

**ASTU POLICY
ON APPOINTMENT, PROMOTION, AND
DETERMINATION OF SALARY OF
ACADEMIC STAFF**

October 2015

ADAMA SCIENE AND TECHNOLOGY UNIVERSITY

1. Preamble

This policy is intended to provide common guidelines for use by ASTU in appointment, promotion and determination of salary of academic staff. Under this policy every appointment, promotion, and salary increase for a member of the academic staff shall be upon the basis of qualifications and the special fitness of the individual for the work demanded by the position.

This policy is based on "Approved Structure and Budget for Supporting ASTU Based on Its Revised Establishment Proclamation" which had been proposed by the Ministry of Science and Technology and approved by the Prime Minister in March 2015. The document was officially delivered to the Ministry of Civil Service in April 2015.

This policy is structured to encompass the following objectives:

1. To provide standards for an impartial and equitable assessment so as to encourage qualifying applicants to be appointed and promoted.
2. To promote and/or reward academic staff whose performance demonstrates particular merit in teaching, research, scholarship, creative activity, administration, service, and leadership in ASTU and professional practice including service to the community.

2. Academic Ranks

ASTU is to provide rooms for high caliber academic staff members to make home with satisfaction, and for distinguished scholars to join with comports. In this respect, introduction of a rational academic rank system which is comparable with the international standard and also reflects unique local situations is important. In this regard ASTU offers the following academic ranks:

- 2.1 Lecturer
- 2.2 Senior Lecturer
- 2.3 Assistant Professor
- 2.4 Associate Professor
- 2.5 Professor
- 2.6 Distinguished Assistant Professor*
- 2.7 Distinguished Associate Professor*
- 2.8 Distinguished Professor*

- * Distinguished position is endowed to an academic staff member of Ethiopian or Ethiopian-origin who has shown distinguishably outstanding performance and achievements which meet the criteria specified separately.

3. Criteria for Appointment and Promotion

3.1 Lecturer

Lecturers are individuals with appropriate professional qualifications who are appointed to teach one or more courses or to carry out other academic responsibilities which are appropriately assigned to regular members of academic unit(s). The primary duty of lecturers

is to teach undergraduate courses. Lecturers may also participate in research and service in their own professions. If requested, they may be involved in administration.

Appointment to this rank requires:

- 3.1.1** A Master's degree or equivalent in the field of specialization
- 3.1.2** Evidence of ability and commitment to teaching and of promise of educational leadership. The following are the minimum requirement.
 - 3.1.2.1 The academic performance of CGPA of 3.25/4.00 or equivalent for Bachelor's degree and 3.50/4.00 or equivalent for Master's degree, and
 - 3.1.2.2 Publication of original articles and compilations published in journals screened by SCI (Science Citation Index including Expanded) or by SSCI (Social Science Citation Index including Expanded) equal to or more than 20% according to Appendix I, or
 - 3.1.2.3 Publication of original articles and compilations published in journals screened by (S)SCI and by national or international indices other than indices cited in Article 3.1.2.2 equal to or more than 30% according to Appendix I.

3.1.3 Interim measures

- 3.1.3.1 An academic staff member who has already been appointed to this rank before this Policy becomes effective is allowed to hold this rank for the probationary period of maximum four (4) years. For female staff members, the period may be allowed up to five (5) years.
- 3.1.3.2 If the academic staff fails to satisfy the requirements stipulated in Article 3.1.2 except Article 3.1.2.1 within the probationary period, his/her employment contract shall be terminated at the end of the period.

3.2 Senior Lecturer

Senior Lecturers have similar responsibilities as those defined for Lecturers, with a greater emphasis on service and excellence in teaching over a number of years. A Senior Lecturer may also have demonstrated professional accomplishments and recognition beyond that of a Lecturer. It is expected that Senior Lecturers will keep abreast of current developments in their respective disciplines and in the field of teaching and learning.

Appointment and promotion to the rank of Senior Lecturer requires:

- 3.2.1** A Master's degree or equivalent in the field of specialization.
- 3.2.2** Evidence of excellence in teaching, demonstrated educational leadership, involvement in curriculum development and innovation, and other teaching and learning initiatives. The following are the minimum requirement.
 - 3.2.2.1 The academic performance of CGPA of 3.25/4.00 or equivalent for Bachelor's degree and 3.50/4.00 or equivalent for Master's degree, and

- 3.2.2.2 Work experience for 3 years minimum in teaching as full-time academic member in the relevant academic discipline at a university. Experience at the relevant industry for more than one year may reduce the requirement of the university experience to 2 years, and
- 3.2.2.3 Publication of original articles and compilations published in journals screened by SCI (Science Citation Index including Expanded) or by SSCI (Social Science Citation Index including Expanded) equal to or more than 50% according to Appendix I, or
- 3.2.2.4 Publication of original articles and compilations published in journals screened by (S)SCI and by national or international indices other than indices cited in Article 3.2.2.3 equal to or more than 70% according to Appendix I.

3.2.3 Interim measures

- 3.2.3.1 An academic staff member who has already been appointed to this rank before this Policy becomes effective is allowed to hold this rank for the probationary period of maximum four (4) years. For female staff members, the period may be allowed up to five (5) years.
- 3.2.3.2 If the academic staff fails to satisfy the requirements stipulated in Article 3.2.2 except Article 3.2.2.1 within the probationary period, his/her employment contract shall be terminated at the end of the period.

