

UGANDA CHRISTIAN UNIVERSITY

HUMAN RESOURCE DEPARTMENT

APPLICATION FOR ACAMDEIC PROMOTION CHECKLIST

ACADEMIC PROMOTION APPLICATION GUIDELINES:

- Section 1 (pg. 3) of this form will help you determine if you are eligible to apply. If any of the conditions in Section 1 is applicable to you then your application cannot be accepted at this time.
 - Applicants are strictly forbidden from discussing their application with any of the Academic Promotions Committee Members, the Secretariat to the Promotions Committee i.e. Human Resource Office or any vettors. Applicants may only make inquiries on the status of their applications in written correspondence to the Secretariat.
 - Applicants will receive written feedback on their submitted applications 7 days after submission. Applicants are allowed to ask for the status of their application from the Human Resource Office in writing if they have not received an update seven days after submitting their application.
 - Any follow-up on applications must be done in writing **ONLY** to the Human Resource Office. Verbal inquiries are strictly forbidden.
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ACADEMIC PROMOTION APPLICATION TIMELINE:

Stage 1: Submit a complete application as guided by “Application for Academic Promotion Checklist”

Stage 2: Receive confirmation of receipt of application and status update from Committee Secretariat within 7 days of submission. Any requests for supplemental information will be made by Secretariat at this time

Stage 3: Submit any supplemental information if requested to Secretariat

Stage 4: Applications may need to be reviewed by vettors in advance of Committee meeting to review

Stage 5: Academic Promotions Committee meets to review applications three times per year. Your application will be considered at the next set meeting date.

Stage 6: If committee determines your application to be unsuccessful you will be informed in writing.

If Committee determines your application to be successful the recommendation for promotion will be presented to the next Senate

Stage 7: Senate determines whether to forward recommendation for promotion to the Appointments and Staff Welfare Board. If your application is not recommended by Senate you will be informed in writing.

Stage 8: The Appointments and Staff Welfare Board make final decision on whether to endorse promotion. You will be informed of this decision in writing.

Stage 9: For Professors, Professorial Teaching Fellows and Associate Professors the final determination on whether your application is successful is made by the University Council.

Please note the levels of management that review and decide on respective levels of Academic Promotions:

Professors, Professorial Fellows Associate Professors – **University Council**

Senior Lecturers, Senior Fellows– **Appointments and Staff Welfare Board**

Tutorial Assistant to Lecturer – **Senate**

SECTION 1: SELF-ASSESSMENT FOR ELIGIBILITY

Please indicate any of the following conditions that apply to you:

- Currently pursuing studies
- Part-time staff member
- Non-academic staff member
- On probation as a new hire or in first year of service
- On probation due to unsatisfactory performance
- Have resigned from university service or submitted letter of resignation
- Have **NOT** read the Academic Promotions Statute

If none of the above applies, you are eligible to apply for academic promotion and may proceed to Section 2. If any of the above applies you are ineligible at this time for academic promotion and may contact the Human Resource Office with any further questions.

SECTION 2: APPLICATION AND SUPPORTING DOCUMENTS

Please fill out an “Application Form for Academic Promotion” and attach it along with the supporting documents indicated below to this checklist.

Supporting documents to be provided with complete application form are:

- A completed application form
 - A clear and coherent statement of the applicant’s faith and the applicant’s understanding of the Christian identity of the university
 - A full academic CV, to include:
 - Qualifications
 - Work experience, including previous positions, consultancies and outside activities
 - Publications
 - University and community service
 - Professional memberships
 - Any other relevant details about the candidate’s career
 - One copy each of any article-length publication completed since appointment or the candidate’s last promotion
 - Two copies of any book-length publications completed since appointment or the candidate’s last promotion
 - Statement of current research interests and other academic activity
 - Statement on the candidate’s integration of faith into his or her professional life
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- A list of supervised students for research to completion and a list of students whose research you are currently supervising indicating the level they are at.
This list should be endorsed by the HOD (For Postgraduate students, the SRPGS should endorse too)
The list should also indicate the student's name, course and registration number
- Proof of membership to a Professional body

SECTION 3: SUBMISSION

Please fill out the following:

I hereby attest that all the information provided in this application is a true and accurate record.

Application submission date: _____

Applicant's Signature: _____

Contact No: _____

Email Address: _____

FOR INTERNAL USE ONLY

HUMAN RESOURCE OFFICE

Application received by: _____ Receipt Date: _____

Application checked by: _____

List any missing components: _____

Forwarded to committee chair (indicate date) _____

Internal Use

COMMITTEE CHAIR

Committee Chair recommendation (note any supplemental information needed):

Committee Chair Signature _____ Date _____

Internal use

SUPPLEMENTAL INFORMATION

Supplemental Information needed yes no Applicant Informed yes no

Supplemental Information received yes no Date _____

Vettors Reports Received yes Committee meeting date: _____

Notes/Comments:

