



**THE STATE UNIVERSITY OF ZANZIBAR
(SUZA)**



**SUZA ACADEMIC STAFF PROMOTION
GUIDELINES**

Revised Version 2022

APPROVED BY THE UNIVERSITY COUNCIL, DECEMBER 2022

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PREFACE

The State University of Zanzibar is a public higher learning institution mandated to offer quality and broadly relevant education and research in order to develop a knowledge-based society that can tackle the challenge of the 21st century and beyond at both regional and international levels.

To ensure that the set target is reached, the University must retain highly qualified and well-performing academic staff for teaching, research and providing community services. Retention is possible by recognising and rewarding the academic performance of the staff through enhanced guidelines without compromising national and regional standards and quality.

These guidelines outline the criteria and procedures for promotion to various academic ranks within the University. The guidelines particularly provide clear mechanisms and qualifications in the assessment of the academic staff that finally contributes to the achievement of the University's Mission and Vision. The guidelines set out the principles that underpin a fair and transparent appointment and promotion process for all eligible academic staff. The guidelines, therefore, aim to promote professionalism, transparency, objectivity and efficiency during the entire promotion process of the academic staff.



Prof. Moh'd Makame Haji
Vice Chancellor
The State University of Zanzibar

GUIDING PRINCIPLES

The following principles shall guide these guidelines:

- **Devolution:** The promotion process should involve the academic staff in decision-making processes regarding the promotion of staff attached through schools and departments.
- **Simplification:** The promotion process should be as simple as possible.
- **Efficiency:** The promotion process should be streamlined to avoid unnecessary delays.
- **Legalities:** The promotion process must be in accordance with the relevant University policies, regulations and procedures.
- **Transparency:** The promotion process must be clear to any responsible person at the right time.
- **Confidentiality:** The promotion process should be exposed at the right time to the right person by the right authority.

CHAPTER ONE

1. BACKGROUND AND CONTEXT

1.1. Introduction

The State University of Zanzibar (SUZA) is a public higher learning institution mandated to teach, conduct research and provide consultancy to the public sector and community at large. In accomplishing such responsibility, SUZA needs to constantly retain, motivate, develop and promote the experienced and high-performing staff. It is thus important for SUZA to have clear guidelines and proper mechanisms for promotion processes.

The first edition of the SUZA promotion guidelines were developed in 2011, which obviously no longer fit the current demands of promotion of the University due to the massive transformation of the University. For example, the 2016 merging process of SUZA, where three colleges (Health Sciences, Tourism and Financial Administration) have become new schools and institutes, has doubled the number of academic staff with diversified qualifications and disciplines. The changes have absolutely stimulated the need to revise the old promotion guideline in order to accommodate the current academic landscape. The latest version was that of 2019, which has been used during the merger to date. However, the shortcomings noticed must be mitigated to smoothen the staff promotion activities.

The revised SUZA promotion guidelines of 2021, aim at revising and improving the promotion guidelines, which can serve SUZA during the transition and post-merging periods.

1.2. Objectives of the Promotion Guidelines

The objectives of these guidelines shall be:

- i. To enable the employer to relate performance at any given time to the organisation's vision.

- ii. To ensure continuous improvement in the quality and quantity of SUZA core functions, including teaching, research, consultancy and publication.
- iii. To help the assessed person to be aware of their strengths and weaknesses so that they can plan own carrier development.
- iv. To increase the degree of transparency and fairness in the promotion process.
- v. To promote a flexible staff development process to retain existing staff.
- vi. To reward mobilisation of external funds for SUZA.

1.3. Categories of Academic Staff at the University

SUZA academic employees shall comprise the following categories:

1.3.1. Academic Staff

Academic staff shall be staff engaged in teaching, research, consultancy and outreach services to the community in line with the mission of the University. They shall include the following: -

SN.	Academic Category
1.	Professor Emeritus
2.	Professor
3.	Associate Professor
4.	Senior Lecturer
5.	Lecturer
6.	Assistant Lecturer
7.	Tutorial Assistant
8.	Senior Tutor
9.	Tutor

1.3.2. Library Staff

Library staff shall be engaged in all activities related to library services in line with the mission of the University. Library staff shall comprise of:

SN	Staff Category
1.	Library Professor
2.	Associate Library Professor
3.	Senior Librarian
4.	Librarian
5.	Assistant Librarian

1.3.3.Research Staff

Research staff shall predominantly be engaged in research, consultancy and outreach services to the community in line with the mission of the University. Research staff shall comprise of:

SN.	Staff Category
1.	Research Professor
2.	Associate Research Professor
3.	Senior Research Fellow
4.	Research Fellow
5.	Assistant Research Fellow

CHAPTER TWO

2. ACADEMIC STAFF PROMOTION PROCEDURES

2.1. Promotion Period

- i. The promotion period for all ranks except for Tutor and Tutorial Assistant shall be a minimum of three years from the previous promotion within SUZA. This shall allow respective academicians to acquire the necessary experience in all the functions constituting the mission of the University in that particular rank.
- ii. The detailed promotion periods for all academic ranks are clarified in Tables 1, 2 and 3.

2.2. Application Procedures for Promotion

- i. All the applications for the promotion shall be made starting from the school to which an applicant is attached.
- ii. A form “A” shall be used for application processes. (See appendix 1)
- iii. The staff members shall fill in and submit an application form together with promotion materials and an updated CV to the Dean/Director of the School/Institute between December and February of the following year.
- iv. The Dean shall call for a school promotion advisory committee of the school within five working days of receiving the application.
- v. Newly employed staff promotion date shall start from the date of employment within the University (SUZA).
- vi. For a new applicant (s) who wishes to join SUZA as academic staff shall be subjected to the same promotion criteria of SUZA and fulfilment of other employment criteria
- vii. Staff members who have been seconded by the Government to an institution where they continue carrying out academic work and who attain the requisite conditions for promotion while still on secondment should be evaluated and promoted on the understating that matters pertaining to their salaries will be sorted out with Government.

2.3. School/Institute Promotion Advisory Team

- i. There shall be a School/Institute Promotion Advisory Team in each school/institute constituted by the following members: -
 - a. Dean or Director of the school/institute (Chair),
 - b. Associate Dean of the school/institute
 - c. Heads of department of the school
 - d. Subject specialist (invited according to the specialisation of the applicant)
- ii. The School/Institute Promotion Advisory Team shall perform the following tasks:
 - a. Confirm the checklist
 - a. Ensure that the applicant has followed the required procedures
 - b. Advise the applicant
 - c. Forward the documents to the University promotion committee.
- iii. The Chairperson of the School/institute promotion advisory team shall forward the submitted promotion materials to the University Promotion Committee for further action. This shall be done within a week after the School/Institute Promotion Team's meeting.

2.4. Promotion Committee

Promotion Committee shall be an organ consisting of the following members:

- a. Permanent members
 - DVC for Academics, Research and Consultancy (Chair)
 - DVC for Planning, Finance and Administration (Co-chair)
 - Dean/Director of respective School/Institute Director of Human Resource (Secretary)
 - Director of Postgraduate Studies
 - One Senior member of the research committee
 - SUZAASA representative
 - Head of Quality Assurance Unit (Co-Secretary)
- b. Invited members based on an application under discussion
 - Head of the respective department
 - An ad-hoc member who is an expert in the specialisation

- c. The promotion committee shall also have a secretariat which will be composed of the following members: -
 - i. Head of recruitment and administration
 - ii. Quality assurance officer
 - iii. Two proposed academicians
- d. The function of this committee shall be to assess the submitted applications for promotion by checking against the guidelines stipulated in the promotion guidelines. The following shall be the specific functions of the promotion committee:
 - i. To check for the authenticity of the promotional materials;
 - ii. To cross-check if the minimum requirements for promotion have been reached by the applicant ;
 - iii. To appoint and communicate to reviewers;
 - iv. To compile reviewers' comments and forward the same to Recruitment and Human Resource Board for further processing;
 - v. To assess works other than publications;
 - vi. To analyse balanced points of the promotion material;
 - vii. To prepare evaluation report and its recommendations; and submit the same to Recruitment and Human Resource Board.

2.5. Promotion Timeframe and Flow

The promotion process shall follow the specific timeframe and flow as described below. In general, the whole promotion process shall not exceed one year from application to actual promotion. Figure 2.1 provides the flow from the application to the approval and dissemination of the results to the University community.

