



# Jimma University

**Revised Senate Legislation: focusing on Academic and Technical Staff Development, Roles and responsibilities**

Revised on 23<sup>rd</sup> February 2018

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## **INTRODUCTION**

Harmonization of academic policies of public universities in Ethiopia has been made in 2013 under guidance of Higher Education Strategic Center to facilitate smooth transfer of staff and students, to enhance the quality of education at all Higher Education Institutions, to maintain uniformity in academic and technical support as well as human resource management, to produce graduates with more similar standards, and to create equal chance and similar opportunities for the graduates to pursue further studies.

The harmonized document was produced by the Academic Vice President of four public universities: Jimma University, Hawassa University, Bahir Dar University, and Wollega University following the general framework forwarded by HESC. The contents of the harmonized document include policies pertaining to academic rules and regulations, academic and technical staff development and program development and review where this part of the legislation presents policy on academic and technical staff development.

Under the harmonized legislation, each university has given freedom to accommodate its unique features into their own legislation. Accordingly, Jimma University further contextualized the legislation accommodating its unique features and endorsed the legislation by its Senate in 2015.

The first harmonized Senate Legislation has now served over three years. In the due process, the Senate noticed the need of improving the legislation in order to have up-to-date, detail criteria and procedures that can govern promotion of the staff. As a result, the Senate established a taskforce, to which it gave the task of coming up with up-to-date, clear and detail rules, procedures and indicators for assessing and granting promotion requests. Accordingly, the established taskforce came up with proposal that contains up-to-date, clear and detail rules, procedures and indicators for assessing and awarding points for evidences submitted against effective teaching, publications, institutional affairs and community services.

Now, Jimma University Senate has endorsed the revised legislation in its meeting held on 23/02/2018.

# **CHAPTER ONE**

## **GENERAL PROVISIONS**

### **Article 1: Short Title**

This Legislation may be cited as “Jimma University Revised Academic and Technical staff Development, Roles and Responsibilities, 2018”

### **Article 2: Issuing Authority**

This Academic Legislation is issued by Senate of Jimma University

### **Article 3: Definitions**

In this Academic Policy, unless the context requires otherwise:

1. “University” shall mean Jimma University established as per the proclamation Registration number 40/2011 Jimma University (Re-establishment)
2. “Proclamation” shall mean the Higher Education Proclamation No. 650/2009.
3. “Senate” shall mean the Senate of Jimma University established under the provision of Article 49 of the Proclamation.
4. “Board” shall mean the University Board established in accordance with Articles 43 and 48 of the Proclamation.
5. “Academic Unit” shall mean College/Institute, School or Department of the University which may coordinate academic program(s) sharing similar resources and resolve inter program issues.
6. “Module” shall mean a set of courses within a program. A set of modules would enable one to finish a program of study and graduate thereof.
7. “Program” shall mean a set of modules in the undergraduate and graduate study disciplines.

8. "School or Department Council" shall mean the School/Department level decision making body established under the provisions of Article 113 of this Legislation.
9. "University Community" shall mean all students and staff of the University.
10. "Staff" shall mean the academic and support staff of the University.
11. "Academic Staff" shall mean all teaching and research staff of the University and shall include Professors, Associate Professors, Assistant Professors, Lecturers, Assistant Lecturers, and Graduate Assistants employed for teaching and research, and other employees considered as Academic Staff by the decision of the Senate.
12. "Administrative Support staff" shall mean personnel of the University employed to provide administrative and other support services.
13. "Technical support staff" shall mean non-administrative personnel employed to support the teaching-learning and research processes, non-academic health professionals employed in teaching hospital and university library.
14. "President" shall mean the chief executive officer of the University appointed in accordance with Articles 52 and 53 of the Proclamation.
15. "Vice Presidents" shall mean the executive officers of the University appointed in accordance with Articles 52 and 54 of the Proclamation.
16. "Scientific Director" shall mean the executive officer of the Institute of Technology (IoT).
17. "Director" shall mean the executive manager of an institute or university offices.
18. "Dean" shall mean an executive manager of a college/faculty or school.
19. "Head" shall mean an executive manager of a department or school.

20. "Fiscal Year" shall mean the Ethiopian fiscal year [Hamle 1 (July 8) – Sene 30 (July 7)].
21. "Student" shall mean any person admitted and registered at the University in the regular, CEP or any other program.
22. "School" shall mean an academic unit of equivalent status to department.
23. "Center" shall mean a unit that is directly attached to the University for defined purpose.
24. "Research & Development" shall mean and include research extension, publication, consultancy and industry/ community -university linkage
25. "Registrar" shall mean an executive manager responsible for operations pertaining to student admission, placement, registration and academic records.

## CHAPTER TWO

### ACADEMIC AND TECHNICAL HUMAN RESOURCES POLICY

#### Article 4: Planning

4.1 Every institution shall prepare academic and technical support staff development plan based on:

- Higher education staff development and enrolment plan,
- Existing staff profile and load,
- Existing programs and future expansion,
- Student staff ratio, and
- Nature of academic programs and their mix.

4.2 It is the duty of the Head of the Academic Unit, after consulting the appropriate body to make, periodically or upon request, project general size of Academic Staff and its structure in terms of academic rank. These shall also be submitted to the Vice President for Academic affairs approval.

#### Article 5: Academic Ranks

University Academic ranks and general qualifications for these ranks are fixed by this Policy.

5.1. The University uses the following hierarchy of academic staff in ascending order:

##### 5.1.1 Teaching Staff

- a) Graduate Assistant I
- b) Graduate Assistant II
- c) Assistant Lecturer

- d) Lecturer
- e) Assistant Professor
- f) Associate Professor
- g) Professor

5.1.2 The rank of Research staff shall be as in 1.1 (a-g) above.

5.1.3 Adjunct staff and Honorary staff may be considered as academic staff.

The University uses the following hierarchy of academic and technical support staff in ascending order:

5.2. Professional Librarian

- a) Assistant Librarian V
- b) Assistant Librarian IV
- c) Assistant Librarian III
- d) Assistant Librarian II
- e) Assistant Librarian I
- f) Associate Librarian
- g) Librarian

5.3. Technical Support Staff

- a) Technical Assistant I
- b) Technical Assistant II
- c) Technical Assistant III
- d) Senior Technical Assistant I
- e) Senior Technical Assistant II
- f) Senior Technical Assistant III
- g) Chief Technical Assistant I
- h) Chief Technical Assistant II
- i) Chief Technical Assistant III

5.4 A person joining any Academic Unit of the University as a full-time academic staff shall assume an academic rank, in accordance with the general criteria and procedures established by this legislation.

5.5 A Teaching staff may change his/her status to his/her Research staff or vice versa where requested by academic unit and approved by Research and Community Service Vice president and Academic Vice president of the University with the consent of the staff. The research load and competency shall be considered to change his /her status from Academic staff to Research staff.

5.6 Adjunct/honorary academic ranks may be assigned to qualified instructors employed on the basis of joint appointment, part-time, or other arrangements in accordance with the general University policy.

5.7 Unless specific contractual arrangements are made to the contrary, an academic staff joining the University for the first time shall be subjected to a probationary period during the first year in which the University may terminate employment for the following year within one semester's notice if the evaluation score of employee did not meet the minimum evaluation score 2.5 out of 5 score.

5.8 Persons joining the University to perform administrative or non-teaching duties may, in exceptional cases and when they fulfill the minimum criteria considered for appointment as academic staff, be assigned in an academic rank within a relevant academic unit provided that the services are demanded by the University. However, such appointment shall be approved by the University's Vice President for Academic Affairs for academic staff and by Vice President for Research and Community Services for research staff.

## **Article 6: Principles, Procedures and Criteria for staff promotion**

### **6.1. Principles and Procedures for Promotion**

#### 6.1.1. General Provisions

The procedures for promotions shall be as follows:

- a) The staff member should initiate the promotion request by applying to the respective academic unit head.
- b) The Academic Commission (AC) shall approve promotions up to the rank of lecturer based on the recommendations of academic unit council.
- c) For promotion to the rank of Assistant Professor and above the endorsement of the AC shall be submitted to the Vice President for Academic Affairs for further handling.
- d) For promotions to the rank of Assistant Professor and above, the AVP shall convene the ASAC of the Senate for evaluation and recommend to the Senate the promotion requested and the Senate endorses promotion for Assistant Professor and Associate professor.
- e) The President, upon the recommendation of the Senate, shall present the promotion to the rank of Professor to the Board for final approval.

