

INSTITUTE OF ADULT EDUCATION



**GUIDELINES FOR EVALUATION OF ACADEMIC STAFF PUBLICATIONS FOR
PROMOTION**

**ISSUED BY THE OFFICE OF THE DEPUTY PRINCIPAL
(ACADEMIC, RESEARCH AND CONSULTANCY)**

JUNE 2013

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1. PREAMBLE

This document is a basis for academic staff promotion that has been developed based on the *scheme of service for technical teachers* of the National Council for Technical Education (NACTE). It provides procedures and guidelines for the evaluation of academic staff publications. The criteria used for evaluation should be applicable to all academic staff starting from Tutorial Assistants to Professors. Acceptable publications to be considered for promotion are books, chapter in a book, journal and conference papers, research reports, consultancy reports and teaching and learning materials. The promotion period for all ranks shall be a minimum of three years. Sources consulted in preparation of this document include guidelines for the University of Dar es Salaam, Mzumbe University, Sokoine University of Agriculture, Open University of Tanzania and Institute of Social Work. Criteria for promotion used are as per Scheme of Service for Technical Teachers of the National Council for Technical Education.

This guide is for evaluation of publication only. Other staff performance tools of the IAE like OPRAS shall apply when evaluating an Academic staff for promotion.

2. CRITERIA FOR THE PROMOTION OF ACADEMIC STAFF

S/N	Promotion Rank	Minimum Requirement(s)
1	Tutorial Assistant	Bachelor degree (NTA level 8) with GPA 3.5 .
2	Assistant Lecturer	Masters Degree (NTA level 9) with GPA equivalent to B⁺ performance.
3	Lecturer	i. Doctorate (NTA level 10) or ii. Two points from peer reviewed publications plus three years of service at Assistant Lecturer rank.
4	Senior Lecturer	i. Doctorate (NTA level 10), three years of service at Lecturer rank plus three points from peer reviewed publications. ii. Masters degree (NTA level 9), three years of service at Lecturer rank plus five points from peer reviewed publications.
5	*Associate Professor	Doctorate (NTA level 10), three years of service at Senior Lecturer plus five points from peer reviewed publications.

* At least two (2) papers published in international journals are required for promotion to Associate Professor and Professor Ranks.

6	*Professor	Doctorate (NTA level 10), three years of service at Associate Professor rank plus six points from peer reviewed publications.
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3. GUIDELINES TO AWARDING POINTS

The following guidelines shall be applied when awarding points to publications:

i. Co-authored Publications

Points from a co-authored publication should be shared among authors by dividing the score by the number of authors.

ii. Books

A published book shall be awarded a ceiling of **two points**. The published book must be of tertiary level relevant to the individual's area of specialization and addressing the core business of the institute.

General and Subject **Dictionaries** shall be evaluated as book at a ceiling of **two points**.

iii. Chapter in a book, Journal and Conference papers

Chapter in a book shall upon peer review be awarded a maximum of **one point**.

A paper or article, published in a peer-reviewed journal shall be awarded a maximum of **one point**.

Conference papers retrieved from referred/recognized proceedings, symposium or workshop should upon review be awarded **one point** at maximum.

iv. Research Reports

Research reports registered by IAE shall upon peer review be awarded a maximum of **one point**.

v. Consultancy Reports

Consultancy reports registered by IAE shall upon acceptance by client and peer review be awarded a maximum of **one point**.

vi. Teaching and learning materials

Teaching and learning materials prepared only for tertiary level shall upon peer review be awarded a maximum of **half a point**.

4. GRADING SYSTEMS

The letter grade system shall be used to determine the points of publications. Table 1 indicates the points to be assigned to each letter grade.

Table1: Grade points distribution to Letter Grades

Letter Grade	Qualitative Evaluation	Journal & Conference Paper	Consultancy/ Research Report	Chapter in a Book	Teaching and learning material	Book
A	Very Good	1.0	1.0	1.0	0.5	2.0
B	Good	0.5	0.5	0.5	0.5	1.0
C	Unsatisfactory	0	0	0	0	0

5. GUIDELINES TO PUBLICATIONS' WEIGHT BALANCE PERMISSIBLE TO SENIOR PROMOTION RANKS

There shall be a permissible weight contribution of publications to promotion ranks of Senior Lecturer, Associate Professor and Professor as clarified below.

i. **Journal or conference papers**

Journal or conference papers shall contribute at least 40% to the total points required for promotion from Lecturer to Senior Lecturer rank. Journal and conference papers shall also contribute at least 45% to the total points required for promotion to Associate Professor and Professor Ranks.

ii. **Books (including dictionaries)**

Books (including dictionaries) shall contribute a maximum of 40% to the total points required for promotion to Senior Lecturer and Associate Professor Ranks while a maximum of 35% shall be the contribution to the total points required for promotion from Associate Professor to Professor Rank.

iii. **Chapters in a book, consultancy and research reports**

Chapter in a book, consultancy and research reports shall in aggregate contribute a maximum of 20% to the total points required for promotion to Senior Lecturer and Associate Professor Ranks. Fifteen percent (15%) shall be the contribution of the same to the total points required for promotion from Associate Professor to Professor Rank.

iv. **Teaching and learning materials**

Teaching and learning materials shall in aggregate contribute a maximum of 10% to the total points required for promotion to Senior Lecturer, Associate Professor and Professor ranks.

