing of periodicals and journals, abstracting services and giving advice to readers.
- (vii) Perform any other duties that may be assigned by a competent authority.

## **2.0 ASSISTANT LIBRARIAN - PUTS 3-4**

### **(a) Direct Entry Qualifications**

Possession of:-

- (i) Appropriate Master Degree with an average of B+ grade or GPA of 4.0 and above from recognized University.
- (ii) First Degree with at least upper second class and a minimum GPA of 3.8 from recognized University.

### **(b) In-Service Structure**

By promotion of Assistant Library Trainee who has acquired an appropriate Master Degree with an average of B+ grade or GPA of 4.0 and above from recognized University.

### **(c) Duties**

- (i) Assist senior faculty including attending Lectures, seminars, tutorial and practical where applicable.
- (ii) Study and acquire skills in training, research and consultancy.
- (iii) Assisting in research and consultancy projects.
- (iv) Assisting senior members, handling matters pertaining to lending out and receipt of books, automating the library catalogue and circulation services
- (i) Cataloguing and classification of books under supervision.
- (ii) Indexing of periodicals and journals, abstracting services and giving advice to readers under supervision.
- (iii) Perform any other duties that may be assigned by a competent authority.

## **3.0 LIBRARIAN - PUTS 5-6**

### **(a) Direct Entry Qualification**

Possession of:-

- (i) PhD Degree in a specialized functional area with at least three years relevant working experience.

- (ii) First Degree with at least upper second class and a minimum GPA of 3.8 or higher from recognized University.

**(b) In-Service Structure**

By promotion of Assistant Librarian who has acquired:-

- (i) An appropriate PhD plus three years relevant working experience since last promotion.

**(c) Duties**

- (i) Handling matters pertaining to lending out and receipt of books.
- (ii) Automating the library catalogue and circulation services.
- (iii) Cataloguing and classification of books.
- (iv) Indexing of periodicals and journals.
- (v) Abstracting services and giving advice to readers.
- (vi) Prepare manuals and case studies for training; provide close supervision and guidance to students.
- (vii) Work on consultancy projects and be responsible for guidance and coaching.
- (viii) Develop curriculum and participate in its implementation.
- (ix) Teach undergraduate and postgraduate students on relevant matters.
- (x) Set and mark assignments, tests and examinations and submit results on time.
- (xi) Invigilate students during examinations.
- (xii) Mentor junior staff in relevant matters
- (xiii) Participate in developing and managing of various university activities
- (xiv) Undertake research, publishing/ disseminate results.
- (xv) Write teaching manuals.
- (xvi) Assist digitalization of teaching materials, teaching techniques and research output produced at the University
- (xvii) Attend/organize workshops, conferences and symposia and set, supervise and mark exams & tests for undergraduate and postgraduate students.
- (xviii) Assist in preparation of e-learning and library IT platforms.
- (xix) Any other duty as may be assigned from time to time by supervisor or University Management.

**4.0 SENIOR LIBRARIAN - PUTS 7-8**

**(a) Direct Entry**

Possession of:-

- (i) PhD in the relevant area of specialty.
- (ii) GPA of 3.8 or higher in the first degree.
- (iii) A minimum of 3 years Post PhD relevant working experience in similar position.

- (iv) At least 6 points since attainment of PhD.
- (v) Minimum of 4 single / first authored papers obtained within the past three years.

**(b) In Service Structure**

By Promotion of Librarian who has acquired:-

- (i) A minimum of 3 years post PhD relevant working experience since last promotion.
- (ii) At least 6 points since last promotion.
- (iii) Minimum of 4 single/first authored papers since last promotion.

**(c) Duties**

- (i) Handling matters pertaining to lending out and receipt of books.
- (ii) Automating the library catalogue and circulation services.
- (iii) Cataloguing and classification of books.
- (iv) Indexing of periodicals and journals.
- (v) Abstracting services and giving advice to readers.
- (vi) Participate in large multi-disciplinary research projects.
- (vii) Participate and facilitate curriculum development and implementation.
- (viii) Participate and facilitate faculty development activities and managing various university activities.
- (ix) Assess the teaching skills of junior staff, grade them and provide feedback for improvement.
- (x) Prepare manuals and case studies for training; provide close supervision and guidance to students.
- (xi) Work on consultancy projects and be responsible for guidance and coaching.
- (xii) Assess student's coursework and academic progress and supervision of Masters & PhD students.
- (xiii) Invigilate students during examinations.
- (xiv) Set and mark assignments, tests and examinations and submit results on time.
- (xv) Assist digitalization of research output produced at the University.
- (xvi) Supervise field students and undergraduate special projects.
- (xvii) Develop teaching platforms and e- learning materials.
- (xviii) Develop, Implement and supervise Library, IT systems.
- (xix) Assist and facilitate the development of Electronic Technology and Learning AIDS.
- (xx) Perform any other duties that may be assigned by a competent authority.