- f) Promotion request of a staff member on any kind of leave shall not be entertained. However, the promotion request of a staff that fulfills all the requirements for promotion and submitted the application before taking the leave shall be entertained. Additionally, academic staffs on local (JU) study leave and on sandwich programs and who contributed greater or equal to 50% of workload required of full time staff are eligible to apply for promotion. In this case, the academic staff is required to render half time service to the University; each year of local study or sandwich shall count half a year of service to the university. Academic staffs on full time study leave are not allowed to work or even if they work the service year shall not be accounted for promotion as they are expected to concentrate on their research work and complete in time.
- g) Promotion request of academic staff that leaves the university for good or request a transfer to the other university can be processed if the requested promotion is endorsed by the respective college academic commission for Assistant and Associate Professorship or if the Senate endorsed for full professorship before he/she applies for release.
- h) Teaching license (HDP certificate or its equivalent certificate - to be decided by Ministry of Education) is a requirement for promotion up to Associate Professorship as of July 2011 E.C

#### 6.1.2 Promotion Process of Heads of Academic Units and Officers

When a Head of an academic unit or officer of the University is a candidate for promotion, the academic unit's immediate supervisor shall designate a senior member of the unit/committee to act as Chairperson of the respective academic council/committee for the specific purpose of processing the promotion.

#### 6.1.3 Effective Dates of Promotion

A promotion shall be effective on the approval dates of the following bodies:

- a) promotion to the rank of professor that is duly approved by the Senate and the Board, shall become retroactively effective as of the date of approval for promotion by the senate
- b) promotion to the rank of assistant and associate professor that are duly approved by the senate shall be deemed to have become retroactively effective as of the date of approval by the college Academic commission;
- c) Promotion to the ranks of Lecturer and below, when approved by the Academic Unit Council/Commission;
- d) The date of promotion for staff members requesting reinstatement and rank adjustment shall be the date the candidate reports to duty and produces the appropriate credentials.

## **6.2 Criteria for Promotions of Academic Staff**

### 6.2.1. Principles Governing Promotions

The length of service with a given rank, effectiveness in teaching, publication records, participation in the affairs of the University, and service given to the public at various capacities shall be remained the criteria upon which the principles of academic promotions is based. The components of the requirements that fulfill each of these criteria and the manner in which these are assessed are set forth in this Article.

### 6.2.2. Length of Service with a Given Rank

There shall be a minimum number of years an Academic Staff has to serve with a given rank for promotion to the next higher rank. An Academic Staff member who has served in other accredited institutions of higher learning shall be considered for an equivalent position before being appointed in a given academic unit. However, she/he must serve for at least one year at the University before being considered for promotion to the next academic rank. For persons who join the University as Academic Staff after a given number of service years in other non-higher education institutions or organizations, their service years and publications in such organizations **may be** used to determine their academic rank and salary at the time of recruitment only.

However, this provision shall not be applicable for the rank of Associate Professor and Professor.

### 6.2.3 Effective Teaching

- a. Effective teaching for Academic Staff shall be determined by evaluations of the staff members, students, and the academic unit head or the immediate supervisor at the end of each semester or academic year as the case may be.
- b. The contribution of each of the components of the system of evaluation to the overall rating of the teaching effectiveness of an Academic Staff member shall be as follows:

Evaluation by students.....50%

Evaluation by Head of Academic Unit.....35%

Evaluation by colleagues.....15%

- c. For fulfillment of the effective teaching criteria, the weighted average of the evaluation since the last promotion shall not be less than 75%.
- d. An academic staff that scored less than 50% in effective teaching evaluation shall be warned once and then if she/he is not improving in the subsequent semester, his/her contract will be terminated.
- e. In exceptional cases where an academic staff is not handling courses including summer and evening, due to other assignments given by the University, the weighted evaluation of students may be waived and the rest criteria evaluation can be taken out of 100% (50% each by academic unit head/immediate supervisor and peer).

### 6.3. *Requirements on the Number of Publications and Submitting Published Articles*

6.3.1 Publication of an article or articles in reputable journal(s) is a mandatory requirement for promotions to the rank of Assistant Professor, Associate Professor and Professor.

6.3.2 An academic staff requesting for promotions to the rank of Assistant Professor, Associate Professor and Professor, must appear as a first author in at least one of the articles presented for promotion. In addition, an academic staff requesting to the rank of Full Professor shall appear as corresponding author in at least one article.

6.3.3 Research papers presented at conferences, seminars, symposia, etc. and passed in the review process and published in proceedings of the same or published in journals whose reputability has not been established (emerging journals) or chapters in books or contributions as editor of books or proceedings may be presented for purposes of fulfilling the publications criteria for promotion. However, such papers and contributions have to be assessed for their academic merit and contributions to knowledge in the particular discipline. The criteria and procedures for the assessment of such papers or articles shall be issued by the Research and community service Senate Standing Committee. However, such points shall not account more than 30% of the publication requirements. Abstracts shall not be considered for promotion.

6.3.4 Publications that appear in reputable journals under the titles such as technical notes, short communications, discussions, reviews, etc. and others mentioned in sub-article 6.3.3 above may be counted towards the fulfillment of the criteria for promotion. Even though these appear under different sections in different journals, they are defined as reviewed and published findings in reputable journals but not as full-fledged research articles. Accordingly, their equivalence with respect to a full research article will be determined based on internal and external evaluations. However, such equivalence points shall be determined as depicted sub-article 6.3.5 of this Article.

### 6.3.5 Values of Scientific Publications in Reputable (peer reviewed) Journal and Book

No	Types of contribution	Value
1	Original research output	100%
2	Review papers	100 %
3	Short/brief communication	30%
4	A chapter in a book	25%
5	Technical notes, case reports, discussion papers	30 %
6	Textbook	200%
7	Book based on original research, reference book	300%

6.3.6. Where research papers are published under joint authorship, each co-author of an article published in a reputable journal shall be given an equal share as per the following schedule.

No. of co-authors	Share of each Co-author	% value of the paper
2	0.70	140
3	0.50	150
4	0.40	160
5	0.35	175
6 or more	0.30	180
Sole author publication will have 1 or 100 % value.		

6.3.7. Publications arising out of Theses or Dissertations may be used for promotion provided that the author did not use the Thesis for rank adjustment.

6.3.8 Publications arising out of thesis work may also be considered for promotion if the published work does not depend more than 50% on the data in the Theses or Dissertations and is published by the staff member after the last promotion. Articles published in reputable journal must be presented for promotion request and letter of acceptance shall not be entertained.

6.3.9. Teaching material/module prepared for specific course/module shall not be used for promotion.

6.3.10 Text or reference books published for specific field and course as well as books published on the bases of original research shall be considered for promotion. In all cases the publications must be submitted to the |College Research and PG coordinators and receive letter acknowledgment for deposition within three month of the publication of the article/book.

**6.3.11 A Reputable Journal:** The reputability of a professional journal is best determined, in the first instance, by the relevant academic unit and then by Research and Publication Senate Standing Committee.

6.3.11.1 The following yardstick shall constitute the criteria in which the reputability of journal determined:

- i. The professional reputation and competence of the editor(s), the advisory board and editorial staff such that
  - a) The editors and advisory members should preferably hold a Ph.D. or equivalent, with a minimum of two publications and must have a professional experience in his/her field.
  - b) Editors of journals published by the Faculties/college of Medicine are not required to hold a Ph.D. degree, but shall have specialty training.
  - c) Editorial Board members should have comparable qualifications as the editor and advisory members.
  - d) Advisory Board members should have comparable or higher qualification and experience than members of the Editorial Board with the exception of a few members needed for their special services.

