



**ST. PAUL'S UNIVERSITY**

**REVIEWED CRITERIA FOR APPOINTMENT AND  
PROMOTION OF ACADEMIC STAFF**

**ACADEMIC POLICY NO. 029 OF 2016**

**2016**

## APPOINTMENT AND PROMOTION CRITERIA FOR THE ACADEMIC STAFF OF ST PAUL'S UNIVERSITY

### 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, 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 Reviewed Criteria for Appointment and Promotion of Academic Staff" (hereinafter "the Policy").

### III. Purpose of the Policy

The policy will enable the University to be compliant in this regard in appointing and promoting Academic Staff in harmonization with the Guidelines set up by the Commission for University Education in Kenya on 27<sup>th</sup> October 2014.

## MINIMUM CRITERIA FOR APPOINTMENT AND PROMOTION OF ACADEMIC STAFF

### 1. Tutorial Fellow/Junior Research Fellow

A Tutorial Fellow/Junior Research Fellow must have:

- Bachelor's degree and a Master's degree qualification from an accredited and recognized University
- Be registered for a Doctor of Philosophy or equivalent doctoral degree
- Be registered or registrable with the relevant professional bodies (where applicable)
- Promise of skill and effectiveness in teaching and advising of students
- Acceptable modeling of Christian community standards.
- Commitment to goals of professional growth.

*(Note: The position of assistant lecturer was abolished by CUE)*

### 2. Lecturer/Research Fellow

A Lecturer/Research Fellow must have:

- An earned Degree of Doctor of Philosophy [or equivalent academic doctorate] from accredited and recognized University, OR
- A Master's degree in the relevant field from an accredited and recognized university (in special cases) with at least **three** (3) years teaching experience at university level or in research or in industry.
- A minimum of 24 publication points, of which 16 should be from referred journals
- Registered with relevant professional bodies (where applicable)
- Good skills and effectiveness in teaching and advising students.
- Good modeling of Christian community standards.

### 3. Senior Lecturer/Senior Research Fellow

A Senior Lecturer or Senior Research Fellow must have:

- An earned Doctor of Philosophy degree [or equivalent academic doctorate] in area of specialization
- Minimum of **five years** teaching experience at a Lecturer level at a recognized university or six years research/industry.
- Minimum of 32 publication points as a Lecturer or equivalent, of which 24 should be from refereed scholarly journals
- Supervised at least three (3) post graduate students to completion as a lecturer
- Strong skills and effectiveness in teaching and supervising students.
- Strong modeling of Christian community standards.
- Professional growth as evidenced through presentations at professional meetings, consultations in education, government, and business or to organization in one's specialization, evidence of commitment to lifelong learning through continuous education activities.
- Demonstration of initiative and involvement in development of academic programs.
- Continuous engagement in research.
- Involvement in recognized university administration duties

### 4. Associate Professor

An Associate Professor must have:

- An earned Degree of Doctor of Philosophy (or equivalent academic doctorate) with at least eight years of University teaching experience.
- At least three years of teaching experience at the University as a Senior Lecturer; Senior Researcher/ industry experience
- A minimum of 48 publication points as a Senior Lecturer or equivalent, 32 of which should be from refereed scholarly journals;
- Supervised at least four (4) post graduate students to completion including one doctoral student;
- Attracted research or development funds as a Senior Lecturer/ Senior Research Fellow;
- Involvement in recognized university administration duties
- Registered with the relevant professional body (where applicable)
- Outstanding modelling of Christian community standards;
- Demonstration of initiative and involvement in development of academic programmes.
- Continuous engagement in research.
- Must also show outstanding performance in the following area since being appointed as a senior lecturer:
  - Outstanding skill and effectiveness in teaching, advising and in research, and supervision of students' research and projects.
  - Professional growth as evidenced through presentations at professional meetings, consultancies in education, government, business or community based organizations in one's area of specialization.

### 5. Professor

A Professor must have:

- An earned Degree of Doctor of Philosophy (or equivalent academic doctorate) with at least ten years of University teaching experience.

- At least three years of teaching experience at the University as an Associate Professor
- A minimum of 60 publication points since attaining Associate Professorship, 40 of which should be from refereed scholarly journals;
- Supervised at least five (5) post graduate students to completion including two at doctoral level;
- Attracted research or development funds as an Associate Professor;
- Involvement in recognized university administration duties
- Registered with the relevant professional body (where applicable)
- Outstanding modelling of Christian community standards;
- Outstanding modelling of Christian community standards
- Continuous mentorship of students and staff
- Demonstration of initiative and involvement in development of academic programs
- Continuous engagement in research.
- Must also show outstanding performance as an Associate Professor in all three of the following areas:
  - Outstanding skill and effectiveness in teaching, advising and in research, and supervision.
  - Professional growth as evidenced through presentations at professional meetings, consultancies in education, government or business to community based organizations in one's specialization.

**REVIEW OF THE POLICY**

This policy shall be reviewed as and when need arises.

**REFERENCE OF THE MINUTES**

The Reviewed Criteria for Appointment and Promotion of Academic Staff was adopted by the senate on 30<sup>th</sup> May 2016, the 80<sup>th</sup> University Senate Meeting.

**AUTHORIZATION**

Council Chairman:

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Official Stamp