Table 2 presents a summary of the above clarifications.

Table 2: Minimum and maximum weight contribution permissible for promotion from Lecturer to Professor ranks

Publications	Promotion ranks' weight contribution permissible		
	Lecturer to Senior Lecturer	Senior Lecturer to Associate Professor	Associate Professor to Professor
Journal/conference papers	Minimum 40%	Minimum 45%	Minimum 45%
Books (including dictionaries)	Maximum 40%	Maximum 40%	Maximum 35%
Chapters in a book, consultancy and research reports	Maximum 20%	Maximum 20%	Maximum 15%
Teaching and learning materials	Maximum 10%	Maximum 10%	Maximum 10%

6. GUIDELINES AND PROCEDURES FOR THE EVALUATION OF ACADEMIC STAFF PUBLICATIONS

6.1 EVALUATION TEAM

There should be a Research and Publication Committee of the Institute appointed by the Principal for evaluating publications and other academic works submitted by authors for the purpose of promotion. The team shall comprise of credible members of staff with proven skills and knowledge in research and publication. Independent assessors outside the Institute may be invited where necessary. Staff on leave without pay will not be reviewed.

6.2 SUBMISSION OF PUBLICATIONS

A member of staff seeking promotion should submit in writing to their respective Heads of Department/Unit their published works together with an updated CV. Submission of works that are not yet published but already accepted for publication must be accompanied by a letter of acceptance by the publisher.

Submitted works should indicate:

- a) Title;
- b) Authorship (indicate if co-authored or otherwise);

- c) Publisher and place;
- d) Year of publication;
- e) Page numbers (in case of a journal article or chapter in a book).

The heads of departments/units should forward the applications to the Institute's Principal. The Principal should then send the publications to the assessors.

6.3 GUIDELINES FOR EVALUATIONS

- a) Publications and materials submitted from member staff aspiring for the ranks of Associate Professor and Full professor shall be reviewed by external reviewers. This shall be mandatory requirement. The external reviewer for this case shall be by persons academically senior to the promotion aspirant.
- b) Publications and materials submitted from member staff aspiring for the ranks of senior lecturer shall be reviewed by persons academically senior to the promotion aspirant. The review may be done by internal reviewers.
- c) Publications published in recognized journals need not be reviewed. In any case the journal needs to be recognized by the Research and Publication Committee of the Institute.
- d) Research and Publication Committee is mandated to appoint two reviewers (internal or external) for each publication submitted for review. Each reviewer shall carry a blind independent review and award score. Average score obtained shall make the material reviewed equal to the published material and shall be used for promotion. Ceiling points as indicated in Table 1 shall apply.

6.4 EVALUATION OF PUBLICATIONS

The following should guide reviewers in evaluating publications and materials submitted for review.

- (i) Coverage of subject matter
- (ii) Originality by the author
- (iii) Contribution to knowledge, theory and practice
- (iv) Relevance to individual's own specialization in an academic discipline
- (v) Overall quality of writing

For each aspect above, a grade should be given according to the grading system shown on Table 1. Average score from (i) to (v) above should be computed to reflect the overall quality of the publication. Publication/material evaluation guide should be prepared covering the aspects above.

7.0 CRITERIA FOR RECOGNITION OF JOURNALS

1. All journals shall be evaluated and registered with the Institute.
2. The following criteria should be met for a journal to be registered:-
 - (i) The journal must have an Editorial Board whose members should be known by names.
 - (ii) The journal should be accessible in print or electronic form.
 - (iii) Frequency of publications should be regular.
 - (iv) The journal should target tertiary readers.
 - (v) The journal should focus the core business of the IAE.
2. The quality of the Journal should be accepted by the Research and Publication Committee of the Institute.

7. Consulted Sources

Institute of Social Work (2011). *Guidelines and Procedures for the Assessment of Academic Staff Performance*.

Mzumbe University (2008). *Academic Staff Appraisal Policy*.

NACTE (2004). *Scheme of Service for Technical Teachers: (1st revision November 2006, 2nd revision September 2007)*.

Open University of Tanzania. *Guidelines for Academic Staff: Chapter 1 - Guidelines For Evaluation Of Publications*.

Sokoine University of Agriculture (2008). *Up the ladder: Terms of Recruitment, Promotion, and other forms of employment for academic staff*.

University of Dar es Salaam (2008). *Guidelines for the Assessment of Academic Staff Performance*.