- e) The composition of the board must reflect various disciplines covered by the journals.
- ii. Sound editorial policy regarding selection and evaluation of articles submitted for publication such that:
  - a) Anonymity of referees chosen to review articles. However, extraordinary issues could be considered to accommodate discipline specific circumstances.
  - b) Regularity publication of the article within the specified time of publication in the policy and with a backlog of less than six months,
  - c) Seriousness of the journal as judged by such factors as its regularity, continuity, and its maintenance of standards. The assessment of the seriousness of purpose of the journal as a medium for professional development will be based on the following:
    - i. At the time of evaluation a journal should have bibliographic citation in at least in one of the major abstracting / indexing services in addition to three years continuous publication with ISSN number. The journal should be continuously published at least in 4 volumes.
    - ii. Consistency in cover format, dimension and cover page contents and should contain the volume number, frequency of publication, list of members of editorial and advisory board members, and instruction to authors at a visible site.
    - iii. Possess appropriate documentation of manuscript from submission to final publication with all correspondences and copies included.
    - iv. There should be adequate office facilities and staff that handle articles and the associated documents.

6.3.11.2 Journals that are published within the Jimma University system and that have been formally declared and listed as “reputable” by the University senate shall be treated as such and the articles which are published in those journals shall be considered for promotion (see article 6.3.11.1 of JU legislation for determining reputability)

6.3.11.3. Journals published by professional associations and local universities approved by their respective hosts as reputable (to be compared with article 6.3.11.1 of JU legislation)

6.3.11.4 For other journals,

- I. reputability shall derive from merit based indexing agents like SCOPUS, Web of Science, Web of Knowledge, Social Sciences Citation Index (SSCI), MEDLINE or INSPEC
- II. journal is listed in the Directory of Open Access Journals (DOAJ)
- III. the journal hosted on one of INASP's Journals Online (International Network for the Availability of Scientific Publications) platforms (for journals published in Bangladesh, Nepal, Sri Lanka, Central America and Mongolia) or on African Journals Online (AJOL, for African journals)

#### **6.3.12 Textbooks and Reference Books/Book based on original research**

These are major undertakings that represent the efforts of staff in putting together his/her teaching and research experience, normally over several years. When these are published by reputable publisher and submitted for promotion purposes, they have to be critically assessed and favorably meet the following criteria so as to be accepted as publication and awarded points.

6.3.12.1 Reputability of the publisher:

- a) a book can be considered for promotion if it has been published by reputable publisher or if the book meets general accepted standard profile of books and if the material contents of the book contain original substantive data or research method;
- b) A book shall be considered to have met the generally accepted standard profile of books and thus deemed accepted as publication for promotion if the book has *an index, a decent list of references, an ISBN (International Standard Book Number), a barcode identification*, such as that of the Library of Congress.

6.3.12.2 Textbook:

a) a textbook defined in this context as a material that generally meets the standard profile of books as outlined in the proceeding sub-article of this Article and that services as a standard resources for a study of a given subject;

b) thus, a textbook shall be accepted and awarded publication points for the purpose of promotion provided that the concerned department has formally recognized the material under consideration as being a textbook that is being used for the purpose of teaching, learning and reference for two academic years without interruption.

#### 6.3.12.3 Book based on original research or Reference book:

a) Book based on original research defined in this context as a book that is broad in content and can be referred to serve a number of courses, published in reputable publisher, supported by original research;

b), besides, the book shall meet the criteria stipulated by Sub-Article 6.3.12.1 a) and b) in order to be qualified as book based on original research and awarded publication points allocated for.

### **6.3.13 Emerging Journal and Scientific Proceeding**

6.3.13.1 Emerging **Journal** is a journal publishing scientific articles that fulfils at least 70% of the criteria for reputability of a scientific journal. A journal is said to be emerging journal when the publications has less than 4 volumes.

6.3.13.2 Emerging journal can be considered for promotion; however, its contribution should not be more than 30 % of the requirement for promotion.

#### **6.3.13.3. Values of Scientific Publications on Emerging Journal and Scientific Proceedings**

<u>N<sub>o</sub></u>	Types of contribution	Value
1	Original research output	70%
2	Review papers	50%
3	Brief communication	21%

4	Technical notes, case reports, discussion	17.5%
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**6.3.13.4 Scientific proceedings** are peer-reviewed scientific articles of conference(s) and symposia that are collection of professionals’ gatherings to discuss scientific issues or outcomes, but these shall not include proceedings emerging from workshops, review panels, and communal gatherings proceedings.

**6.3.14 Sole authorship:** Sole authorship is not encouraged. However, to accommodate extraordinary issues, only one article published with sole authorship will be considered for promotion.

6.3.15 Points required of publications to request any promotion to the rank of lecturer and above

S.N	Academic rank	Points required
1	Lecturer	100 points
2	Assistant Professorship	100 points
3	Associate Professorship	200 points
4	Full Professorship	400 points

#### 6.4. Participation in the Affairs of the University and Professional Activities

6.4. 1. This requirement may be fulfilled by holding a post of academic administration at Academic Units and/or University level, work in standing committees and taking assignments when called upon by the academic unit or University administration. Participation in activities such as journal editing, organizing professional workshops, reviewing, etc. that enhance one’s profession shall also be count towards the fulfillment of this criterion.

6.4.2 Minimum of one year service holding a post of academic administration with positive performance evaluation is needed to award points for academic administration required for promotion.

6.4.3 Testimonial letters certifying successful participation and accomplishments in committee work, professional activities and special assignments are needed to award points to each category. Thus, provision of mere assignment or invitation letter doesn't guarantee the award of points for promotion request.

6.4.4 The relative weights to be assigned to the three components are presented as follows:

**Lecturer and below**

Academic administration .....	40%
Work in committees .....	50%
Professional activities .....	10%

**Assistant Professor and above**

Academic administration .....	60%
Work in committees .....	20%
Professional activities .....	20%

6.4.2 The table below shall be used as a guideline for the rating of involvement in Institutional affairs and professional activities

Type and level	Value	Remarks
Academic Administration	(60%)	Testimonial letter about service year with positive performance evaluation is needed
Working as high level management (president and vice presidents)	60/60	Minimum of one year service with positive performance evaluation is

		needed
Middle level management (directors, deans, and similar level office holders)	55/60	“
Lower level management (centers heads, department heads, university level coordinators, ...)	50/60	“
Work in committees	20%	
Service in more than 6 committees established at University or college level or department or adhoc committee	20/20	Testimonial letters certifying successful participation in the committee works need to be presented  Maximum of participation in 6 committees shall be used to calculate value for other number of participation claimed
Professional services (other special Assignments)	20%	
<ul style="list-style-type: none"> <li>• Serving as editor, editorial board members, reviewers of university owned journals;</li> <li>• Serving as reviewer of research proposals, research terminal report,</li> <li>• At least two other special assignments</li> <li>• Evidences of excellency in implementing reform initiatives or innovative pedagogies</li> </ul>	20%	At least two evidences from each category is needed in order to get the maximum point

6.4..3 Academic staff members who, for no justifiable reasons, refuse to accept positions of academic administration or committee assignments shall forgo the points for participation in

University affairs. Those who did not have the opportunity to do so or those who, for valid reasons, decline to accept such offers may be evaluated having regard to their willingness and participation in other University- wide, or departmental committees and such other assignments as may be deemed appropriate by the academic unit head. For this purpose, the points they score in committee works and other professional activities shall be converted into 100%.