**5.0 ASSOCIATE LIBRARY PROFESSOR - PUTS 9**

**(a) Direct Entry**

Possession of:-

- (i) PhD in the relevant area of specialty.

- (ii) GPA of 3.8 or higher in the first degree.
- (iii) Post PhD working experience of not less than 6 years.
- (iv) At least 14 points since attainment of PhD.
- (v) Minimum of 4 single/first authored papers obtained within the past three years.
- (vi) 4 papers irrespective of authorship position, from International journals obtained within the past three years.

**(c) In Service Structure**

By promotion of Senior Librarian who has acquired:-

- (i) Post PhD relevant working experience of 3 years since last promotion.
- (ii) At least 8 points since last promotion.
- (iii) Minimum of 4 single /first authored papers since last promotion.
- (iv) At least 4 papers irrespective of authorship position from International Journals since last promotion.

**(c) Duties**

- (i) Plan acquisitions of library material by selecting, ordering, receiving and recording them.
- (ii) Supervise cataloguing and classification of books, indexing of periodicals and journals and other reference materials.
- (iii) Implement automation of the library catalogue and circulation services.
- (iv) Direct and supervise abstracting of students thesis, journals and periodicals.
- (v) Carry out Library technology lectures, tutorials and seminars for undergraduate and postgraduate.
- (vi) Play leadership role at the level of Directorate.
- (vii) Mentor junior staff in relevant matters.
- (viii) Train juniors and participate in curriculum development and its implementation.
- (ix) Facilitate and participate in faculty development activities and all other activities for improvement of teaching and learning.
- (x) Assess the teaching skills of junior faculty, grade them and provide feedback for improvement.
- (xi) Participate in developing and managing of various university activities and Programmes.
- (xii) Supervise Masters and PhD Theses/dissertations.
- (xiii) Undertake research, publish / disseminate results.
- (xiv) Carry out consultancy and community services.
- (xv) Publish books that advance library and other knowledge.
- (xvi) Develop academic and other policies and offer technical assistance to University organs
- (xvii) Attend/organize workshops, conferences and symposia

- (xviii) Establish collaborative links (within and outside the country) with other universities, industries, commercial and public organizations.
- (xix) Provide personal guidance and advice to clients in the field.
- (xx) Prepare and publish manuals and professional papers in related fields.
- (xxvii) Carry out audit and evaluation of library practice in line with institutional and national standards framework.
- (xxviii) Provide assistance in developing medical teaching and Learning guides, platforms, skills learning and quality assurance standards.
- (xxix) Assist digitalization of research output produced at the University
- (xxx) Perform any other duty that may be assigned by the relevant authorities.

## **6.0 LIBRARY PROFESSOR - PUTS 10**

### **(a) Direct Entry**

Possession of:-

- (i) PhD in the relevant area of specialty.
- (ii) GPA of 3.8 or higher in the first degree.
- (iii) Relevant working experience of not less than 9 years after attainment of PhD.
- (iv) At least 24 points since attainment of PhD.
- (v) Minimum of 4 single / first authored papers within the past three years.
- (vi) At least 4 papers irrespective of authorship position, from International journals obtained within the past three years.

### **(b) In-Service Structure**

By Promotion of Associate Library Professor who have acquired:-

- (i) GPA of 3.8 or higher in the first degree.
- (ii) PhD Research experience of 3 years since last promotion.
- (iii) At least 10 points since last promotion.
- (iv) Minimum of 4 single / first authored papers since last promotion.
- (v) At least 4 papers from International journals since last promotion.

### **(c) Duties for Library Professors**

- (i) Abstracting of student's thesis, journals and periodicals.
- (ii) Direct re-shelving of books left by readers on study tables.
- (iii) Train juniors and participate in curriculum development and its implementation.
- (iv) Facilitate and participate in faculty development activities and all other activities for improvement of searching and learning.