3.3 Assistant Professor

Assistant Professors are responsible for teaching, undertaking research, publishing its results, advising undergraduate and postgraduate students, and providing public and university service at different levels. Appointment and promotion to the rank of Assistant Professor requires compilation of academic qualifications evidenced in demonstrating that the candidate for an appointment or promotion is involved in scholarly activity. Also demonstrated is he/she a successful teacher and capable of providing instruction at the various levels in his/her discipline. The evidence may include the opinion of scholars familiar with the candidate's work and capability.

Appointment and promotion to the rank of Assistant Professor requires a minimum of:

- 3.3.1** A Doctoral degree or equivalent¹ in the field of specialization.
- 3.3.2** Evidence of excellence in teaching, research, demonstrated educational leadership, involvement in curriculum development and innovation, and other teaching and learning initiatives. The following are the minimum requirement.
 - 3.3.2.1 Work experience for 2 years minimum in teaching as full-time academic member in the relevant academic discipline at a university. Experience at the relevant research organization may be considered

¹A specialized field such as architecture may define an equivalent qualification to a Ph.D.

- equivalent to teaching at the university level, and
- 3.3.2.2 Publication of original articles and compilations published in journals screened by SCI (Science Citation Index including Expanded) or by SSCI (Social Science Citation Index including Expanded) equal to or more than 100% according to Appendix I, or
 - 3.3.2.3 Publication of original articles and compilations published in journals screened by (S)SCI and by national or international indices other than indices cited in Article 3.3.2.2 equal to or more than 150% according to Appendix I, and
 - 3.3.2.4 In addition, in case of a recruitment of a new academic staff member, an external evaluation of the above publications by three referees of internationally recognized universities to make a competent assessment of the applicant's expertise and contribution according to the guideline for external evaluation given in Appendix II is required.

3.3.3 Interim measures

- 3.3.3.1 An academic staff member who has already been appointed to this rank before this Policy becomes effective is allowed to hold this rank for the probationary period of maximum four (4) years. For female staff members, the period may be allowed up to five (5) years.
- 3.3.3.2 If the academic staff member fails to satisfy the requirements stipulated in Article 3.3.2 within the probationary period, his/her employment contract shall be terminated at the end of the period.

3.4 Associate Professor

Associate Professors are responsible for teaching, undertaking research, publishing its results, advising undergraduate and postgraduate students, and providing public and university service at different levels. Appointment and promotion to the rank of Associate Professor requires compilation of academic qualifications evidenced in demonstrating that the candidate for an appointment or promotion is involved in scholarly activity beyond that of expected of an Assistant Professor. The candidate for appointment or promotion of this position will be judged by teaching capability, by sustained and productive scholarly activity in research, by ability to direct postgraduate students, and by willingness to participate in the affairs of the academic unit and the university.

Appointment and promotion to the rank of Associate Professor requires a minimum of:

- 3.4.1** A Doctoral degree or equivalent in the field of specialization.
- 3.4.2** Evidence of excellence in teaching, research, demonstrated educational leadership, involvement in curriculum development and innovation, and other teaching and learning initiatives. The following are the minimum requirement.
 - 3.4.2.1 Work experience for 4 years minimum in teaching as a full-time academic member in the relevant academic discipline at a university since appointed to the Assistant Professor. Experience at the relevant research organization may be considered equivalent to teaching at the university level, and

- 3.4.2.2 Publication of original articles and compilations published in journals screened by SCI (Science Citation Index including Expanded) or by SSCI (Social Science Citation Index including Expanded) equal to or more than 200% according to Appendix I since appointed to an assistant professor, or
- 3.4.2.3 Publication of original articles and compilations published in journals screened by (S)SCI and by national or international indices other than indices cited in Article 3.4.2.2 equal to or more than 300% according to Appendix I since appointed to an assistant professor, and
- 3.4.2.4 In addition, in case of a recruitment of a new academic staff member, an external evaluation of the above publications by three referees of internationally recognized universities to make a competent assessment of the applicant's expertise and contribution according to the guideline for external evaluation given in Appendix II is required.

3.4.3 Interim measures

- 3.4.3.1 An academic staff member who has already been appointed to this rank before this Policy becomes effective is allowed to hold this rank for the probationary period of maximum four (4) years. For female staff members, the period may be allowed up to five (5) years.
- 3.4.3.2 If the academic staff fails to satisfy the requirements stipulated in Article 3.4.2 within the probationary period, his/her employment contract shall be terminated at the end of the period.

3.5 Professor

Professors are responsible for teaching, undertaking research and publishing its results, advising undergraduate and postgraduate students, and providing public and university service at different level. Appointment and promotion to the rank of Professor is reserved for those whose contributions are considered outstanding and for those who meet appropriate standards of excellence by widely recognized in the field of their interest. They must have shown high quality in teaching and sustained and productive scholarly activity, have attained distinction in their discipline, and have participated significantly in recognized academic and professional affairs. Promotion to this rank is neither automatic nor based on years of service.