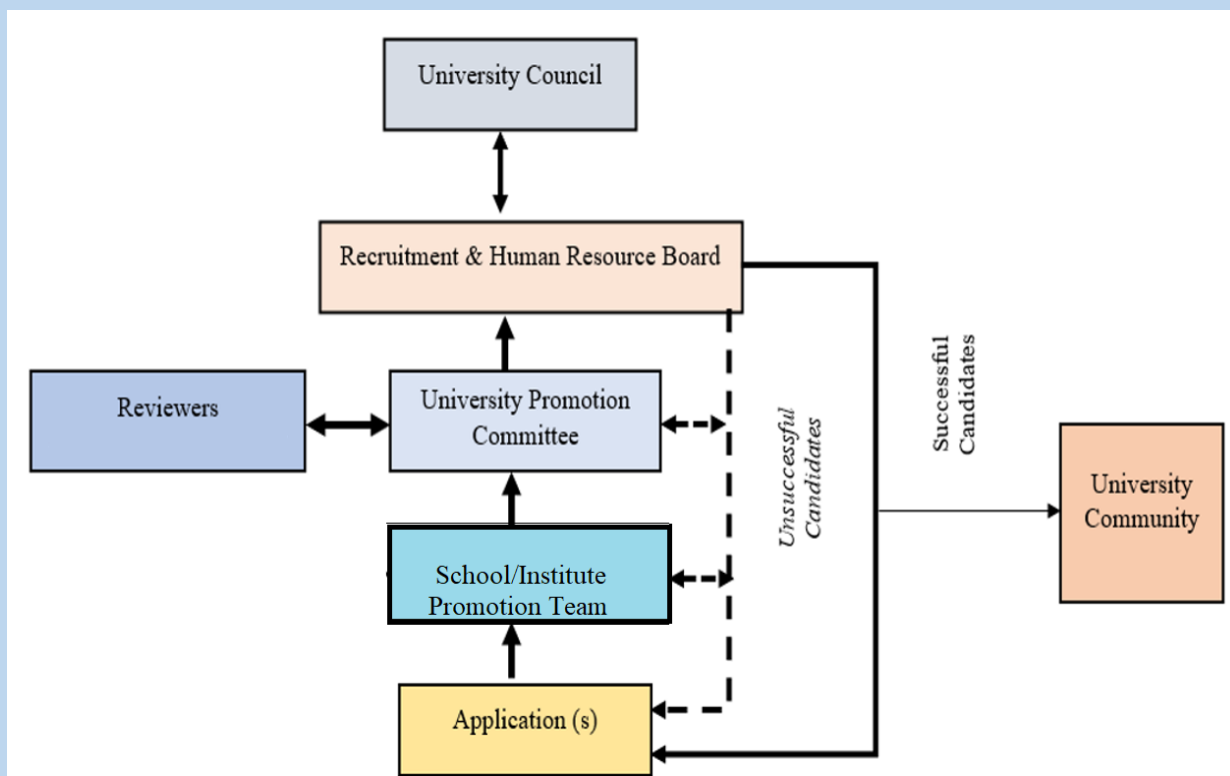


Figure 2.1: Promotion Flow Chart

During this timeframe, the promotion of the University shall apply principles of effective communication and transparency, which is seen as very important in the whole process. Thus, the time frame for the application shall be as follows: -

- i. Application for promotion shall only be submitted and received between December and February of the following year. The document shall be submitted to the head of the department, then to the deans/ directors of schools/institutes.
- ii. The school/Institute Promotion Advisory Team shall screen the documents and provide feedback to the applicant(s) within ten days. In addition, only successful applicants' documents shall be forwarded to the Promotion committee.
- iii. Documents of the successful applicant(s) shall be submitted to the reviewer. The reviewers shall be given 40 days to provide feedback. A reminder of the deadline shall be sent to the reviewers after 20 days.
- iv. Notifications of promotion are to be given to the applicant and University community not more than seven working days after approval of the University Council.

2.6. Meeting and Quorum for the Promotion Committee

- i. The DVC-Academics shall be a chairperson of the Committee, provided that in the absence of the DVC-Academics, the Co-chair shall lead the Committee.
- ii. A quorum shall be constituted by half plus one of the members of the Committee.
- iii. Promotion Committee shall meet as scheduled, provided that there are applications or agendas to be considered. (Maximum four times per year).

2.7. Operational Procedures for Promotion Application

There shall be Standard Operating Procedures (SOPs) document developed to aid the implementation of these procedures. In addition, the staff members who have met the minimum prerequisite for promotion shall follow the following procedures for the assessment of their publications be:

2.7.1.Submission of Publications

The staff members shall submit to the Head of the Department their published works together with their current Curriculum Vitae. For every publication, the following information should be indicative:

- a. Authorship (indicate all authors for co-authored works)
- b. Title
- c. Publisher and Place
- d. Year of publication (indicate if before or after the last promotion by use of star for publications made after the last promotion)
- e. For a book, the number of pages; for a journal article, page numbers, e.g., p.112-121.
- f. For co-authored works, indicate contribution in percentage form and signed by the authors. External/Foreign authors may not necessarily sign the contribution forms.
- g. For works that are not yet published but have been accepted for publication, (a-d) above shall apply. In addition, a letter of acceptance by the publisher must be submitted. Publications that were published before the last promotion but have not been used for promotion before can be submitted for assessment for the next promotion.

The Deans of School or Institute Directors (as the case may be), after receiving and processing the documents and confirming that the provided information is complete, shall send the documents to the promotion committee.

- a. For promotion to the ranks of Lecturer to Senior Lecturer, the assessment is done internally by an academician with a rank above that of the individual being assessed;
- b. For promotion to the ranks of Associate Professor and Full Professor, the assessment is done both internally and externally by an academician of the rank of Associate Professor and Full Professor, respectively;
- c. The general regulation is that the reviewer/evaluator should be at least one rank higher than that of the person being reviewed.

