



ST. PAUL'S UNIVERSITY

**POLICY ON WEIGHTING OF ACADEMIC PUBLICATION FOR
APPOINTMENT AND PROMOTION OF ACADEMIC STAFF
REVIEWED**

ACADEMIC POLICY NO. 009 OF 2011

2011

REVIEWED IN MAY 2016

POLICY ON WEIGHTING OF ACADEMIC PUBLICATION FOR APPOINTMENT AND PROMOTION OF ACADEMIC STAFF [AC. P – 009]

i) Preamble

St. Paul's University, in consonance with the philosophy of its charter, the spirit of its Strategic Plan, and the demands of its Quality Assurance regime, makes it compulsory for all academic staff to continue engaging in academic publication. This is both for the sake of their continuance in their present cadres, as well for the purpose of moving up on to higher cadres, but above all, for the purpose of "Serving God and Humanity" (the University motto) by creating and disseminating knowledge.

ii) Name of the Policy

The name of the policy shall be "St. Paul University Policy on Academic Publication" (hereinafter "the Policy").

iii) Functions of the Policy

The functions of the Policy shall be as follows:

- To encourage all academic staff in all cadres to continually engage in academic publishing
- To provide guidelines for academic publication and the criteria of its evaluation
- To build capacity of academic staff in technical know-how and resource-acquisition.
- To provide the needed input for the University QA exercises.

iv) Principles Governing the Policy

The following cardinal principles shall govern the Policy:

The Principle of Definition: The Policy seeks to define and clarify such often ambiguous terms as "three articles or one book" in clear, verifiable, and measurable terms.

The Principle of Discipline-Specificity: Academic staff are primarily encouraged to strengthen their own areas of specialization by publishing discipline-specific work, or work of an interdisciplinary nature investigating the bearing of other discipline on their own or *vice versa*.

The Principle of Q-Q Balance: The Policy seeks to encourage a healthy balance between the quantity and quality of academic publications.

v) Academic Publications: Inclusion and Exclusion

Inclusion: The term "Academic Publications" shall include the following:

Types of Academic Publications and Other Scholarly Output

1. University level Scholarly Book
2. Patented Invention or Innovation
3. Article in Peer Refereed Journal

4. One tertiary Level Scholarly Book
5. Book Chapter in a University Level Scholarly Book
6. Refereed Learning Modules
7. One reviewed Conference paper
8. One Secondary School Level Textbook
9. Consultancy, Research Monograph or Project Reports
10. Short communication in a referred journal
11. Refereed Exhibition and Performances
12. Non reviewed Conference paper
13. Any other book
14. Editorship of book or conference proceedings
15. Review of a scholarly publication published in refereed journals
16. Presentation at an International Scientific congress, or conference
17. Presentation at a National Scientific congress, or conference
18. Paper in a Faculty Research Seminar of St. Paul's University
19. Public Lecture at an Institution of Higher Learning (Provided the complete text of the Public Lecture is available)

5.2. Exclusion: Unless otherwise decided by the Senate of St. Paul's University, the following items shall NOT be included as "Academic Publications."

1. Collections of sermons for general and non-scholarly readerships
2. Publication of personal opinions, experiences, and insights
3. Autobiographies and Memoirs
4. Self-published books
5. Textbooks below university level
6. Articles in popular magazines
7. Letters to Editors in local dailies
8. Books and other material for children
9. Creative writing for general and non-scholarly readerships
10. Any other publication of a non-scholarly nature that the Senate may decide to exclude

6. Acceptable Status of Publications

6.1. The following shall constitute the "Acceptable Status of Publications":

1. Works already out of press (Most preferable)
2. Pre-Publication Announcements from Publishers (The University shall be at liberty to verify such announcements)
3. Letters of Acceptance from Publishers

6.2. Unless otherwise decided by the Senate of St. Paul's University, the following shall NOT constitute the "Acceptable Status of Publications":

1. Acknowledgement of receipts from Publishers
2. Work under review process
3. Work ready but not yet submitted

4. Multiple submissions of same work
- vi) **Awarding Publication Points:** Weighted points shall be awarded for research and publication; teaching and Learning; Administration and Responsibility; Community Engagement; and other Contributions, The maximum publication points shall be as follows:

	Type of Publication and other Scholarly Output	Maximum Points
1.	University level Scholarly Book	24
2.	Patented Invention or Innovation	16
3.	Article in Peer Refereed Journal	8
4.	One tertiary Level Scholarly Book	8
5.	Book Chapter in a University Level Scholarly Book	6
6.	Refereed Learning Modules	6
7.	One reviewed Conference paper	4
8.	One Secondary School Level Textbook	4
9.	Consultancy, Research Monograph or Project Reports	4
10.	Short communication in a referred journal	4
11.	Refereed Exhibition and Performances	4
12.	Non reviewed Conference paper	2
13.	Any other book	2
14.	Editorship of book or conference proceedings	2
16.	Presentation at an International Scientific congress, or conference	2
15.	Review of a scholarly publication (including book review) published in refereed journals	1
17.	Presentation at a National Scientific congress, or conference	1
18.	Paper in a Faculty Research Seminar of St. Paul's University	1
19.	Public Lecture at an Institution of Higher Learning (Provided the complete text of the Public Lecture is available	1

Nb: For multiple authors the formula below will apply.