6.4.4 An academic staff member should score at least 60 points for Assistant and Associate Professorship and 70% for full Professorship on institutional affairs

### 6.5 Community Service

6.5.1 The following may constitute activities of community service:

- Trying to make his/her research findings solve community problem;
- Making use of own professional knowledge and skills for the benefit of community at large;
- Exerting effort to strengthening Community Based Education Program;
- Leading or initiating community mobilization (sensitization) activities; and
- Participating on policy making or advising a national and regional levels

6.5.2 The table below shall be used as a guideline for the rating of involvement in Institutional affairs and professional activities

Maximum points shall be awarded for two or more activities in the same category

No	Community Service (Engagement)	Maximum point	Indicators for setting evaluation points
1	Efforts exerted by the candidate to make her/his research finding solve community problems	2	- Demonstrate the importance of the research finding in the context of the community - Present the research finding and relate the result of the finding with the immediate need of the

			<p>relevant community</p> <ul style="list-style-type: none"> <li>- Re-write the scientific finding so that it can be grasped by the general audience and disseminate it to the community (policy brief)</li> </ul> <p>Evidences = recorded audio-video, certificate/testimonial letters from credible sources, copies of materials produced (in all cases, the credibility shall be decided by the academic unit)</p>
2	Efforts made by the candidate in making use of her/his professional knowledge and skill for the benefit of the community at large	3	<ul style="list-style-type: none"> <li>-training given to the different sections of the community</li> <li>- consultancy services provided (paid or unpaid)</li> <li>-Active membership in professional association or participation as leading positions in professional associations</li> <li>-Membership in different committees to improve quality of education, social service or conservation of environment, managing humanitarian disasters ...etc</li> <li>-organizing and leading management of humanitarian crisis ;</li> <li>-Taking part in journal editing, and reviewing of articles, for journals outside of Jimma University</li> </ul> <p>Evidence : proof of participation or contribution in a form of community leaders support letter, audio-video documentation of the training, certificate of participation, testimonial letters, contractual agreement with service users, materials produced</p>

			....)
4	<p>- Active participation as advisor to CBTP, TTP, SRP or DTTP</p> <p>- Efforts exerted by the candidate in realizing JU Community based education philosophy (In addition to participating as advisor to CBE or DTTP groups, indication for continuation of the intervention activities those initiated by CBE (CBTP, TTP, SRP or DTTP)</p> <p>- Academic staff members attempting in securing grants for supporting vulnerable community members</p>	2	<p>- participation in CBE (CBTP, TTP, SRP and DTTP) supervision with evidence of strong and consistent support and positive outcome</p> <p>- Supervisors of CBTP, TTP and DTTP are normally engaged with a community along with the students allocated for them. This is purely academic service as it is given credit hour equivalent for the services. However, being a supervisor a CBE/DTTP group, it could create an opportunity where by the staff interact with the community leaders and other section of the community. This may pave an opportunity for the staff to identify community problem and initiate an intervention project in his capacity or develop project proposals and submit to funding organizations for the benefit of the community or</p> <p>Or</p> <p>- Securing Research grants and grants for community services (from the University, local and international institutions)</p> <p>-Evidences: certificate of successful supervision of CBE (referring output produced like if the team has awarded for successful performance, solving community problems, ....., projects developed....</p>
5	<p>Leading or initiating Community mobilization (sensitization) activities:</p>	2	<p>- Campaigns on sensitization of a community on an agenda of higher value for the community</p> <p>- Effort in utilizing mass media programs to</p>

			<p>promote or aware relevant community issues (being invited to give presentation or interview, chairing a forum, participating as committee member in a mass media program that hosts community sensitization programs)</p> <ul style="list-style-type: none"> <li>- initiating and mobilizing resources sustainably</li> <li>- contribution as writer, reviewer, or editors to the University's newsletter, local newsletters, and news agency, bulletins ...</li> </ul>
6	Participation on policy making or advising at national or regional level	1	<ul style="list-style-type: none"> <li>-Membership in national/regional steering committee for drafting policy or regulation procedures</li> <li>-being country delegate for a cause on international forum (being selected as a merit of his professional contribution)</li> <li>-Contribution of the candidate research career on national or regional policy</li> <li>- organizing, leading policy dialogue,</li> <li>- conducting series of professional public lectures or panel discussions, inspirational speech .....</li> </ul> <p>Evidences: certificates, audio-video recorded testimonial documents, written testimonial documents ...</p>

6.5.3 An academic staff member should score at least 60 points for Assistant and Associate Professorship and 70% for full Professorship on overall criteria set for community services

6.6. Weighted Values of the Criteria for Academic Promotion

Weighted values are assigned to each of the major components of the criteria in the manner provided hereunder.

6.6.1 For promotion to the rank of Assistant Lecturer and below:

- a. Effective teaching .....60%
- b. Participation in University affairs, etc. ....40%

6.6.2 For promotion to the rank of Lecturer

- a. Effective teaching.....50%
- b. Publications .....30%
- c. University affairs.....20%

6.6.3 For promotion to the ranks of Assistant and Associate Professor, the following weights shall apply:

- a) Effective teaching..... 40%
- b) Publications .....35%
- c) Participation in University affairs.....15%
- d) Professional and related public services..... 10%
- Total .....100%

6.6.4 For promotion to the rank of Professor the following weights shall apply:

- a) Effective teaching .....35%
- b) Publications .....40%
- c) Participation in University affairs .....15%

<i>d) Professional and related public service.....</i>	<i>10%</i>
Total .....	100%

### 6.6.5 Accelerated Promotion

Staff members who demonstrate extra-ordinary accomplishments in their area of specialization, and administrative contributions since last promotion may qualify for accelerated promotion. For this purpose:

- Every extra publication achieved over and above the required point for publication in a given academic rank shall be considered equivalent to a year of effective teaching.
- However, a candidate for promotion should at least fulfill 75% of the required service years for a rank and score 80 % weighted average on all evaluations (students’, departmental and colleagues’ evaluation).
- Accelerated promotion is not applicable for a promotion to full professorship

## **Article 7: Appointment and Promotion Requirements for Academic Staff**

### **7.1 Graduate Assistant**

- i. A candidate with the qualification of a Bachelor’s degree in a three or four years program and with at least the level of a Cumulative Grade Point Average (CGPA) of 2.75 for males and 2.5 for females. This CGPA requirement may be changed under special circumstances justified by an academic unit and approved by the AVP.
- ii. Graduate Assistants are persons employed for one year in order that the University may assess their ability and develop their suitability for future permanent contract employment as regular Academic Staff members after post-graduate studies and/or after attaining promotion to the next rank.

- iii. Graduate Assistants shall be given every opportunity for gaining insight into as many aspects as possible of the work of the department to which they are assigned as well as some opportunity to prepare themselves for the necessary advanced specialized study.
- iv. A Graduate Assistant shall normally assume tutorial responsibilities, but under exceptional circumstances, she/he may be given teaching responsibilities at the level of lower division courses and under the supervision of a senior faculty.
- v. A graduate Assistant may be given the following duties:
  - a. Assist in the instruction of special types of classes as well as large classes under the supervision of a senior academic staff.
  - b. Give tutorial classes provided that these classes are part of a regular course in the curriculum and giving of final grades in the course is the responsibility of the senior staff member to whom the course is assigned.
  - c. Take over classes with the approval of the head of the academic unit in emergencies such as sickness or other unavoidable absence provided that such arrangement shall not continue beyond four weeks and provided further that in the above instance a Graduate Assistant shall not be given the responsibility for more than half of the course time.
  - d. Assist in research activities under the supervision of senior staff members.

## **7.2 Graduate Assistant I**

### **Appointment**

A candidate with a qualification of a Bachelor's degree in a three year program.

### **7.3 Graduate Assistant II**

#### **Promotion**

One year of effective performance as Graduate Assistant I;

OR

#### **Appointment**

A candidate with the qualification of a Bachelor's degree in a four-year program.

### **7.4 Assistant Lecturer**

#### **Promotion**

One year of effective service as a Graduate Assistant II;

OR

#### **Appointment**

A candidate with the qualification of a Bachelor's degree in a five-year program;

### **7.5 Lecturer**

#### **Appointment**

Normally a candidate with the qualification of a Master's degree and with at least CGPA of 2.5 during BA/BSc studies.

OR

Medical Doctor (MD) with no specialization or Doctor of Veterinary Medicine (DVM) with no specialization with at least 2.5 GPA in the first degree for female and 2.75 for male.

OR

## **Promotion**

A minimum of two years of effective teaching as an Assistant Lecturer, one publication in a reputable journal, and a clearly identifiable evidence of academic progress.