2.7.2.Assessment of Publications

Assessors are required to submit the following information on each publication:

- I. Assessment of the publication concerning:
 - a. Coverage of subject matter
 - b. Originality
 - c. Contribution to knowledge
 - d. Relevance to the academic discipline
 - e. Relevance to individuals' specialisation in an academic discipline
 - f. Presentation
 - g. Overall quality

For each aspect a-g above, a grade should be given according to the grading system shown below. For g (overall quality), the grade should reflect the average of a-f above.

Table 2.1: Summary of the Scores

GRADE	REMARK	POINTS
A	Excellent	1.00
B+	Very Good	0.75
B	Good	0.50
C	Satisfactory	0.20

2.7.3.Overall Assessment of the Author

The assessor should provide the overall assessment of the author by indicating the following:

- a. Whether the quality of the publications assessed in general reflects the author's current academic rank (Yes/No).
- b. Whether the quality of publications assessed merit promotion of the author to the next academic rank (Yes/No).
- c. Any other comments, suggestions, or recommendations.

The assessor's name, academic qualifications, title, address and signature are to be submitted together with the assessment report to the Head of the Department.

2.7.4.Assessment by the University Academic Promotion Committee

- a. The University Academic Promotion Committee shall receive assessment report files from reviewers for final processing.
- b. The Committee shall give detailed feedback to the staff regarding the outcome of the assessment process.

2.7.5. Reviewing Procedures

For each level of rank, there shall be a competent reviewing person as follows:

- i. For the ranks of Assistant lecturer to Senior Lecturer, the review shall be done by an academician whose rank is above that of the applicant.
- ii. For the case of Professorial ranks (Associate Professors and Professors) the review shall involve at least two full Professors external to the State University of Zanzibar.
- iii. The promotion committee shall select suitable reviewers to conduct the review as per (i) and (ii) above
- iv. Reviewers shall be senior experts in the field of specialisation of the applicant.
- v. The reviewers shall provide detailed review and analysis in terms of authenticity, quality, impact, and standard of submitted publications for promotion of the applied rank.
- vi. Reviewers shall present a detailed report on the results of their reviews with recommendations to the Promotion Committee.
- vii. Reviewers shall be given at most two months to submit their reports to the Promotion Committee.

2.8. Appeal Procedures

The applicant shall have the right to appeal against an unsuccessful application provided that he/she has reason to believe there has been a significant procedural irregularity.

The appeal procedures shall be as follows:

- i. Having received the promotion application feedback from the Recruitment and Human Resource Board, an unsatisfied applicant may decide to appeal within two weeks after he/she is officially notified by filling in Appeal Form.
- ii. The forms shall be submitted to the Chair of Recruitment and Human Resource Board. The Recruitment and Human Resource Board shall form an appellate body which shall constitute five members as follows: -
 - a. Head of the Department of Legal Services
 - b. Two senior members from The Senate who are neither members of the promotion committee nor the Recruitment and Human Resource Board.
 - c. Two senior academicians who are not members of the Senate, Promotion committee and Recruitment and Human Resource Board.
- iii. The Functions of the Appellate Body
 - a. To consider and decide whether the applicant's appeal has established grounds for appeal according to the Promotion Guidelines.
 - b. To collect evidence and information and to decide, based on that information, whether an appeal should be upheld or rejected.
 - c. To hear and determine appeals against decisions of the Promotion Committee.
- iv. The appellate body may invite a senior academic staff from other universities in Tanzania to sit in the appellate body when a need arises.
- v. The appellate body shall forward its report and decision to the Recruitment and Human Resource Board.
- vi. Appeal results as decided by the appellate body, shall be given in writing to the applicant within four months from the date of submitting the Appeal Form.
- vii. The method of hearing the appeal shall be determined by the appellate body and shall be as simple and swift as fairness permits.

- viii. The Chairperson of the appellate body shall be elected from among the four members, excluding the Head of the Department of Legal Services who shall serve as Secretary of the body.
- ix. The appellate body may interview any member of the University community to gather information that may help to make a legitimate and objectively verifiable decision.
- x. Whenever the applicant is dissatisfied with the decision of the appellate body through the Recruitment and Human Resource Board, the applicant shall re-appeal to the Council of the State University of Zanzibar within two weeks after he/she received the appeal result.
- xi. The decision of the Council of the SUZA upon the appeal of any applicant shall be final.

CHAPTER THREE

3. REQUIREMENTS FOR PROMOTIONS

3.1. Promotion Guidelines

Promotion of academic staff at SUZA shall follow the following tracks: -

1. Tutor track
 2. Ordinary track
- i. Academic staff may apply for promotion using one of the above tracks if he/she satisfies the requirements.
 - ii. For the contract, staff promotion shall fall under the following:
 - a They may re-negotiate the appointment terms, including promotion to a higher rank, by the end of their contracts, provided the requirement is met.
 - b If they meet a three-year criterion of teaching at SUZA via one contract or two consecutive contracts, they will then follow the promotion procedures similar to those of permanent staff.