- (v) Fairly assess the teaching skills of junior faculty, grade them and provide feedback for improvement.
- (vi) Head of the University library sections and Technical service when appointed.
- (vii) Secretary to the Library Board when appointed.
- (viii) Responsible for the smooth running of the library and technical services Directorate.
- (xi) Liaise with the Faculty Deans/Directors regarding requirements of books, pamphlets, and periodicals and journals.
- (x) Advise the Deputy Vice Chancellor on all matters pertaining to Library Services.
- (xi) Participate in developing and managing of various university activities
- (xii) Supervise Master and PhD Thesis/dissertations.
- (xiii) Publish books that are advancing Library and other knowledge.
- (xiv) Carry out consultancy and community services
- (xv) Establish collaborative links outside the University (within and outside the country) with other universities, industries, commercial and public organizations.
- (xvi) Handling matters pertaining to lending out and receipt of books.
- (xvii) Providing reader and reference services and giving appropriate advice.
- (xviii) Supervise acquisitions of library material by selecting, ordering, receiving and recording them.
- (xix) Direct and supervise Cataloguing and classification of books; indexing of periodicals and journals and other reference materials
- (xx) Automating the Library catalogue and circulation services.
- (xxi) Carry out digitalization of research output produced at the University.
- (xxii) Any other duties assigned by the superiors.

## K. SCHEME OF SERVICE FOR RESEARCH FELLOWS.

The scheme of service for Research Fellows shall comprise the following posts:

S/No	Rank	Salary Scale
(i)	Research Fellow Trainee	PUTS 1-2
(ii)	Assistant Research Fellow	PUTS 3-4
(ii)	Research Fellow	PUTS 5-6
(iv)	Senior Research Fellow	PUTS 7-8
(v)	Associate Research Professor	PUTS 9
(iv)	Research Professor	PUTS 10

In addition to teaching staff there will be a cadre of Research Fellow who will be engaged in research activities. The activities of a Research Fellow cadre will include the following:-

- (i) To design research projects.
- (ii) To identify areas of research.
- (iii) To conduct research activities.
- (iv) To assist students' supervisors in guiding students in their research projects
- (v) To design/manage data bank in different areas/disciplines
- (vi) To assist in training to either undergraduate or postgraduate students when there is a scarcity in his/her area of specialization
- (vii) Any other duties assigned by the superior.

The method of entry and advancement to the above posts is as follows:-

### 1.1 RESEARCH FELLOW TRAINEE - PUTS 1-2

#### (a) Direct Entry Qualifications

##### Possession of:-

- (i) First Degree in the relevant discipline with at least upper second class and a minimum GPA of 3.8 from recognized University.

#### (b) Duties

This is mostly a training grade for new recruits. Duties involved include: understudying senior members; acquiring skills in research and consultancy; assisting in research and consultancy projects, Prepare a framework and proposal for MSc Research Studies.

### 2.0 ASSISTANT RESEARCH FELLOW - PUTS 3-4

#### (a) Direct Entry Qualification

##### Possession of:-

- (i) Appropriate Master Degree with an average of B+ grade or GPA of 4.0 and above from recognized University.



- (ii) First Degree with at least upper second class and a GPA of 3.8 or higher from recognized University.

**(b) In-Service Structure**

By promotion of Research Fellow Trainee who have acquired an appropriate Master Degree with an average of B+ grade or GPA of 4.0 and above from recognized University.

**(c) Duties**

Conducting research; preparing case studies; assisting in tutorial seminars in degree courses when need arises; work in co-operation with senior members on specific projects such as research and consultancy, prepare a frame work and proposal for PhD studies.

**3.0 RESEARCH FELLOW - PUTS 5-6**

**(a) Direct Entry Qualification**

Possession of:-

- (i) PhD in the relevant area of Specialty plus three years relevant working experience.
- (ii) First Degree with at least upper second class and a minimum GPA of 3.8 from recognized University.

**(b) In-Service Structure**

By promotion of Assistant Research Fellow who have acquired:-

- i. An appropriate relevant PhD.
- ii. Relevant 3 years working experience since last promotion

**(c) Duties**

- (i) Participate in large multi-disciplinary research projects.
- (ii) Prepare research manuals and case studies for training, provide close supervision and guidance to post graduate students.
- (iii) Work on consultancy projects and be responsible for guidance and coaching.
- (iv) Assess student's coursework and academic progress of the Post Graduate Students.
- (v) Invigilate post graduate students during examination.
- (vi) Set and mark post graduate students assignments, tests and examinations and submit results on time.
- (vii) Carry out research lectures, conduct research tutorials, seminars and practical for postgraduate programmes.
- (viii) Mentor junior staff in relevant matters.
- (ix) Participate in curriculum development.
- (x) Participate in research, Training and Master programmes developing and managing of various university activities.
- (xi) Publish research findings in reputable journals.