Computation of points for multiple authors:

- i) The maximum number of points are to be awarded for each category; then shared out proportionately by the authors.
- ii) In the allocation, the level of contribution shall be dictated by the position of the author's name in the listing of authors
- iii) The formula shall be as follows:

The formula
$$2 \left\{ \frac{(n+1)-i}{n(n+1)} \right\}$$

Where:

“i” represents the position of the author’s name in the authors’ list i.e. is the “ith” author; and “n” represents the total number of authors.

The formula given should be default, provided that the interviewing panel shall have the leeway to determine the points due to a particular candidate in case of mitigating factors.

Example:

Allocation of Weighted Publication Points for an article published by **three (3) authors**

1st author of 3 authors:

$$2 \left\{ (3 + 1) - \frac{1}{3}(3 + 1) \right\} = 2 \left\{ \frac{3}{3} \times 4 \right\} = 2 \times \left\{ \frac{3}{12} \right\} = 2 \times \frac{1}{4} = \frac{1}{2}$$

The first of three (3) authors gets ½ of the 8 points i.e. ½ x 8 = 4.0 points

2nd author of 3 authors:

$$2 \left\{ (3 + 1) - \frac{2}{3}(3 + 1) \right\} = 2 \left\{ \frac{2}{3} \times 4 \right\}$$

$$= 2 \left\{ \frac{2}{12} \right\} = 2 \times \frac{1}{6} = \frac{1}{3}$$

The 2nd author gets 1/3 of the 8 points i.e. 1/3 x 8 = 2.67

3rd author of 3 authors

$$2 \left\{ (3 + 1) - \frac{3}{3}(3 + 1) \right\} = 2 \left\{ \frac{1}{2} \times 3 \right\} = 2 \left\{ \frac{1}{12} \right\} = 2 \times \frac{1}{12} = \frac{1}{6}$$

The 3rd author gets 1/6 of the 8 points i.e. 1/6 x 8 = 1.33

The total weighted publication points for the three (3) authors is 4.0 + 2.67 + 1.33 = 8.0

(Formula adopted from CUE’s Harmonized Criteria and guideline for appointment and Promotion of Academic Staff in Kenya, 2014)

7.2. Quality of Publication

For the appointment and promotion to the position of Associate Professors and Professors, at least two Professors, one of whom must be an internationally renowned professor in the discipline under consideration, shall review the scholarly publications. In reviewing the publications, the following rating shall be used to evaluate the quality of Academic Publications:

Sl.	Tag	Criteria	
1.	Excellent	Work that is at the forefront internationally, and which most likely will have an important and substantial impact in the field, work that can help St. Paul’s University to be recognized as an international leader in the discipline.	25
2.	Very Good	Work that is internationally competitive and is expected	15

		to make a significant contribution; nationally speaking at the forefront in the field, work that can help St. Paul's University to be recognized as an international player and national leader in the discipline	
3.	Good	Work that is competitive at the national level and will probably make a valuable contribution in the international field, work that can help to make St. Paul's University to be internationally visible and considered as a national player in the discipline.	10
5.	Unsatisfactory	Work that is neither solid nor exciting, flawed in the scientific and or technical approach, repetitions of other work, etc.	5

7.3. Verification and commendation of academic work

The task of verification of Academic Publication shall rest with the Academic Promotions Committee of St. Paul's University. The committee shall carefully examine and assess all items of research and publication presented and decide on the award of the points. Depending on the cumulative points, the committee shall recommend the same to the University Recruitment Committee (or any other relevant body or bodies) for consideration for appointment or promotion.

8. Pass Mark for Appointment and Promotion of Academic Staff

The pass mark for appointments or promotion to a higher cadre for all academic staff at St. Paul's University shall be 65%. Those who earn below this will be advised to present their applications when the position is next advertised.

9. Execution of the Policy

9.1. The Office of the Deputy Vice Chancellor, Academic Affairs and the Academic Promotions Committee on behalf of the Senate of St Paul's University shall implement the Policy.

9.2. The Senate shall have the sole and binding authority to interpret the Policy, to make rulings in matters of disputes and grievances arising out of the interpretation of the Policy, to amend and revise the Policy, to suspend the Policy, or to replace the Policy by any other policy.

REVIEW OF THE POLICY

This policy shall be reviewed as and when need arises.

The Policy on Weighting of Academic Publication for Appointment and Promotion of Academic Staff was adopted by the Senate in 2011.

REFERENCE OF THE MINUTES

The Reviewed Policy was adopted by the senate on 30th May 2016, the 80th university Senate Meeting.

AUTHORIZATION

Council Chairman:

Name: _____

Signature: _____

Date: _____

Official Stamp

Adopted May 2011
First Review May 2016