These guidelines shall apply to the new rank being negotiated.

3.2. Tutor Track

It is understood that universities around the world employ academic staff who possess high academic qualifications. However, under the merging process of SUZA, a good number of academic staff have been inherited from colleges and institutes that have less qualifications than those required to be able to teach at the university level in Tanzania.

The University shall phase out the tutor entry track as follows:

1. SUZA shall stop appointing new tutors.
2. Tutor Track shall cease at the Assistant Lecturer level.
 - a. To be promoted to lecturer level from assistant lecturer at tutor track, an applicant shall follow other tracks as defined in these guidelines.

Table 3.1: **Requirements for Promotion for a Tutor Track**

Academic Rank	Minimum Academic Requirement	Teaching experience since the last promotion	Publications
Tutor	Bachelor's degree of lower second/ Advanced Diploma	2 years	Not required
Senior Tutor	Master's degree	Not required	Not required

3.3. Ordinary Track

The ordinary track is envisaged to be the track for an academic staff who follows the normal progression of an academic career starting from a good bachelor's degree to the professorial level. Table 2 shows the requirements for promotion for the ordinary track and its balanced point.

Table 3.2: Requirements for Promotion of Academic Staff

Academic Rank	Minimum Academic Requirement	Lecturing	Publications	Outreach, Supervision of Grants, Graduate and Leadership Undergraduate and other Students to Scholarly Completion Works		Minimum Points Requirements
Tutorial Assistant	Bachelor's Degree (GPA of 3.5)	Not required	Not required	Not required	Not required	0
Assistant Lecturer	<ul style="list-style-type: none"> ▪ Bachelor's Degree (GPA of 3.5) ▪ Master Degree (GPA 4.0) 	Not required	Not required	Not required	Not required	0
Lecturer	MMed, MDent PhD or Doctorate	Not required	Not required	Not required	Not required	0
Senior Lecturer	<ul style="list-style-type: none"> ▪ PhD or Doctorate 	3 years*	3 points	1 point***	1 point**	5
Associate Professor	PhD	3 years*	5 points****	2 points	2 points	9
Professor	PhD or Doctorate	3 years*	6 points****	3 points	3 points	12
Professor Emeritus	N/A	N/A	N/A	N/A	N/A	N/A

*Teaching experience must be three years since the last promotion and it should involve teaching directly in the class.

** From publications or Supervision of graduate and undergraduate students to completion. At least 70% of the supervised students should come from SUZA.

***From publications or Outreach, Grants, Teaching, Leadership and other scholarly works

****Application for promotion at Professorial level will be required to have at least 50% of the required points for promotion at that level with the applicant as the first author.

Table 3.3: Balanced Point for Teaching Academic Staff

Type of promotion material(s)	Assistant Lecturer to Lecturer	Lecturer to Senior Lecturer	Senior Lecturer to Associate Professor	Associate Professor to Professor
Journal Paper/book chapter/scholarly papers in proceedings*	Minimum 2 points	Minimum 2 points	Minimum 3 points	Minimum 4 points
Other publications (as per section 4.1.1)	NA	Maximum 1 point	Maximum 2 points	Maximum 2 points
Supervision of graduate and undergraduate students	NA	**Maximum 2 points	Maximum 2 points	Maximum 3 points
Lecturing	3 years	3 years	3 years	3 years
Grants, outreach, consultancy, leadership, and scholarly works	NA	**Maximum 2 points	Minimum 1 point (for grants) and maximum 2 points (others)	Minimum 2 points (for grants) and maximum 1 point (for others)

Note: NA means not applicable

* Proceedings paper(s) should not contribute more than 30 % of the total points and should be retrievable from referred proceedings.

**One Point may be used as equivalent to another category

Remarks:

1. Where degrees are not ranked an example 2nd upper, the equivalence will be established.
2. Application for promotion at Senior Lecturer level will be required to have at least 25% of the required points for promotion at that level with the applicant as the first author.
3. Application for promotion at Professorial level will be required to have at least 50% of the required points for promotion at that level with the applicant as the first author.
4. For professional non-Degree certification including Post-doc, CPA, Medical specialization, NBAA and the like shall not be considered for promotion.