- (xii) Carry out consultancy and community services.
- (xiii) Supervise field practicals, postgraduate special projects and Master's thesis/dissertation.
- (xiv) Attend/organize workshops, conferences and symposia.
- (xv) Set and mark exams and Research papers.
- (xvi) Perform any other duties that may be assigned by the competent authority.

#### 4.0 SENIOR RESEARCH FELLOW - PUTS 7-8

##### (a) Direct Entry:

Possession of:-

- (i) PhD in the relevant area of specialty.
- (ii) A minimum of 3 years working experience in research in similar position.
- (iii) A GPA of 3.8 or higher in the undergraduate.
- (iv) At least 6 points since attainment of PhD.
- (iv) Minimum of 4 single/ first authored papers obtained within the past three years.

##### (c) In Service Structure

By Promotion of Research Fellow who has acquired:-

- (i) A minimum of 3 years post PhD relevant working experience since last promotion.
- (ii) At least 6 points since last promotion.
- (iii) Minimum of 4 single / first authored papers since last promotion.

##### (c) Duties

- (i) Carry out research lectures, conduct research tutorials, seminars and practical's for postgraduate programmes.
- (ii) Play leadership role at the level of Department, School and Institute/ Directorate.
- (iii) Mentor and train junior staff in relevant matters
- (iv) Direct and facilitate Research and MSc curriculum development and implementation.
- (v) Participate and facilitate faculty development activities and managing various university activities.
- (vi) Assess the research and teaching skills of junior staff, grade them and provide feedback for improvement.
- (vii) Develop systems to solve specific problems.
- (viii) Provide close guidance to post graduate students.
- (ix) Publish Research findings in reputable journals.
- (x) Carry out consultancy and community services.
- (xi) Write Research training manuals.
- (xii) Supervise post graduate field students and Master's thesis/dissertation.
- (xiii) Attend/organize workshops, conferences and symposia.

- (xiv) Assess post graduate student's coursework academic and research progress.
- (xv) Coordinate and direct examination invigilation for postgraduate students.
- (xvi) Set and mark research assignments, and submits feedback on time.
- (xvii) Participate in large multi-disciplinary research projects.
- (xviii) Work on consultancy projects and be responsible for guidance and coaching of research students.
- (xix) Perform any other duties that may be assigned by the competent authority.

## 5.0 ASSOCIATE RESEARCH PROFESSOR - PUTS 9

### (a) Direct Entry:

Possession of:-

- (i) PhD in the relevant area of specialty.
- (ii) GPA of 3.8 or higher in the first degree.
- (iii) Research experience of not less than 6 years after PhD.
- (iv) At least 14 points since attainment of PhD..
- (v) Minimum of 4 single / first authored papers obtained within the past three years.
- (vi) At least 4 papers irrespective of authorship position, from International journals obtained during past three years.

### (b) In Service Structure

Promotion of Senior Research Fellow who have acquired:-

- (i) A Post PhD relevant working experience of 3 years since last promotion.
- (ii) At least 8 points since last promotion.
- (iii) A Minimum of 4 single /first authored papers since last promotion.
- (iv) At least 4 papers irrespective of authorship position from International Journals since last promotion.

### (c) Duties

- (i) Carry out research lectures, conduct research tutorials, seminars and practical for postgraduate programs.
- (ii) Play leadership role at the level of Department, School and Institute/Directorate.
- (iii) Mentor and train junior staff in relevant matters.
- (iv) Direct and Train the basic curriculum development and its implementation.
- (v) Direct and take part in faculty development activities and all other activities for improvement of teaching, learning, and research.

- (vi) Fairly assess the teaching skills of junior faculty, grade them and provide feedback for improvement.
- (vii) Participate in developing and managing of various university activities.
- (viii) Supervise Masters and PhD Theses/dissertations.
- (ix) Publish Research findings in reputable journals.
- (x) Carry out consultancy and community services
- (xi) Publish books that advance knowledge.
- (xii) Develop Research policies and offer technical assistance to University organs
  
- (xiii) Supervise field practical's, for Master's and PhD students.
- (xiv) Attend/organize workshops, conferences and symposia
- (xv) Assess student's research and academic progress.
- (xvi) Establish collaborative (within and outside the country) with other universities, industries, commercial and public organizations.
- (xvii) Provide personal guidance and advice to clients in the field.
- (xviii) Undertake large consultancy projects.
- (xix) Prepare and publish manuals and professional research papers in related fields.
- (xx) Perform any other duty that may be assigned by the relevant authorities.

## **6.0 RESEARCH PROFESSOR - PUTS - 10**

### **(a) Direct Entry.**

Possession of:-

- (i) PhD in the relevant area of specialty.
- (ii) GPA of 3.8 or higher in the first degree.
- (iii) Research experience of not less than 9 years after PhD.
- (iv) At least 24 points since attainment of PhD
- (v) Minimum of 4 single / first authored papers obtained within the past three years.
- (vi) At least 4 papers irrespective of authorship position, from International journals obtained within the past three years.

### **(b) In-Service Structure**

By Promotion of Associate Research Professor who has acquired:-

- (i) Three (3) years post PhD relevant experience since last promotion.
- (iii) At least 10 points since last promotion.
- (iv) Minimum of 4 single / first authored papers since last promotion.
- (v) At least 4 papers, irrespective of authorship position from International journals since last promotion.

### **(c) Duties**

Duties shall be as for Associate Research Professor. In addition, a Research Professor must be capable of administering and/or coordinating a number of researches; advising the public and private sector Organizations and taking a leading role in the development of the University.

**L. EMERITUS PROFESSOR OR PROFESSOR EMERITA**

**(a) Qualifications**

The title Professor Emeritus or Professor Emerita (for female staff) shall be conferred to a:-

- (i) Professor who retires in good standing and whose service is still required by the University beyond the normal contract period.
- (ii) A Renown Retired Professor with an outstanding performance and track record for soliciting and attracting research funding for the University and/or holder of a Professorial Chair. Post holder shall hold office as long as is still active and able to attract research/project funds for the University. Shall be remunerated from the funds that s/he generates/attracts from funders for the University.

**(b) Duties and Responsibilities**

To solicit and attract research funds for the University in addition to performing academic duties as a professor.

- (c) Salary Scale** PUTS 10 as a minimum base rate. Negotiation with funders may cause a higher pay depending on the agreement.

**M. CRITERIA FOR AWARDING POINTS.**

1. **The awarding and contribution of points shall be as shown in four (4) clusters listed below.**

**Cluster 1 - Carries 60% from the following:**

- Peer reviewed journal papers – Minimum of 60% contribution.

**Cluster 2 - Carries maximum of 10% contribution from the following;**

- Research reports
- Books
- Retrievable conference papers
- Chapter in a book

**Cluster 3 - Carries maximum of 15% contribution from the following:**

- **Services to the community as per discipline or specialty.**
- Registered Consultancy work
- Scholarly Grants

**Cluster 4- Carries maximum of 15% contribution from the following:**

- Teaching effectiveness

**2. In the event of Co-authored papers;**

There shall be a point sharing system. Confirmation of one's contribution shall be made by signing the author's contribution forms. Proportional sharing of points shall be as follows;

- (i) 1<sup>st</sup> author - maximum of 70%
- (ii) 2<sup>nd</sup> author - maximum of 50%
- (iii) 3<sup>rd</sup> author - maximum of 30%
- (iv) Any other Author beyond 3<sup>rd</sup> position – maximum of 20% ie More than one author beyond the third, the 20% shall be shared among all authors listed after the third author.

**N. ASSESSMENT OF PUBLICATIONS WHICH APPEAR IN A SINGLE JOURNAL.**

- (i) Academic members of staff should as far as possible, diversify journals in which they publish their articles. Except for the few disciplines that may have highly specialized or else limited journal titles, not more than 50% of papers for evaluation should come from one local journal title, whether for a professorial or a non professorial rank. In any case, for any divergence from this rule, departments will have to present a case to the Appointments and Human Resource Management Committee.
- (ii) For the Chief Editor and Members of the Editorial Board a maximum of two papers published in that journal shall be considered for promotion. In the case of Chief Editor single authored papers published in that journal shall not be considered for promotion.

**O. ACADEMIC STAFF PERFORMANCE ASSESSMENT GUIDELINES**

During promotions and appointments of Academic staff, the schemes of Services shall be read together with the Academic Staff Performance Assessment Guidelines.