Appointment and promotion to the rank of Professor requires a minimum of:

- 3.5.1** A Doctoral degree or equivalent in the field of specialization.
- 3.5.2** Evidence of excellence in teaching, research, demonstrated educational leadership, involvement in curriculum development and innovation, and other teaching and learning initiatives. The following are the minimum requirement.
 - 3.5.2.1 Work experience for 6 years minimum in teaching as full-time academic member in the relevant academic discipline at a university since appointed to the Associate Professor. Experience at the relevant research organization may be considered equivalent to teaching at the university level, and

- 3.5.2.2 Publication of original articles and compilations published in journals screened by SCI (Science Citation Index including Expanded) or by SSCI (Social Science Citation Index including Expanded) equal to or more than 300% according to Appendix I since appointed to an associate professor, or
- 3.5.2.3 Publication of original articles and compilations published in journals screened by (S)SCI and by national or international indices other than indices cited in Article 3.5.2.2 equal to or more than 450% according to Appendix I since appointed to an associate professor, and
- 3.5.2.4 In addition, in case of a recruitment of a new academic staff member, an external evaluation of the above publications by three referees of internationally recognized universities to make a competent assessment of the applicant's expertise and contribution according to the guideline for external evaluation given in Appendix II is required.

3.5.3 Interim measures

- 3.5.3.1 An academic staff member who has already been appointed to this rank before this Policy becomes effective is allowed to hold this rank for the probationary period of maximum four (4) years. For female staff members, the period may be allowed up to five (5) years.
- 3.5.3.2 If the academic staff fails to satisfy the requirements stipulated in Article 3.5.2 within the probationary period, his/her employment contract shall be terminated at the end of the period.

3.6 Distinguished Academic Staff

Assistant Professors, Associate Professors, and Professors who are exceptionally superior in their scholastic performance, academic background and/or experience to other persons at the same rank are bestowed the title of "Distinguished." This title may be bestowed to the existing academic staff members of Ethiopian or Ethiopian-origin as well as the newly appointed academic staff member of Ethiopian or Ethiopian-origin.

3.6.1 Distinguished Assistant Professor

Appointment and promotion to the rank of Distinguished Assistant Professor requires a minimum of:

- 3.6.1.1 A Doctoral degree or equivalent in the field of specialization awarded by a reputable university (among top 500 in QS or THE evaluation).
- 3.6.1.2 Work experience for 2 years minimum in teaching as full-time academic member in the relevant academic discipline at a university in a G20 country. Experience at the relevant research organization in G20 countries may be considered equivalent to teaching at the university level, and
- 3.6.1.3 Publication of original articles and compilations published in journals screened by SCI (Science Citation Index including Expanded) or by SSCI (Social Science Citation Index including Expanded) equal to or

- more than 200% according to Appendix I, and
- 3.6.1.4 External evaluation of the above publications by three referees from internationally recognized universities to make a competent assessment of the applicant's expertise and contribution according to the guideline for external evaluation given in Appendix II.
 - 3.6.1.5 A scholar (existing academic staff member or new applicant) who does not meet Articles 3.6.1.1 and 3.6.1.2, but is supported through references from minimum five (5) internationally renowned scholars who all indicate with convincing evidences that the staff member or applicant qualifies enough to be appointed to an academic staff member at this rank, is exempted to meet Articles 3.6.1.1 and 3.6.1.2.

3.6.2 Distinguished Associate Professor

Appointment and promotion to the rank of Distinguished Associate Professor requires a minimum of:

- 3.6.2.1 A Doctoral degree or equivalent in the field of specialization awarded by a reputable university (among top 500 in QS or THE evaluation).
- 3.6.2.2 Work experience for 6 years minimum in teaching as full-time academic member in the relevant academic discipline at a university in a G20 country. Experience at the relevant research organization in G20 countries may be considered equivalent to teaching at the university level, and
- 3.6.2.3 Publication of original articles and compilations published in journals screened by SCI (Science Citation Index including Expanded) or by SSCI (Social Science Citation Index including Expanded) equal to or more than 400% according to Appendix I since appointed to an assistant professor, and
- 3.6.2.4 External evaluation of the above publications by three referees from internationally recognized universities to make a competent assessment of the applicant's expertise and contribution according to the guideline for external evaluation given in Appendix II.
- 3.6.2.5 A scholar (existing academic staff member or new applicant) who does not meet Articles 3.6.2.1 and 3.6.2.2, but is supported through references from minimum five (5) internationally renowned scholars who all indicate with convincing evidences that the staff member or applicant qualifies enough to be appointed to an academic staff member at this rank, is exempted to meet Articles 3.6.2.1 and 3.6.2.2.

3.6.3 Distinguished Professor

Appointment and promotion to the rank of Distinguished Professor requires a minimum of:

- 3.6.3.1 A Doctoral degree or equivalent in the field of specialization awarded by a reputable university (among top 500 in QS or THE evaluation).
- 3.6.3.2 Work experience for 12 years minimum in teaching as full-time academic member in the relevant academic discipline at a university in

a G20 country. Experience at the relevant research organization in G20 countries may be considered equivalent to teaching at the university level, and

- 3.6.3.3 Publication of original articles and compilations published in journals screened by SCI (Science Citation Index including Expanded) or by SSCI (Social Science Citation Index including Expanded) equal to or more than 600% according to Appendix I since appointed to an associate professor, and
- 3.6.3.4 External evaluation of the above publications by three referees from internationally recognized universities to make a competent assessment of the applicant's expertise and contribution according to the guideline for external evaluation given in Appendix II.
- 3.6.3.5 A scholar (existing academic staff member or new applicant) who does not meet Articles 3.6.3.1 and 3.6.3.2, but is supported through references from minimum five (5) internationally renowned scholars who all indicate with convincing evidences that the staff member or applicant qualifies enough to be appointed to an academic staff member at this rank, is exempted to meet Articles 3.6.3.1 and 3.6.3.2.

3.7 Expatriate Academic Staff

The expatriate academic staff is defined as the academic staff member who is not Ethiopian or Ethiopian-origin, and is employed on the fixed-term contract basis. The criteria for appointment and promotion of the expatriate academic staff are the same as those stipulated in Articles 3.1 to 3.5 for different academic ranks.

3.8 Summary

The minimum requirement criteria described above for each academic rank are summarized in Tables 1 and 2.

Table 1. Academic Ranks for Academic Staff and Minimum Requirement Criteria

Academic Rank	Academic Qualifications	Experience	Publications ¹⁾	Remarks
Lecturer ²⁾	MSc or equivalent CGPA ≥ 3.25 for BSc CGPA ≥ 3.50 for MSc		(S)SCI ≥ 20% or (S)SCI + non (S)SCI ≥ 30%	

Senior Lecturer ²⁾	MSc or equivalent CGPA ≥ 3.25 for BSc CGPA ≥ 3.50 for MSc	3 years full time university teaching, or 2 years full time teaching with more than 1 year industry experience	(S)SCI $\geq 50\%$ or (S)SCI + non (S)SCI $\geq 70\%$	
Assistant Professor ²⁾	PhD	2 years full time university teaching or research at research organization	(S)SCI $\geq 100\%$ or (S)SCI + non (S)SCI $\geq 150\%$	3 references from international referees ³⁾
Associate Professor ²⁾	PhD	4 years full time university teaching or research at research organization since Assistant Professor	(S)SCI $\geq 200\%$ or (S)SCI + non (S)SCI $\geq 300\%$ since Assistant Professor	3 references from international referees ³⁾
Professor ²⁾	PhD	6 years full time university teaching or research at research organization since Associate Professor	(S)SCI $\geq 300\%$ or (S)SCI + non (S)SCI $\geq 450\%$ since Associate Professor	3 references from international referees ³⁾

- 1) Refer to Appendix I for calculation of the percentage of publications.
- 2) Interim measures apply to the academic staff members who have already been appointed by ASTU to the rank before this policy becomes effective. See the main description for each rank.
- 3) Requested only for a new recruitment. Refer to Appendix II for detail.

Table 2. Academic Ranks for Distinguished Academic Staff and Minimum Requirement Criteria

Academic Rank	Academic Qualifications	Experience	Publications ¹⁾	Remarks
Distinguished Assistant Professor ²⁾	PhD from a reputable university (among top 500 in QS or THE evaluation)	2 years full time university teaching or research at research organization in G20 countries	(S)SCI $\geq 200\%$	3 references from international referees ³⁾

Distinguished Associate Professor ²⁾	PhD from a reputable university (among top 500 in QS or THE evaluation)	6 years full time university teaching or research at research organization in G20 countries	(S)SCI \geq 400% since Distinguished Assistant Professor	3 references from international referees ³⁾
Distinguished Professor ²⁾	PhD from a reputable university (among top 500 in QS or THE evaluation)	12 years full time university teaching or research at research organization in G20 countries	(S)SCI \geq 600% since Distinguished Associate Professor	3 references from international referees ³⁾

- 1) Refer to Appendix I for calculation of the percentage of publications.
- 2) A scholar (existing academic staff or new applicant) who does not meet above minimum requirements for “Academic Qualifications” and “Experience” but is supported through references from minimum five (5) internationally renowned scholars who all indicate with convincing evidences that the staff or applicant qualifies enough to be appointed to an academic staff at this rank, is considered meeting the requirements.
- 3) Refer to Appendix II for detail.

4. Terms of Appointment

Appointment to an academic staff member shall be on one of the following terms.

4.1 Contractual Appointments

- 4.1.1 Contractual appointments shall be the type of employment where the terms of employment are as defined in a particular contract of employment between the University and individual academic staff members.
- 4.1.2 All the academic staff members of non-tenure-track or non-tenured and all the expatriate academic staff members shall be on the contractual appointment.
- 4.1.3 The duration of the contract for academic staff members shall be for no more than three (3) years for Lecturer and Senior Lecturer, four (4) years for Assistant Professor, and six (6) years for Associate Professor and Professor.
- 4.1.4 The contract for academic staff members may be renewed one time only.
- 4.1.5 The duration of the contract for expatriate academic staff members shall be two (2) years initially. But, the contract may be renewed consecutively for two (2) years.

4.2 Tenure-Track Appointments

- 4.2.1 Appointments that are tenure-track require academic staff members to serve a probationary period of employment before a consideration for tenure is made.
- 4.2.2 These appointments are for regular full-time academic staff with academic rank of Assistant Professor or higher.
- 4.2.3 The duration of tenure-track appointment shall be for no more than three years.
- 4.2.4 The appointment may be renewed one time only.
- 4.2.5 An academic staff with this appointment shall apply for the tenure appointment

before the appointment period is terminated.

4.3 Tenured Appointments

- 4.3.1 Tenure appointments shall be the type of employment where the period of service is up to the mandatory retirement age, subject to termination for cause or as a result of financial exigency or program discontinuance.
- 4.3.2 Appointments with tenure are for regular full-time academic staff with academic rank of Assistant Professor or higher who have been awarded tenure by the University.
- 4.3.3 Criteria for award of tenure are listed in Appendix III.

4.4 Visiting Appointments

- 4.4.1 These appointments will be used for a full-time or part-time academic staff on a short-term appointment employed to perform all or part of a professional obligation of a regular academic staff.
- 4.4.2 The visiting academic staff may hold any academic rank commensurate with terminal degree, experience, and status.
- 4.4.3 A visiting member coming from a non-academic post may be given a visiting academic staff appointment commensurate with status and experience.
- 4.4.4 The duration of the contract shall be for no more than one year, but the contract may be renewed, if necessary.

4.5 Adjunct Appointments

- 4.5.1 An Adjunct appointment is for a member of the academic staff whose credentials are similar to those in regular academic ranks, but whose primary employment is usually elsewhere.
- 4.5.2 Adjunct appointments may be given to professionals (architects, scientists, engineers, journalists, lawyers, etc.).
- 4.5.3 The academic rank of an adjunct appointment should be commensurate with terminal degree, experience, and status.
- 4.5.4 The duration of the contract shall be for no more than one year, but the contract may be renewed, if necessary.

5. Procedures of Recruitment, Appointment and Promotion

5.1 Formation of School Appointment and Promotion Committee (SAPC)

- 5.1.1 School Appointment and Promotion Committee (SAPC) shall be formed for each case of appointment and promotion.
- 5.1.2 The Committee shall consist of at least three (3) senior members of staff of the Program, the Program Chair (or delegate), Associate Dean for Academic Affairs of the School (or delegate), and the School Dean (or delegate).
- 5.1.3 In case that an ex-officio member of SAPC is the candidate of promotion, a delegate is appointed by the Vice President for Academic Affairs (VPA) to replace him/her.
- 5.1.4 Only persons whose ranks are higher or equivalent to the position being

considered for Appointment/Promotion shall constitute the Committee.

- 5.1.5** The Committee shall be chaired by the School Dean.
- 5.1.6** In case that SAPC cannot be formed properly because of Articles 5.1.2, 5.1.3, and 5.1.4 or any other reason deemed by the President, the President may intervene in formation of SAPC by appointing appropriate personnel of ASTU or outside ASTU.

5.2 Recruitment

- 5.2.1** When a vacancy exists in an academic program, the Chair of the Program shall forward a request to fill the vacancy and forward a recruitment plan that includes the program's diversity strategies to the School Dean.
- 5.2.2** In consultation with the Program Academic Council (PAC), the Chair shall develop a description of the position and the qualifications to be sought and forward that for approval to the School Dean as well.
- 5.2.3** Upon approval by the School Dean, the Program Chair shall forward that for approval to VPA through the Office of Academic Affairs (OAA).
- 5.2.4** In the case that recruitment of academic staff for a particular field is strategically necessary, the recruitment may be initiated by OAA under approval of VPA.
- 5.2.5** Upon approval by VPA, the Human Resource Office of Academic Affairs (HROAA) publicizes the vacancy in an effort to secure as many qualified applicants as possible.
- 5.2.6** After the review of applications, the Program Chair in consultation with PAC shall select the best qualified candidate(s).
- 5.2.7** After approval of the School Dean and VPA, the Dean shall invite the candidate(s) to campus for interviews.
- 5.2.8** While on campus, the candidate or candidates shall be interviewed by the members of SAPC, the Dean for Academic Affairs, and VPA.
- 5.2.9** The final candidate(s) for appointment shall be selected by SAPC and endorsed by the School Managing Council (SMC).
- 5.2.10** The final candidate(s) for appointment shall be reported to the President through VPA, and may be interviewed by the President, if necessary. The President has the right to refuse the appointment of the final candidate(s).
- 5.2.11** Offer of Appointment shall be made in writing by the name of the President.
- 5.2.12** A guideline approved by the Senate shall provide a detailed procedure.

5.3 Promotion

- 5.3.1** The Program Chair shall take the initiative for a program academic staff member's promotion.
- 5.3.2** In consultation with PAC, the Chair shall institute recommendations in rank which shall be sent to the School Dean with all the necessary documents.
- 5.3.3** The School Dean shall call SAPC meeting to evaluate each candidate for promotion.
- 5.3.4** SMC shall evaluate the recommendation of SAPC.
- 5.3.5** For promotion up to and including the rank of "Senior Lecturer," the final decision shall be made by VPA through recommendation of SMC.
- 5.3.6** The School Dean shall forward the recommendation of SMC for the rank of Assistant Professor or above to VPA through OAA.

- 5.3.7 The VPA shall request the Academic Staff Appointment and Promotion Committee (ASAPC) to evaluate each recommendation to the rank of Assistant Professor and above.
- 5.3.8 Following the approval of ASAPC, all recommendations shall be presented to the University Senate for endorsement.
- 5.3.9 Final decision shall be made by the University Senate for promotion to the rank of Assistant Professor and Associate Professor.
- 5.3.10 For promotion to the rank of Professor, Distinguished Assistant Professor, Distinguished Associate Professor, and Distinguished Professor, VPA shall forward the recommendation and comments of the University Senate to the President who then shall forward them to the Supervisory Board of the University for final decision.
- 5.3.11 An academic staff member who feels that his/her application for promotion has been overlooked or not appropriately evaluated has the privilege of appealing to the President.
- 5.3.12 A guideline approved by the Senate shall provide a detailed procedure.

6. Joint/Cross Appointment

Some academic staff members possess qualifications and experience to provide service (teaching and/or research) for multiple academic units (Programs).

