



Academic Staff Assessment Policy

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Policy title: Academic Staff Assessment Policy

Introduction

Assessment of academic staff is essential to maintaining sustainable development of academic staff in the areas of teaching and learning, scientific research and community service. Assessment can assist in identifying the rights and responsibilities of academic staff members so that they can successfully fulfill their responsibilities, while giving them an opportunity to comment on their merits, the challenges they face to improve the quality of their work. It can also promote the standards and development of the institution so that it can be at the cutting edge. The assessment process is fundamental to the development of staff teaching skills through the feedback they get on teaching and learning, research and community service. It also helps improve the channels of communication between both sides to create a work environment favorable to all.

Procedures

1. The assessment process starts on the first week of April, by sending forms to departments to forward them to academic staff.
2. A schedule is set up specifying the time line for form completion and conducting the assessment meetings.
3. Appraisees forward the completed appraisal form to the HoD electronically and in Microsoft word file formats which are marked as confidential.
4. The HoD meets appraisees individually to review the information provided in the appraisal form.
5. The HoD writes a report on meetings proceedings indicating briefly the strengths and weaknesses of every staff member.



6. HoDs are assessed by the College Dean who also assesses the Deputy Dean and admin staff.
7. An HoD sets up a remedial plan to take care of any challenges and weaknesses that the assessment process has revealed.
8. The remedial plan is discussed at department council level in a manner that preserves the confidentiality of the assessment results.
9. An annual assessment portfolio that includes all documents is maintained and kept in the Department of Quality Assurance for their perusal.
10. The appraisee can place a grievance within a maximum of five working days form the day of receiving the final assessment result.

Instructions

Assessment of academic staff members includes three elements including:

1. Teaching and learning 50%
2. Scholarly achievements 30%
3. Community service 20%

Academic staff members have to score no less than 60% if they are MA or BA holders, and 70% for assistant professors and PhD associate professors and professors have to score no less 80% of the total marks allotted to the elements stated in the staff assessment form. Assessment covers the following:

1. **Teaching and learning** covers evaluation of academic staff members in teaching and learning through the quality of teaching including the following elements:
 - Active participation of academic staff members in teaching and learning activity which includes include instruction and project/thesis supervision, curriculum development and



teaching management, scholarship in teaching, teaching outside the course/class and student advising.

- Effectiveness of teaching which includes gaining satisfactory evaluation from peers and students, awards or certificates in teaching, certificates and letters that show participation in conferences and workshops on teaching and learning, and participation in teaching skills development programmes.
- Active participation in developing and reviewing degree plans and programmes. This requires a description of the staff level of contribution to course and curriculum development, course revision, initiatives to improve collective and individual learning activity, instruments used in program evaluation. This also includes teaching materials he/she has developed and used by other teachers like booklets, supervision brochures, books of practical nature, audio-visual materials, electronic programmes and electronic teaching resources.
- Gain recognition in the profession which includes membership in teaching and learning committees, and membership in editorial boards of scientific journals as well as peer evaluation, reviewing of research papers and technical reports. Pertinent here is national and regional awards and contributing to the preparation of training courses approved by professional authorities.
- Scholarly activity in teaching and learning which includes research in the area of specialization, articles published or accepted for publication in recognized specialized journals, book reviews, books and book chapters, technical reports, supervision of postgraduate student, training programs coached and/or mentored, teaching nexus as well as invitations received from other institutions to serve as an expert (consultant, external examiner, evaluator, referee or reviewer).

2. **Scholarly achievements** include assessment in scientific research and scholarly activity through the quality of publications and the type and quantity of publications and cover the following:



- Showing initial success in scholarly activities including single-authored, co-authored or joint articles published or accepted for publication in recognized specialized journals, books/book Chapters, visual and design art, and papers presented in scientific conferences.
- Producing quality scholarly work by demonstrating quality of scholarly work using citations, impact factor or ranking of journals/conferences, letters of successful completion of research/consultancy works and impact of their contributions in the field.
- Receiving invitations to serve as an expert (consultant, external examiner, evaluator, referee or reviewer) or a keynote speaker in conferences and scientific meetings, as well as participation in reviewing and evaluating postgraduate studies and dissertations and in external joint and strategic research or consultancy projects.

3. **Community service** includes assessment in various community engagement and covers the following elements:

- Participation in community service-related activities such as participation in department/college-level committees, liaison committees, workshops or conferences, or in areas other than those related to scientific research. This also includes administrative positions at the department/college level such as serving as HoD, chair of a committee, active participation to *ad hoc* committees, initiatives recognized by college committees, the supervision of fieldwork, or other extracurricular activities.
- Contribution to the dissemination of knowledge to society through presentation of public lectures, seminars, workshops, sponsorship of cultural or scientific activities, and directorship of sports and art teams and events.



Communication map – academic year 2020-2021