3.4. Librarians and Researchers

Table 3.4: Promotion Requirements for Librarians and Researchers

Academic Rank	Minimum Academic Requirement	Working Experience	Publications	Supervision of Graduate and Undergraduate Students to Completion	Outreach, Grants, Leadership and other Scholarly Works
Assistant Research Fellow / Assistant Librarian	Master's degree	Not required	Not required	Not required	Not required
Librarian/Research Fellow	Master's degree	3 years since the previous promotion within SUZA	3 points for Research Fellow, and 2 points for Librarian	Not required	Not required
	PhD/Doctorate	Not required	Not required	Not required	Not required
Senior Research Fellow/ Senior Librarian	Librarian / Research Fellow	3 years	5 points for Senior Research Fellow, and 3 points for Senior Librarian	1 point or equivalent from publications or Outreach, Grants, Leadership and other scholarly works	1 point or equivalent from publications or supervision of graduate and undergraduate students to completion
Research Associate Professor/Library Associate Professor	PhD	3 years	10 points for Research Associate Professor, and 5 points for Library Associate Professor	2 points from 2 points grants	
Research Professor/ Library Professor	PhD	3 years	10 points for Research Professor and 6 points for Library Professor	4 points from grants for Research Professor 3 points , and 3 points from grants for Library Professor	

3.5. Points Equivalency

Points from some categories can be used as equivalent points for other promotion requirements, as shown in Tables with requirements. However, below points shall be considered:

1. A fixed number of equivalent points can be used only for one category.
2. The number of years shall not be used for equivalent points.

CHAPTER FOUR

4. POINTS AWARDING CRITERIA

4.1. Publications

a. Published or Accepted Journal / Book Chapter (1 point)

- i. Must be published in recognised peer-reviewed journals and a chapter in a book.
- ii. Journal papers must be indexed in recognised citation indexes.
- iii. The book must be authentic and must have ISBN/ISSN numbers.
- iv. Journal papers and book chapters must be peer-reviewed.
- v. The Promotion Committee shall ask for supporting evidence (e.g., reviews/comments, peer-review policy and official acceptance letter from Chief Editor) to verify the requirement(s).
- vi. Application for promotion to Senior lecturer level will be required to have at least 25% of the required points with the applicant as the first author.
- vii. Application for promotion at the Professorial level will be required to have at least 50% of the required points for promotion at that level with the applicant as the first author.
- viii. A paper with multiple authorship, if used by one among the authors for promotion application, the point awarded for the paper after review shall be kept recorded and shall be used by all other authors when applying for promotion in future.
- ix. Points awarded to the co-authored publications within a specific discipline shall be shared equally among all the authors. Thus, all shall be awarded the same point.
- x. Extra papers that have not been used for the current promotion shall not be used for the coming promotion.

b. Scholarly papers in regular conference proceedings (1 point)

- i. Papers appearing in regular conference proceedings of professional international symposia or conferences must be recognised by the University and the TCU
- ii. The proceedings must be peer-reviewed like any other scholarly articles published in journals.

c. *Scholarly books* **(6 points/book)**

- i. A book to be recognised for promotion shall be those published, have ISBN and have gone through a formal peer review (reviewers' reports should be available) and have been professionally edited (evidence of the existence of an Editorial Board¹).
- ii. The books must fall under the applicant's area of specialisation.
- iii. The book should be owned by the author

d. *Compendium* **(1 point/book)**

- i. Books must be relevant to the area of specialisation/research interest.
- ii. A compendium must be used for teaching at the university level.
- iii. For general dictionaries, e.g., English-Swahili, Swahili- English, Swahili-Swahili and Arabic Swahili, which is published or accepted for publication shall be evaluated and awarded a point to the author (evidence of the existence of Editorial Board).

e. *Published case reports/studies* **(0.5 point/report)**

- i. Must be in a relevant field of expertise/research interest
- ii. Should be supported by evidence of their publication in journals, magazines, newspapers or evidence of broadcast on mass media; for example, DVD, Website, Video etc.

f. *Book/Journal Paper review* **(0.1 point/review)**

- i. Must be in a relevant field of expertise/research interest
- ii. Provide evidence of an appointment letter for the review.

g. *Book for lower level (Secondary and Primary)* **(1 point)**

- i. Must be published
- ii. Must be a critical review
- iii. Must be in a relevant field of expertise/research interest
- iv. Must be owned by an author

h. *Edited book* **(1 point)**

- i. Papers published in the edited book shall be awarded
- ii. Editorial work shall not be awarded

¹ Normally available for professional publishers

4.2. Supervision of Graduate and Bachelor's Degree Students to Completion

Point grading for the supervision of students shall be as follows:

- a. A requirement for graduate student supervision shall include successfully completed supervised students of Master and PhD.
- b. Bachelor students' supervision shall include successfully completed supervised students for final year Research projects in their respective bachelor's degrees.
- c. Bachelor, Master, and PhD student supervision shall be equivalent to 0.25, 0.5 and 1 point per student, respectively.
- d. At least 70% of the supervised students should come from SUZA.

4.3. Research Grants, Outreach, Leadership and other Scholarly Works

i) Research Grants (0.5 point)

Research grants are critical in enabling research and development in higher education institutions, especially for underfunded institutions.

Criteria for the grant are:

- a. The grant should be obtained from a competitive process emanating from an invited or open call for proposals or based on academic staff initiative.
- b. Direct donor assistance to the University may be considered for promotion provided that there is evidence of the technical evaluation of the grant proposal.
- c. Eligible grants for proposal should have the following components:
 - Should support capacity building towards Master or PhD (Tuition fees and stipend), OR
 - Should support infrastructure development: equipment such as lab equipment, PCs, for the University etc., at least one student, OR
 - Should support the University's research agenda: Hiring researchers, at least one at Masters, PhD, post-doc level OR
 - 15% overhead for the University
- d. The budget for each component of the above item should be at least 15% of the total budget.
- e. Points for grants shall be awarded as follows:

- i. All grants above 20 million Tanzanian shillings shall be considered for promotion.
- ii. Each participating author of a grant will receive full points for the grant. The authors shall substantiate the evidence of participation and role during the development and implementation of the project during the promotion application. The written evidence shall be approved by the principal investigator.
- iii. An applicant should submit a copy of the original proposal with a complete budget or a contract as proof of the grant in the absence of a copy of the original proposal.
- iv. Application for Professorial level at least one and two points for Associate Professor and Full Professor, respectively must be contributed from the research grants.

ii) *Outreach and Leadership (0.5 point)*

Outreach is broadly defined to include the university community and public contribution. Outreach service can be used as equivalent to student supervision. Point for each item shall be 0.5 to be awarded if the applicant demonstrates strong evidence of contribution in each of the items below:

- a. Taking part in the University management and leadership
- b. Research Project leadership
- c. Membership in the University committees
- d. Team member in developing new curricula or revising existing curricula
- e. Membership to government boards and committees
- f. Any other service provided to the community as approved by the Promotion Committee.

Table 3.5: Evidence categories for outreach services

#	Item	Evidence/measurable indicator
i.	Taking part in the University management and leadership	Appointment letter
ii	Research Project leadership	Appointment letter
iii	Membership in the University committees	Appointment letter/Approval letter from respective committee
iv	Leadership in developing new curricula or revising existing curricula	Letter from Head/Dean of respective department/School

#	Item	Evidence/measurable indicator
v	Membership to government boards and committees	Appointment letter/Certificate

iii). *Other Scholarly works (0.5 Point)*

The point for each item shall be 0.5 to be awarded if the applicant demonstrates strong evidence of contribution in any, among the items below;

- Organising academic or technical conferences/workshops/forums
- Chairing academic or technical conference sessions
- Giving technical invited talks on the area of specialisation or reputable institution
- Participating in Technical Committee at University
- External examiners
- A teaching manual, laboratory manual, technical reports and compendium shall be sent to reviewers for the assessment of quality. Only one teaching manual shall be considered in one specialised discipline in moving from one rank to another.

Table 3.6: Evidence categories for other scholarly works

SN.	Item	Evidence/measurable indicator
i.	Organising academic or technical conferences /workshops /forums	Appointment letter from the chair of the organising committee or relevant evidence, reports
ii	Chairing academic or technical conference sessions	letter from the organising committee or relevant evidence, reports
iii	Chairing or panellist at academic or technical conference sessions	Letter from the organising committee or relevant evidence
iv	Technical invited talks on the area of specialisation at a recognised institution	Letter of invitation/email and topic or relevant evidence
v	Participating in Technical Committee at University	Appointment letter/Certificate or relevant evidence
vi	External examiner	Appointment letter/Certificate or relevant evidence

iv) *Consultancy Reports* - **(0.5 points)**

- a. Evidence of consultancy contract or letter of appointment from SUZA should be provided.
- b. Consultancy reports shall be registered or recognised by the University.
- c. Consultancy work within the University shall be accepted on condition that it is registered and approved by the University (the University should set guidelines for the quantification of consultancy engagements)
- d. Provision of advisory services or chairmanship of government or other institutions.

Note: *the internal consultancy is assigned to staff by appointment letter and ToR, such as curriculum development, preparation of technical tools, strategic plan, policies, etc.*

CHAPTER FIVE

5. REGULATIONS ON PROMOTION CRITERIA

5.1. Staff who Publish while on Leave of Absence

- i. For full time employed SUZA staff but for genuine reasons (e.g., sabbatical, leave without pay, secondment, special Government or International assignment etc.) have been away for some time, their publications should be evaluated and considered for promotion after they have served the University for at least six months after reporting back. However, the requirement of a minimum of three years on one post shall be maintained.
- ii. Staff who is on study leave shall not be eligible for promotion, but he/she may publish and use his/her publications for promotion after completion of studies provided that he/she meets all promotion requirements as stipulated in this guideline.

5.2. Professorial Obligation and Reward

- i. Professors shall be required to deliver professorial inaugural lectures within three years after promotion.
- ii. The University shall pay an equivalent of US\$ 4,000 after the lecture is delivered and published.
- iii. Professors shall be required to publish at least two papers in high-calibre journal(s) in three years. Additional papers shall be rewarded in the monetary form up to US\$ 1,000.
- iv. A Professor shall be obliged to actively contribute to the development of the University and community at large.