6.1 Definition

A joint/cross appointment of an academic staff member is to offer service of scholarly activity for multiple Programs. The scholarly activity includes teaching, participation in research, supervision of students, and participation in the Program management.

6.2 Advantages

- 6.2.1 Wider and more efficient utilization of expertise of academic staff
- 6.2.2 Promotion of interdisciplinary arrangements
- 6.2.3 Enhancement of “cross-fertilization” across Programs
- 6.2.4 Optimal use of human resource within the University

6.3 Procedure/Guidelines

- 6.3.1 The Terms and Duties under joint appointment shall be agreed upon by the Programs involved.
- 6.3.2 There shall be a formal agreement between the Programs in terms of the proportion of the service to be rendered and the period in terms of hours per Semester or year.
- 6.3.3 The agreement shall be endorsed by the Program Administration Council (PAC) of the Programs involved and the School Managing Council (SMC).
- 6.3.4 The agreement between the Programs on the joint appointment shall be implemented when an official appointment has been issued by VPA on the recommendation of the School Dean.
- 6.3.5 The contract for joint appointment shall range from 2 to 5 years renewable when necessary.

- 6.3.6 The Primary (parent) Program for which the academic staff member offers more service than for other(s) shall remain responsible for handling the appointment and promotion of the staff member.
- 6.3.7 Joint appointment should not lead to double salary payment on the pay roll. Payment if any should be on the basis of hours offered or honorarium as agreed between Programs.

7. Secondment

The University shall receive or give academic staff member on secondment by authority of the President under the following terms and conditions:

7.1 Internal Secondment

- 7.1.1 An academic staff may when circumstances so demand, be internally seconded to another Unit within the University by authority of the President for a specified period of time, following necessary consultations.
- 7.1.2 The duties, terms of service and any change in the remuneration shall be specified in the letter of secondment issued by the President.
- 7.1.3 All applicable allowances shall be paid to the academic staff by the receiving Unit.
- 7.1.4 Upon expiry of the period of secondment the academic staff shall revert to his/her original Unit.

7.2 External Secondment

7.2.1 Employee Received on Secondment

- 7.2.1.1 Such an employee shall serve for a specified period of time as agreed between the University and the employee's parent employer
- 7.2.1.2 The University shall remunerate such an employee as shall be agreed upon between the two parties.
- 7.2.1.3 Such an employee shall not be entitled to terminal benefits as applicable to University employees on permanent or contract terms.

7.2.2 Employee Given on Secondment

- 7.2.2.1 Such an academic staff shall serve the recipient organization for a period not exceeding two years.
- 7.2.2.2 The academic staff member on secondment to other organizations shall continue drawing their basic salary from the University but the allowances and other forms of remuneration shall be the responsibility of the recipient organization.
- 7.2.2.3 Upon expiry of the period of secondment, the academic staff member shall return to his/her original position in the University. In the event that such an academic staff does not return after the period of secondment without formal resignation, such staff member shall be deemed to have absconded.
- 7.2.2.4 The period of secondment shall not be treated by the University as a break in service.

8. The Standard of Salary Scales of Academic Staff

8.1 Regular Academic Staff

The University introduces a new standard of salary scales of academic staff members in that the subscales of the salary apply for a given academic rank so that the salary of academic staff members in the same academic rank may differ according to the academic performance.

Academic ranks	Salary Scale/ Requirements		Salary Subscales (Birr)										
			Base	1	2	3	4	5	6	7	8	9	10
Lecturer	Salary Scale		9,108	9,352	9,596	9,840	10,084	10,328	10,572	10,816	11,060	11,532	12,004
	Require- ments	(S)SCI or	20%	30%	40%	50%	60%	70%	80%	90%	100%	110%	120%
		(S)SCI+	30%	45%	60%	75%	90%	105%	120%	135%	150%	165%	180%
Senior Lecturer	Salary Scale		10,084	10,328	10,572	10,816	11,060	11,532	12,004	12,476	12,948	13,752	14,555
	Require- ments	(S)SCI or	50%	60%	70%	80%	90%	100%	110%	120%	130%	140%	150%
		(S)SCI+	70%	85%	100%	115%	130%	145%	160%	175%	190%	205%	220%
Assistant Professor	Salary Scale		10,617	11,532	12,004	12,476	12,948	13,752	14,555	15,359	16,162	16,987	17,812
	Require- ments	(S)SCI or	100%	120%	140%	160%	180%	200%	220%	240%	260%	280%	300%
		(S)SCI+	150%	180%	210%	240%	270%	300%	330%	360%	390%	420%	450%
Associate Professor	Salary Scale		12,948	13,752	14,555	15,359	16,162	16,987	17,812	18,637	19,462	20,337	21,212
	Require- ments	(S)SCI or	200%	225%	250%	275%	300%	325%	350%	375%	400%	425%	450%
		(S)SCI+	300%	335%	370%	405%	440%	475%	510%	545%	580%	615%	650%
Professor	Salary Scale		16,162	16,987	17,812	18,637	19,462	20,337	21,212	22,087	22,962	23,837	24,712
	Require- ments	(S)SCI or	300%	325%	350%	375%	400%	425%	450%	475%	500%	525%	550%
		(S)SCI+	450%	485%	520%	555%	590%	625%	660%	695%	730%	765%	800%
Distinguished Assistant Professor	Salary Scale		60,000										
	Require- ments	(S)SCI	200%										
Distinguished Associate Professor	Salary Scale		67,000										
	Require- ments	(S)SCI	400%										
Distinguished Professor	Salary Scale		75,000										
	Require- ments	(S)SCI	600%										

Note:

1. This table shows the salary subscale and their minimum requirements for publication.
2. (S)SCI indicates the publication in the refereed journals cited in the Science Citation Index.
3. (S)SCI+ indicates a compilation of the publications in (S)SCI journals as well as other refereed journals, books/book chapters, patents, and/or conference proceedings. Different weights are given for different categories of publication specified in Appendix I.
4. Percentage in requirements indicates the contribution calculated according to Appendix I.
5. The requirements imply an accumulation since a start of the last rank. For example, 2nd Subscale of Associate Professor requires an accumulation of (S)SCI 250% or (S)SCI+ 370% since an appointment as an Assistant Professor.
6. A promotion will be processed once a year. An academic staff member can apply for a rank and a subscale according to his/her qualification.
7. A promotion to the next rank shall guarantee the same or increased salary.
8. A School or Program may adjust the minimum requirements. However, the adjusted requirements cannot be less than those specified in this table.

8.2 Expatriate Academic Staff

(1) Engineering Field

Academic ranks	Salary Scale/ Requirements		Salary Subscales (USD)				
			Base	1	2	3	4
Lecturer	Salary Scale		1,350	1,525	1,700	1,875	2,050
	Requirements	(S)SCI or	40%	60%	80%	100%	120%
		(S)SCI +	55%	85%	115%	145%	175%
Senior Lecturer	Salary Scale		1,550	1,800	2,050	2,300	2,550
	Requirements	(S)SCI or	75%	100%	125%	150%	175%
		(S)SCI +	105%	140%	175%	210%	245%
Assistant Professor	Salary Scale		2,050	2,300	2,550	2,800	3,050
	Requirements	(S)SCI or	100%	150%	200%	250%	300%
		(S)SCI +	150%	220%	290%	360%	430%
Associate Professor	Salary Scale		2,550	2,800	3,050	3,300	3,550
	Requirements	(S)SCI or	200%	250%	300%	350%	400%
		(S)SCI +	300%	370%	440%	510%	580%
Professor	Salary Scale		3,050	3,300	3,550	3,800	4,050
	Requirements	(S)SCI or	300%	400%	500%	600%	700%
		(S)SCI +	450%	590%	730%	870%	1,010%

(2) Applied Natural Science Field

Academic ranks	Salary Scale/ Requirements		Salary Subscales (USD)				
			Base	1	2	3	4
Lecturer	Salary Scale		900	1,020	1,140	1,250	1,370
	Requirements	(S)SCI or	40%	60%	80%	100%	120%
		(S)SCI +	55%	85%	115%	145%	175%
Senior Lecturer	Salary Scale		1,040	1,200	1,370	1,540	1,700
	Requirements	(S)SCI or	75%	100%	125%	150%	175%
		(S)SCI +	105%	140%	175%	210%	245%
Assistant Professor	Salary Scale		1,370	1,540	1,700	1,870	2,040
	Requirements	(S)SCI or	100%	150%	200%	250%	300%
		(S)SCI +	150%	220%	290%	360%	430%

Associate Professor	Salary Scale		1,700	1,870	2,040	2,200	2,370
	Requirements	(S)SCI or	200%	250%	300%	350%	400%
		(S)SCI +	300%	370%	440%	510%	580%
Professor	Salary Scale		2,040	2,200	2,370	2,540	2,700
	Requirements	(S)SCI or	300%	400%	500%	600%	700%
		(S)SCI +	450%	590%	730%	870%	1,010%

Note:

1. These tables show the salary subscale and their minimum requirements for publication.
2. The exact salary for an individual person may be negotiated based on individual qualification. But a negotiated salary should be less than that specified in the table.
3. (S)SCI indicates the publication in the refereed journals cited in the Science Citation Index.
4. (S)SCI+ indicates a compilation of the publications in (S)SCI journals as well as other refereed journals, books/book chapters, patents, and/or conference proceedings. Different weights are given for different categories of publication specified in Appendix I.
5. Percentage in requirements indicates the contribution calculated according to Appendix I.
6. The requirements imply an accumulation since a start of the last rank. For example, 2nd Subscale of Associate Professor requires an accumulation of (S)SCI 300% or (S)SCI+ 600% since an appointment as an Assistant Professor.
7. A promotion will be processed once a year. An academic staff member can apply for a rank and a subscale according to his/her qualification.
8. A promotion to the next rank shall guarantee the same of increased salary.
9. A School of Program may adjust the minimum requirements. However, the adjusted requirements cannot be less than those specified in this table.

9. Allowances of Academic Staff

In addition to salary, housing and transport allowances will be provided monthly for all academic staff members. The amount depends on rank and it is shown in the following table.

Academic Ranks	Housing Allowance	Transport Allowance	Remarks
Lecturer	3,000	1,500	in Birr
Senior Lecturer	3,500	1,500	
Assistant Professor	5,000	2,000	
Associate Professor	5,000	2,000	
Professor	6,000	2,000	
Distinguished Assistant Professor	6,000	2,000	in Birr
Distinguished Associate Professor	6,000	2,000	
Distinguished Professor	6,000	2,000	
Expatriate Academic Staff	300	n/a	in USD

Note:

1. Housing allowance is allowed only for those who do not reside in residential houses availed by the university.
2. In case a couple are employed by the university, either of the husband or wife is eligible to receive housing allowance.
3. Transport allowance is considered compensating for research and related activities moving out of the campus.

10. Effective Date

This Policy shall be effective on October 16, 2015.



**Jang Gyu Lee, Professor
President**

Appendix I

Evaluation of Publications

Publication in journals, conference proceedings, books, and patents is to be evaluated according to the contribution and role of the author to each publication. The following table explains how to give a weight to the author according to the role of the author for the publication.

	Quantified contribution (%) by role			Remarks
	Corresponding Author	First Author	General Author	
Sole author	100%			
2 authors	75%*	75%*	50%	* Either one if two roles were done by the same author
3 or more authors	50%*	50%*	(1/No. Authors)x 100%	

To help understand how to use the table above, a sample calculation for an academic staff who published 5 papers at SCI listed journals for 2 different hypothetical cases.

	No. of Authors	Case 1		Case 2		Remarks
		Role of A	Contribution (%)	Role of A	Contribution (%)	
Paper 1	1	Sole author	100	Sole author	100	
Paper 2	2	Author	50	First author	75	
Paper 3	3	First author	50	Corresponding author	50	
Paper 4	4	Corresponding author	50	Author	25	
Paper 5	5	Author	20	First author	50	
Total			270		300	

Publication is also weighed according to the following category.

Category	Weight
(S)SCI Journal	1.0
Refereed International Journal	0.7
Refereed Domestic Journal	0.5
Books in Established Publisher	0.7
Book Chapters in Established Publisher	0.5
International Patent	1.0
Domestic Patent	0.5
International Conference Proceedings*	0.5
Domestic Conference Proceedings	0.25

*For an international conference whose acceptance rate is less than 35%, the weight will be given the same as the refereed international journal.

Appendix II

External Evaluation of Publication

External evaluation of publication for appointment and promotion to an academic rank, in particular for assistant professor and above, is necessary and important in ensuring standards and comparability. The process draws expertise to make a competent assessment of the applicant's expertise and contribution and enables the integration of a range of perceptions to achieve a balanced judgment.

1. Scoring System for External Evaluators

1.1 Assessors should be requested to submit the following information on each publication.

Assessment of the publication in relation to:

- 1.1.1 Originality and contribution to knowledge
- 1.1.2 Relevance to the academic discipline
- 1.1.3 Relevance and currency of literature
- 1.1.4 Depth of the work
- 1.1.5 Overall quality

1.2 For all aspects given above, a grade should be given to each aspect as per the grading system shown below:

Grade	Points	Remarks
A	10	Excellent
B	8	Very Good
C	6	Good
D	4	Average
E	2	Poor
F	0	Very Poor

1.3 Evaluation Form

Publications	Originality/ contribution	Relevance to academic discipline	Relevance and currency of literature	Depth of work	Overall quality
1					
2					
3					
4					
5					
6					
7					

Overall Assessment(Promote/Do not promote, Appoint/Do not appoint)

Appendix III

Criteria for Appointment with Tenure

A candidate for tenure should demonstrate competence in the areas of teaching, research and service to be commensurate with the candidate's academic rank. The Academic Appointment Review Committee shall make a judgment of both the candidate's contributions to date and the potential for on-going contributions. The candidate's academic career will be considered, including any academic work done prior to arrival at the University.

1. Assistant Professor

In addition to the criteria stipulated in Article 3.3, requirements for tenure normally include:

- 1.1 Evidence of successful teaching (for example, student evaluations of teaching, materials developed by the candidate, successful supervision of master's students and participation on examining committees)
- 1.2 Evidence that a research program beyond the doctoral dissertation is being established and is on-going
- 1.3 An appreciable publications record (for example: articles published in refereed journals, other publications such as book reviews or research notes, participation in conferences, application for research grant(s), and evidence of writing in press or submitted)
- 1.4 A satisfactory record of service to the University
- 1.5 In-service teaching or collaborative work done for the profession
- 1.6 No serious disciplinary record

2. Associate Professor

In addition to the criteria stipulated in Article 3.4, requirements for tenure normally include:

- 2.1 Evidence of continuous successful teaching (for example: student evaluations of teaching, innovative development of teaching concepts and materials, and successful supervision of graduate students)
- 2.2 Evidence of a fully established research program and of research contributions recognized by other scholars in the field, including a publications record (for example: articles published in refereed journals, book chapters in academic publications, other academic publications)
- 2.3 Other scholarly activities (for example: regular participation in conferences, receipt of research grant(s), participation in scholarly activities such as editorships or critical peer reviews)
- 2.4 A record of service to the University and to professional organizations
- 2.5 Substantial contributions to professional development (such as in-service teaching, field-based or other collaborative work, professional conference presentations or articles)
- 2.6 No serious disciplinary record

3. Professor

A Professor with tenure shall be an excellent scholar with a strong record in teaching and research and a national or international scholarly reputation. In addition to Article 3.5, requirements for tenure normally include:

3.1 Evidence of excellent teaching

3.2 A record of successful supervision of strong graduate students

3.3 A research program which demonstrates substantial and continuing contributions to advancing theory and practice in education, and in which both quality and quantity of work accomplished are significant

3.4 A record of service that includes contributions at all levels of university governance and in the professional community.

3.5 No serious disciplinary record