Or

Employee of the University and holding MSc/MA degree

## **7.6 Assistant Professor**

### **Appointment**

Normally a candidate with the qualification of the degree of Doctor of Philosophy (Ph.D.) or equivalent or an MD or DVM degree with specialty certificate or equivalent;

**OR**

### **Promotion**

- a) The qualification of a Master's degree or MD or DVM degree without specialty certificate or equivalent;

AND

- b) A minimum of four years of effective teaching as a lecturer;

AND

- c) At least one publication in a reputable journal as a first author or, in some fields as architecture, music and the fine arts, two recognized and realized projects which demonstrate professional and creative talent which must have been critically and positively evaluated by both internal and external assessors who are specialists in the area;

OR

- d) Release of at least one technological package accredited by appropriate body, including variety release through a nationally accredited mechanism since becoming a lecturer;

AND

- e) Active participation in the affairs of the University and the community;

OR

- a. the qualification of a Bachelor's degree or equivalent;

AND

- b. A minimum of four years of effective teaching as a lecturer;

AND

- c. Two publications since last promotion or four realized artistic or professional projects or one publication and two realized artistic or professional projects or release of two technological packages through a nationally accredited mechanism or one publication and release of one technological package since becoming a lecturer.

AND

- d. Active participation in the affairs of the University and the community.

#### **7.7 Associate Professor**

- a. The qualification of a PhD degree or equivalent or MD or DVM degree with specialty and/or sub-specialty certificate or a Master's degree or its equivalent;

AND

- b. Four years of effective teaching as an Assistant Professor;

AND

- c. Publications as provided hereunder;

- two articles in a reputable journal published since last promotion among which, at least one publication is required as first author;

OR

- one textbook or book based on original research;

OR

- four realized artistic or professional projects or one published article and two realized artistic or professional projects;

OR

- one publication and release of one technological package through a nationally accredited mechanism since becoming an Assistant Professor;

OR

- two technological packages released through a nationally accredited mechanism since becoming an Assistant Professor;

AND

- d. Active participation in the affairs of the University;

AND

- e. Active participation in Public service.

### **7.8 Professor**

- The qualification of a Ph.D. degree or sub-specialty certificate (for clinical staff only);

AND

- Four years of effective teaching as an Associate Professor;

AND

- Publications which must have been critically and positively evaluated by both one internal and two external assessors who are specialized in the area as provided hereunder:

- a) Produce four articles in reputable journal(s) out of which, at least, one publication is required as first author and another one as corresponding author.

OR

b) A textbook and two articles in a reputable journal;

OR

c) A book based on original research in one's area of specialization and one article in a reputable journal.

OR

d) Release of two technological packages or four realized and recognized projects through a nationally accredited mechanism and at least two articles in a reputable journal since becoming an Associate Professor; at least in one project she/he has to be registered as first author;

AND

- Active participation in the affairs of the University;

AND

- Actively participated in public service;
- The naming of the field of professorship shall be based on the research outputs and teaching experience that could be suggested by the reviewer and get approval by the Senate.

**Article 8: Promotion of Rresearch and Adjunct Staff**

1. Promotions pertaining to research staff shall follow the same roots as in the teaching staff as stipulated in article 7 of this Policy on condition that he/she invests 25% of his/her time for teaching and has produced 1.5 times the publications requirement of the teaching staff for respective academic rank.
2. A person whose title is modified by “adjunct” is one who, although his or her primary responsibility is outside the University, is willing to contribute to the academic and research program.

3. Any professional who has been involved both in teaching and/or research without any pay or compensation from the University may be given a merit-based adjunct academic rank and if she/he contributed for three or more years. Reimbursement may be made for out of pocket expenses, for example travel and accommodation; however, adjunct staff appointees are not otherwise paid for contributions made.
4. The academic qualifications of individuals appointed to adjunct professorships are comparable to those of regular faculty members, and promotion procedures are identical to those for regular academic positions as per article 7.
5. Adjunct Professor may be applied only for the titles of Assistant Professor, Associate Professor and Professor.
6. The titles “Professor,” “Associate Professor”, and “Assistant Professor” may be modified by “Adjunct Professor”, “Adjunct Associate Professor” , and “Adjunct Assistant Professor”.
7. The academic qualifications of individuals appointed to adjunct professorships are comparable to those of regular faculty members, and appointment procedures are identical to those for regular academic positions.
8. Adjunct appointments of “Professors”, “Associate Professors”, and “Assistant Professors” can be for up to five years. All are renewable; there is no limit to the total time permissible in the titles with reappointments.
9. Adjunct professors or adjunct associate professors may be appointed for renewable terms of not to exceed five years each. Adjunct assistant professors may be appointed for renewable terms of not to exceed three years each.”
10. Appointment and Promotions pertaining to adjunct staff and joint appointment shall be governed by the detailed guidelines that would be formulated by Senate Standing Committee for research and publication.

## **Article 9: Joint Appointment**

1. Joint appointment shall be governed by the joint appointment guideline approved by the Ministry of Education, number 001/2007.
2. Joint appointment of academic staff shall apply in circumstances when it shall prove an efficacious solution for an institution's challenge to ensure the relevance and quality of education as well as to meet demand of academic staff, and it shall be restricted in application to an institution's professionals with Master's degree and above and to professionals with high degree of relevant expertise from industry, business, research establishments, and other organizations.
3. Without prejudice to other provisions of this legislation and other applicable laws, an academic staff or a government employee may be employed, with his/her consent and the consent of his/her institution or capability to do so.
4. Issues of importance to the joint appointee and the concerned employers such as status, duration of appointment, remuneration and other benefits, the tasks to be achieved and the apportionment of working time shall be negotiated and agreed by the parties within the framework of rules and procedures enacted by the concerned Senate.
5. The provisions of this Article shall not be construed to entitle an academic staff of a public institution or a government employee to be jointly appointed in a private institution.

## **Article 10: Honorary Academic Staff Appointment Regulation**

### **10.1 Overview**

The University supports the appointment of honorary academic staff as a means of optimizing significant links with academics of different organization, academics with special merits and international standing.

### **10.2 Purpose**

The University recognizes the importance of retaining esteemed retiring academic staff, professionals from national and international institutions and ~~also~~ attracting eminent commercial and industrial experts to honorary academic positions, which serve to enhance the University's research and teaching expertise and standing.

### **10.3 Description**

The University may appoint as an Honorary Academic staff those professionals retired from the University, person of great distinction and international standing who can serve the University in a teaching and/or research capacity but who, by virtue of the existing appointment, cannot be considered for a full-time position. Such appointments will not normally carry remuneration from the University. Reimbursement may be made for out of pocket expenses, for example travel and accommodation; however, honorary appointees are not otherwise paid for contributions made.

### **10.4 Procedure**

The University shall, from time to time, appoint retiring academic staff, professionals from national and international institutions and ~~also~~ recognized industry experts to honorary research and teaching positions in the following categories and titles:

- a) Honorary Lecturer
- b) Honorary Assistant Professor
- c) Honorary Associate Professor
- d) Honorary Professor
- e) Professor Emeritus

The candidate should apply for the position. The candidate to be appointed with honorary rank should at least fulfill the requirements of the respective academic ranks as per Article 7 of this policy. Appointments and reappointments of honorary academic staff up to the level of Lecturer are approved by the Academic Commission, on the recommendation made by the department council. Written support for the appointment must accompany the nomination. Appointments and reappointments of honorary staff at Assistant Professor and above are recommended by the Academic Commission and approved by the Senate.

Nomination and appointment of Honorary staff request of the department or school must contain the following specific information that should be addressed to the approving organ:

- a) The duties and responsibilities of the proposed appointee;
- b) How the appointment will advance the University's contribution to research, teaching, community or professional service or the University's links with industry or government;
- c) The benefits that will flow through to the department from the appointment, and
- d) In case of reappointment, how the University has realized the expected benefits from the previous appointment.

### **10.5 Offer of Appointment**

After the honorary appointment has been approved, AVP will arrange for an offer to be sent to the nominee. Appointments of the level of honorary lecturer will be referred to the relevant Faculty/academic unit. Appointments to Honorary Assistant Professor, Associate Professor, and Professor shall be referred to the Senate. All appointment and promotion are bound by the University staff appointment and promotion regulation.