5.3. Revision of the Guidelines

These guidelines may be revised after every three years or whenever the need arises.

Bibliography

Harmonized Scheme of Service for Academic Staff in Public Universities and Constituent Colleges (Treasurer Guideline), 2014.

MUHAS Academic Staff Performance Assessment Guidelines, 2009.

Policy on promotion tracks for academic staff of Makerere University, SUZA Act, 1999, 2009, 2014, 2017.

Revised Harmonised Scheme of Service for Academic Staff in Public Universities and Constituent Colleges, 2022.

Scheme of Service and Guidelines for Academic Staff Performance Evaluation at The Open University of Tanzania, 2015.

TCU Handbook for Standards and Guidelines for University Education in Tanzania, 3rd edition, 2019.

UDSM Guidelines for the assessment of academic staff performance, 2016.

UDSM promotion guidelines, 2014

UOE Academic Staff Appointment & Promotion Policy, 2016.

APPENDICES

FORM A: ACADEMIC STAFF PROMOTION APPLICATION FORM

This form should be filled in triplicate and must be attached with the recent CV of the promotion applicant.

PART I – to be filled by the applicant

1 PERSONAL PARTICULARS:

a	Full name	
b	Date of Birth	
c	Nationality	
d	Date of appointment at SUZA	
e	Position at the first appointment	
f	Employment status	
g	Present position	
h	Date of appointment at the current position	
i	Position applied for promotion	
j	Have you applied for the promotion to the same academic rank before?	Yes (....) No (....)
k	If yes when?	
l	Do you intend to submit new or additional publications in this application?	Yes (.....) No (.....)

2.1 CHECKLIST

S/no	Promotion materials submitted	No. of materials
1	Journal papers	
2	Conference proceedings	
3	Textbooks	
4	Book chapters	
5	Research reports	
6	Outreach services	
7	Technical notes and book reviews	
8	Consultancy reports	
9	Case reports	
10	Teaching manual/materials	
11	General dictionaries e.g. English- Swahili, Swahili- English, Swahili- Swahili, etc.	
12	Grant awards	
13	Others (specify)*	

**Please attach any other relevant materials.*

.....

Applicant's Signature

.....

Date

Declaration

I..... certify that the materials and information submitted are authentic to the best of my knowledge.

Dean/Director of School/Institute

I..... certify that I have received the above-mentioned materials from Mr./Ms/Dr/Assoc. Prof.....

.....

Signature

.....

Date

Dean/Director of

Chairperson of the Promotion Committee

I..... certify that I received the above-mentioned materials from the Dean/Director of

.....

Signature

.....

Date

Chairperson Promotion Committee.

FORM B

REQUEST FOR AN APPEAL AGAINST THE PROMOTION APPLICATION RESULTS

The applicant shall have the right to appeal against an unsuccessful application provided that he/she has reason to believe there has been a significant procedural irregularity.

1. Name
2. Department/Institute.....
3. Position.....
4. Date of appointment at this position.....
5. Decisions or aspects, with which you disagree:
.....
6. Reasons for your disagreement.....
.....
7. How would you rate yourself for those aspects?
.....
.....

.....
Appellant's Signature

.....
Date

8. Promotion Committee

I.....certify that I have received the
appeal form from Mr/Ms/Dr/Assoc.
Prof.....

.....
Secretary Promotion Committee

.....
Date

9. Appellate body's decision (Please attach full report):

.....

.....
Signature

.....
Date

Chairperson Appellate body

FORM C: EXTERNAL REVIEWING APPLICATION FORM

THE STATE UNIVERSITY OF ZANZIBAR



Promotion Committee

Type of the academic material(s).....

Dear Reviewer,

We kindly request you review the enclosed academic materials submitted for the promotion purpose of the academic staff of the State University of Zanzibar. The academic staff member is applying for promotion from.....to The review will be based on the criteria given below.

Your candid comments will be confidential and considered valuable to both the Promotion committee and the academic staff.

Thank you in advance for your cooperation.

Sincerely yours,

.....

Chairperson,

Promotion committee

Key points for report evaluation

1. Authenticity
2. Originality
3. Coverage of the subject matter
4. Contribution to knowledge
5. Relevance to the academic discipline and to individual specialisation
6. Presentation (grammar, flow, clarity, illustration etc.)
7. Quality of the material worth the applied academic rank (Provide your technical recommendations)

How do you rank the individual promotion material?

Quality	Grade	Point
Excellent	A	1.00
Very good	B+	0.75
Good	B	0.50
Satisfactory	C	0.20

Overall Quality

Quality	Grade	Total Points

Strength of the materials

.....

Shortcomings of the materials

.....

Reviewer's Name.....

Academic Rank.....

Affiliation.....

Signature.....

Date.....