### **10.6 Period of Appointment**

Honorary appointments will be for a maximum of three years in the first instance. The appointment will lapse unless a case for reappointment is made and approved.

### **10.7 Renewal of Appointment**

The proposal for renewing the appointment must follow the same process as for the initial appointment and include a reflection on the benefits realized from the previous appointment.

No numerical limitation is placed upon the number of appointments. When considering each nomination, the Committee should bear in mind that appointment to Honorary staff position should be of rare occurrence.

### **10.8 Conditions of Appointment**

The University shall determine and issue the necessary conditions with respect to rights and obligations for honorary academic staff.

### **10.9 Promotion**

Honorary academic staff may request promotion and be promoted to the requested level during the period of appointment if he/she fulfills the requirements set by this Policy.

### **10.10 Patents and Exploitation of Inventions**

Honorary members of staff must follow the procedure laid down by the University, in the event of a potential patent registration or where an invention or discovery may be commercially exploitable.

## **Article 11: Criteria for Appointment and Promotion of Professional Librarians**

### **11.1 Assistant Librarian V**

A candidate with the qualification of a Bachelor's degree in a three or four years program and with at least the level of a Cumulative Grade Point Average (CGPA) of 2.75 for males and 2.5 for females.

### **11.2 Assistant Librarian IV**

- a) B.A., B.Sc. or the equivalent;

AND

- b) One year of effective experience as an Assistant Librarian V.

### **11.3 Assistant Librarian III**

- a) B.A., B.Sc. or the equivalent;

AND

- b) One year of effective experience as an Assistant Librarian IV after the Bachelor's degree;

### **11.4 Assistant Librarian II**

- a) B.A., B.Sc. or its equivalent;

AND

- b) Two years of effective experience as an Assistant Librarian III after the Bachelor's degree,

OR

- c) The degree of Master of Library and Information Science or its equivalent;

OR

- d) A minimum of two years of effective service as an Assistant Librarian III, and produced one publication one reputable journal, and a clearly identifiable evidence of academic progress.

### **11.5 Assistant Librarian I**

- a) The degree of Master of Library and Information Science or its equivalent;

AND

- b) Four years of effective experience at the rank of an Assistant Librarian II;

AND

- c) At least one publishable bibliography or catalogue favourably assessed by competent librarians, preferably senior advisors;

AND

- d) Effective performance in any relevant teaching assignment;

AND

- e) Active participation in the affairs of the University;

AND

- f) Active participation in Public service.

OR

- Three years of effective experience where two of which must have been spent at the rank of an Assistant Librarian II;

AND

- At least one publication in a reputable journal;

AND

- Effective performance in any relevant teaching assignment;

OR

- The degree of Doctor of Philosophy in library science or its equivalent.

### **11.6 Associate Librarian**

- a) The degree of Master of Library and Information Science or its equivalent;

AND

- b) Served at least four years effectively as Assistant Library I ;

AND

- c) Published at least two articles ~~published~~ in a reputable journal since becoming Assistant Librarian I;

AND

- c) Effective performance in any relevant teaching assignments;

AND

- d) Active participation in the affairs of the University;

AND

- e) Active participation in Public service.

OR

- o The degree of PhD in Library Science or its equivalent;

➤ AND

- At least four years of effective library experience at the rank of Assistant Librarian I;

➤ AND

- At least two articles published in a reputable journal since becoming Assistant Librarian I.

o AND

- Active participation in the affairs of the University;

o AND

- Active participation in Public service.

### **11.7 Librarian**

- a) Degree of Master of Library and Information Science or its equivalent;

AND

- b) Four years of library service as Associate Librarian;

AND

- c) Effective teaching in the training programs of the University relevant to the library profession;

AND

- d) Four articles published in reputable journal(s) or three such articles and an appropriate teaching material in Library and Information Science;

AND

- b) Active participation in the affairs of the University;

AND

- c) Active participation in Public service.

OR

- PhD in Library Science or its equivalent;

AND

- At least four years of effective library experience as an Associate Librarian;

AND

- Effective teaching in the training programs of the University relevant to the library profession;

AND

- At least one textbook in the field of Library Science and two publications in peer reviewed journal.

## **Article 12: Criteria for Recruitment and Promotion of Technical Assistants**

A Technical Assistant (TA) is an Academic Support staff who assists Academic Staff in laboratory sessions and field demonstration, who helps in research activities of academic units and undertakes any other assignments given by the University.

## **12.1 Technical Assistant**

### **12.1.1 Technical Assistant I**

#### **Appointment**

A candidate with the qualification of 10+3 or its equivalent from a recognized institute, college or university.

### **12.1.2 Technical Assistant II**

#### **Appointment**

A candidate with the qualification of a 12+3/ advanced diploma or minimum successful two years of university education or equivalent from a recognized institute or college.

#### **Promotion**

- a) One year of effective service as a Technical Assistant I;

AND

- b) Evaluation: Very good (above 75% average, by both supervisors and students, which accounts 60% and 40% respectively). The detailed criteria shall be worked out and approved by the Senate;

AND

- c) Active and effective service in the University.

### **12.1.3 Technical Assistant III**

#### **Promotion**

a) Two years of effective service as a Technical Assistant II;

AND

e) Evaluation: Very good (above 75% average, by both supervisors and students, which accounts 60% and 40% respectively). The detailed criteria shall be worked out and approved by the Senate;

AND

f) Active and effective service in the University.

## **12.2 Senior Technical Assistant**

### **12.2.1 Senior Technical Assistant I**

#### **Appointment**

A candidate with the qualification of a Bachelor's degree or its equivalent in from a recognized university.

#### **Promotion**

A minimum of two years of effective service as a Technical Assistant III;

AND

a) Evaluation: Very good (above 75% average, by both supervisors and students ,which accounts 60% and 40% respectively);

AND

b) Active and effective service in the University.

### **12.2.2 Senior Technical Assistant II**

#### **Promotion**

Senior Technical Assistant I with two years of effective experience;

AND

- a) Evaluation: Very good (above 75% average, by both supervisors and students ,which accounts 60% and 40% respectively);

AND

- c) Active and effective service in the University.

### **12.2.3 Senior Technical Assistant III**

#### **Promotion**

Senior Technical Assistant II with two years of effective experience;

AND

- a) Evaluation: Very good (above 75% average, by both supervisors and students ,which accounts 60% and 40% respectively);

AND

- d) Active and effective service in the University.

#### **Appointment**

A candidate with the qualification of a Bachelor's degree in a five-year program.

## **12.3 Chief Technical Assistant**

### **12.3.1 Chief Technical Assistant I**

### **Appointment**

A Master's degree or its equivalent in the specific or related field.

**OR**

Medical Doctor (MD) with no specialization or Doctor of Veterinary Medicine (DVM) with no specialization with at least 2.5 GPA in the first degree.

### **Promotion**

a) Senior Technical Assistant III with two years effective service;

AND

b) Evaluation: Very good (above 75% average, by both supervisors and students ,which accounts 60% and 40% respectively). The detailed criteria shall be worked out and approved by the Senate;

AND

c) One published Lab/practical manual positively assessed by one internal and one external specialist in the area.

### **12.3.2 Chief Technical Assistant II**

#### **Promotion**

a) Chief Technical Assistant I with four years effective service;

AND

- b) Evaluation: Very good (above 75% average, by both supervisors and students , which accounts 60% and 40% respectively). The detailed criteria shall be worked out and approved by the Senate.

AND

- c) One publication or two Evaluated Lab Manuals;

AND

- d) Active and effective community service and institutional affairs in the service;

**OR**

- a) Senior Technical Assistant III with three years effective service;

AND

- b) Evaluation: Very good (above 75% average, by both supervisors and students ,which accounts 60% and 40% respectively);

AND

- c) Two published Lab/practical manuals positively assessed by one internal and one external specialist in the area or two articles published in a reputable journal.

### **12.3.3 Chief Technical Assistant III**

#### **Promotion**

- a. Chief Technical Assistant II with four years effective service;

AND

- b. Evaluation: Very good (above 75% average, by both supervisors and students, which accounts 60% and 40%

respectively). The detailed criteria shall be worked out and approved by the Senate;

AND

- c. Active and effective community service
- d. Two publications or four Lab manuals

## **Article 14: Duties and Responsibilities of Academic Staff**

1. An Academic Staff of the University is required to be a scholar with full devotion to the advancement of the frontiers of knowledge in accordance with the best traditions developed by scholarly circles throughout the world. It shall be the primary duty of the Academic Staff to carry out functions in the best interest of the University and the nation having due regards to professional etiquette.
2. An academic staff of the university shall design, develop and implement courses in an area of specialization following established university procedures in such a way that the course material may be delivered over the entire semester in a balanced way.
3. Without limitation to the generality of the provisions of sub-article 1 of this Article, a member of the Academic Staff at the University shall:
  - 3.1. uphold the objective of higher education and the guiding principles applicable to the institution;
  - 3.2. prepare graduates who are cultivated in a democratic culture, competent in knowledge and skills and internationally competitive in their fields;
  - 3.3. treat and interact with students and other members of the institutions community giving due respect to their human dignity, emotions, effort and the particular circumstances they may find themselves and rid off oneself from injuries bias and prejudice, iniquitous and discriminatory practices;
  - 3.4. participate and play due role in curriculum development, review, enhancement and/or enrichment;
  - 3.5. respect the constitution, higher education proclamation, legislations of the University and other pertinent laws of the country;

- 3.6. refrain from promotion of ethno-centrism, discrimination against any individual or group on the basis of race, ethnicity, sex or creed, political partisanship, preaching of religion, impositions of one's belief and views on students of the University in class rooms;
- 3.7. be evaluated for once performance by students, colleagues and the University and remonstrate only appropriately in case of disagreement with all or any of the evaluation results;
- 3.8. Contribute to the best of once ability and as a member of the institution's community to prevalence of orderly conduct and peaceable operations of the institution and to peaceful resolutions of intra-institutional conflicts.
- 3.9. give course lectures and other forms of instruction to students in line with the policies and general guidelines set forth by the University;
- 3.10. Educate, examine, and evaluate students;
- 3.11. Conduct problem solving research that contributes to the advancement of knowledge or has direct impact on community development;
- 3.12. Participate in University Affairs as required;
- 3.13. participate in organizing, directing and developing the activities of the respective Academic Unit as required by the University;
- 3.14. Render services to the University as full-time employment;
- 3.15. Consult and advice students;
- 3.16. accept teaching assignments in Continuing and Distance Education Programs;
- 3.17. submit exams and grade reports on time to the academic units;
- 3.18. use and properly handle all University properties;

- 3.19. accept instruction from superiors where such instruction is not contrary to law, morality and/or the terms and conditions of employment within the University;
- 3.20 maintain a democratic and civil outlook by demonstrating a willingness to work with others and respecting the ideas of fellow Academic Staff members and students;
- 3.21. accept additional teaching assignments when compelling circumstances arise in any Academic Unit of the University;
- 3.22. submit periodic reports to the respective Academic Unit on assigned courses ,current research and/or study leave progresses;
3. 23. be empathic to the solidarity of the University community;
- 3.24. carry out required tasks in an efficient and effective manner as assigned by the academic unit head or any other senior University body;
- 3.25 within the resources available, endeavor to stay abreast of the latest thinking in the area of specialization and shall periodically update pedagogical skills and teaching material;
- 3.26 inform the respective immediate supervisor well in advance if and when he/she cannot report to duty due to involvement in field work, seminars, workshops or any similar events;
- 3.27 arrange make up classes, in consultation with the head of the academic unit and students, for all classes missed due to involvement in field work, seminar, workshop or other activities. However, such make up classes should not exceed 25% of the course unless approved by AVP;
- 3.28 not handover pre-assigned courses to any other individual for any length of time without the approval of the academic unit head.

## **Article 15: Rights of the Academic Staff**

Without prejudice to other provisions of this legislation, every academic staff shall have the right to:

- 1 exercise academic freedom consistent with the university's mission;
  - i. conduct research and render consultancy services; take research and sabbatical leaves to conduct research and studies beneficial to the university and the country in accordance with the provisions given in this legislation;
  - j. be entitled to enjoy institutional mission bound and informed academic freedom;
  - k. be entitled to further education and or training for professional development and subject to internal rules and regulations of the University;
  - l. be promoted and assume new academic rank on the bases of merit in accordance with the University rules and regulations;
  - m. enjoy transparent, fair and equitable administration and system of remuneration and benefits that shall be instituted by Government as the economic condition of the country may permit;
  - n. be adequately and timely informed of his/her performance results and of any records kept in his in his personal file without his prior knowledge;
  - o. be informed appropriately, timely and regularly on the University plans, developments, directions, conditions, and performance results;
  - p. receive equal and fair treatment as a person with human dignity and as an academic staff member equally in the service of the University and through it in the service of people and the country;

- q. compete for academic offices and leadership positions on the bases of the applicable University criteria and be treated in selection process on the basis of merit and without any discrimination, transparent, or otherwise;
- r. elect and be elected where election of academic and/or by academic staff shall be necessary or is the norm;
- s. receive due process in disciplinary matters and demand and receive redress in cases of injurious decisions.

### **Article 16: Salary Scale and Increments**

While the University shall adopt the general government policy framework for salary scale and increments for University academic staff, the Senate will periodically propose new salary scale and increment scheme to the appropriate government bodies.

### **Article 17: Pay for Extra-Teaching Assignment**

The University shall make payments to the Academic Staff for services rendered in teaching/research/community service beyond the full load expected of them. Such payment shall follow the rates proposed by Ministry of Education for regular program.

### **Article 18: Teaching and Research Load**

#### **18.1 Measurement Unit for Teaching Load**

The teaching load of an Academic Staff shall be expressed in terms of **Lecture Equivalent Hours** (LEHs). A Lecture Equivalent Hour is normally 1 credit hour, and a credit hour requires 3 hours of workload.

A course having only lecture hours in ECTS curriculum structure is in a straight line identical to conventional credit hour system by rejecting home study hours billed in ECTS. Therefore, for such courses:

$$\begin{aligned} \text{Credit Point (CP) in ECTS} &= \text{Conventional Credit Hours (Cr. Hr)} \\ &= \text{Lecture contact hours.} \end{aligned}$$

A course that has lecture and tutorial hours in ECTS equals to conventional credit hours system, dividing tutorial hours by 2/3 and adding the dividend hours of tutorial to lecture hours of ECTS. Therefore, for such courses:

$$\text{Credit hours (Cr. Hr) in conventional system} = a + (b \cdot 2/3)$$

Where a= lecture hours in ECTS, b= tutorial hours in ECTS

A course that has lecture, tutorial and laboratory/practice hours in ECTS equals to conventional credit hours system, dividing each hour specified in tutorial and laboratory/practice by three and adding the dividends to lecture hours of ECTS. Therefore:

$$\text{Credit Hours (Cr. Hr) in conventional system} = a + [(b \cdot 2/3) + (c \cdot 2/3)]$$

Where c= laboratory/practical hours in ECTS

$$\text{Note: The total credit hours of a course} = a + [(b \cdot 2/3) + (c \cdot 2/3)]$$

For the purpose of computing staff load, course credits, lab/tutorials, senior project/essay or thesis advising etc are expressed in terms of LEHs according to the following category:

- a. One undergraduate course credit ..... = 1.0 LEH
- b. One graduate course credit ..... = 1.5 LEH
- c. One hour Lab/Practical/ or Tutorial session.....=0.67 LEH

- d. One undergraduate student senior Project/essay advising . =0. 33 LEH
- e. undergraduate senior Project/essay group advising.....= 0.50 LEH\*
- f. One PhD student Dissertation advising .....= 2.0 LEH\*
- g. One PhD student Dissertation Co-advising .....= 1.5 LEH\*
- h. One Master’s Thesis advising .....= 1.5 LEH\*
- i. Co-advisory for one Master’s Thesis.....= 1.0 LEH
- j. Advising one medicine or veterinary student.....=1.5 LEH

**18.2 Class Sizes per Section**

- 2.1 Lecture for undergraduate program except for Language.....80 students
- 2.2 Language courses .....40-60 students
- 2.3 Lab/Field sessions.....30 - 40 students
- 2.4 Tutorial and seminar classes except for language courses.....40-60 students
- 2.5 For clinical attachment ..... 15 students
- 2.6 Lecture for graduate program..... 25 students

**Note:**

**Load** is defined as the total credit hours of teaching and related assignment an Academic Staff carries, which takes into account the total lecture equivalent hours of courses, class size, contact hours, research work, student advising, administrative duties and other items that the Senate considers as a load.

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\* Such teaching load can only be considered for duration of essay or thesis advising.

**Full work load** is the number of hours that an Academic Staff is required to work for the institution. Any Academic Staff is expected to spend about 39 hours of work per week in preparing for courses, teaching, research, administrative work, committee assignment, student advising, etc.

**Full teaching load** is the number of credit hours beyond which an Academic Staff is not required to teach without compensation (extra pay) for extra lecture equivalent hour of work rendered.

Considering that an Academic Staff is expected to work for 39 hours per week, the full teaching load of a full time Academic Staff is 12 LEHs. Based on the assumption given in sub-article 1 of this Article, 12 LEHs are equivalent to 36 hours of work per week. Every Academic Staff is required to advise/consult students for up to 3 hours a week. However, due to the educational philosophy of JU, the CBE activities might run during weekends and outside working hours. In that case a maximum of 6 crhrs can be considered for extra load to the above conditions as per the proof provided from the respective coordinators and/or department head.

The teaching staff members of the University are expected to engage in research activities. However, not to take a big share of the teaching time, teaching staffs is not expected to be engaged in a research work for more than 25% of their time.

### **18.3 Teaching Load**

A full teaching load in the regular program for the different categories of Academic Staff is recommended to be as follows:

- 3.1.1 Full-time Academic Staff ..... 12 LEHs
- 3.1.2 University Approved Project Coordinators/equivalent.....9 LEHs
- 3.1.3 Department Heads/Coordinators at Academic unit level/or equivalent...6 LEHs

3.1.4 Deans, Directors and Coordinators at university level/equivalent	.5 LEHs
3.1.5 Campus heads /equivalent.....	4 LEHs
3.1.6 Research staff .....	3 LEHs
3.1.7 The Vice-Presidents may be required to teach maximum load ....	3 LEHs.
3.1.8 President.....	0 LEHs

Except in extra ordinary situation, an academic staff is not expected to handle more than three different courses.

**Maximum Teaching Load**

In order not to overload Academic Staff to the detriment of the quality of instruction, the total full teaching load in the University, in both the regular and continuing education program, shall not be more than **two courses** or six LEHs.

In cases where academic units have serious shortage of staff and it can be demonstrated that there are no other alternatives, an additional 3 more LEHs for each category of staff may be approved by the AVP or designate.

**18.4 Overload in Teaching Assignments**

An Academic Staff member who, due to a serious shortage of staff, is assigned to take teaching duties in excess of the full load specified in sub-article 3 of this Article for the regular program may be compensated in one of the following two ways:

- a) Proportional reduction in teaching load in the succeeding semester;

OR

- b) Remunerative compensation at the prevailing rate for part-time employment in regular program.

## **18.5 Reporting Teaching Load**

Teaching loads for all staff members engaged in teaching (full or part-time) shall be reported each semester by academic unit heads through their respective channel to the AVP on forms prepared for this purpose before the end of the fourth week after the start of classes. Justifications have to be provided in writing in instances where the teaching load of an Academic Staff is below the average or above the maximum.

## **18.6 Research load**

Since an Academic Staff is expected to spend about 25% of the time in research, an Academic Staff with continuous and approved research is required to have a full teaching load of only 9 LEHs. In case where more than one academic staff members are involved in research project, the three LEHs shall be shared among the researchers. The duration of every research project shall be determined by the appropriate office of the university.

## **Article 19: Leaves**

### **19.1 Study Leave**

1. Any Academic Staff who is awarded fellowship through the University or who can provide satisfactory evidence regarding an opportunity for a reasonably funded scholarship in a reputable University leading to a higher degree in a particular field of specialization may be granted a study leave provided that it is in line with the staff development plan worked out by the respective Academic Unit.
2. For all Academic Staff, the leave provided in this Article may be taken only after a staff member has served for a minimum of two years following employment or reinstatement after a study leave. However, under special circumstances, Graduate Assistants can be granted a study leave in a shorter time frame. Such special circumstances include the following:

- i. The Academic Unit to which such a Graduate Assistant belongs has a great shortage of qualified Academic Staff, and it has *been decided a priori* that the Graduate Assistant would be granted a study leave in a shorter time frame.
  - ii. The condition in i above is in line with the staff development plan of the University and approved by SAC.
3. Payment of salaries to staff members on study leave shall be governed by the applicable Government policy during the tenure of the leave.
4. A staff member who is on a study leave shall keep the University informed via semester and annual reports for in country and abroad, respectively, starting from the end of the first semester/year of leave. These regular reports shall in all cases be endorsed by the appropriate academic advisor(s) or major Professor of the staff member in the University or College. Failure to submit such reports may result in the discontinuation of payment of salary that may be due or other appropriate actions.
  - 4.1. An Academic Staff who, for acceptable reasons, cannot complete the required studies within the originally granted period of absence has to formally request the University for an extension of leave. Such an extension shall be limited to a maximum period of one year for those pursuing M.A./M.Sc/LL.M. degrees and a maximum of two years for those studying for PhD degree. However, the salary payment during the study leave shall be based on the rules and regulations of the Government. While extension due to enrollment into a higher degree is not normally desired, extension may be granted upon the recommendation of the SC/DC and the approval of AVP.
  - 4.2. The University reserves the right to claim damages from staff members who fail to return to their respective duties within the periods of time specified in the agreement made between the Academic Staff and the University.
  - 4.3. A staff member who fails to return to the University to resume required duties within the periods of time specified in this Article or fails to complete required studies due to incompetence or for unjustified reasons shall lose standing with the University. In the event of reemployment, the case shall be handled as though it were employment of

first instance and services rendered to the University prior to the award of the study leave shall not count towards any benefits that may accrue.

## **19.2 Research Leave**

- i. A full-time Academic Staff member who has served in the University for a minimum of four consecutive/uninterrupted years is entitled to a research leave for a maximum period of six months with pay as per the government rules provided the applicant has not taken any other academic leave during the four years preceding the anticipated starting date of the leave sought.
- ii. A Staff member requesting research leave under this Article shall present a specialized program of study or research to improve scholarly capabilities to the respective Academic Unit. In certain cases such a leave could be a study leading to certificate, diploma or higher degree. The applicant is required to continue rendering services to the University for a minimum of one year upon completion of the leave. Failure to comply with the undertaking shall entitle the University to claim the salaries paid to the staff during the leave period plus damages.
- iii. Application for research leave shall be submitted by the staff member to the appropriate Head of Academic Unit three months in advance of the start of the leave. The Head shall convene the SC/DC on and decide on the application of the Academic Staff. The decision of the SC/DC shall be sent to the AVP. The AVP , in consultation with the SAC, shall grant the leave unless it is determined that the teaching need of the academic unit cannot be met if the leave is granted for the period sought in which event the leave is to be granted within a period of one year.
- iv. Research leaves provided in this Article shall be granted with full pay and benefits.

v. Research leave may be extended without pay for a period not exceeding six months on the condition that:

- a) The academic Unit confirms that such extension will not seriously impede its academic or research programs;
- b) The staff member concerned produces satisfactory evidence that the leave is necessary to complete the on-going piece of research, the output of which is expected to enhance knowledge and also improve the teaching and research skills of the individual staff member.

### **19.3 Sabbatical Leave**

- i. A full-time Academic Staff member holding academic rank who has served the University continuously for a period of seven uninterrupted years and intends to continue association with the University for at least two years is entitled to a sabbatical leave, as of right and with full pay, for a period of a year in accordance with the following conditions:
  - a) A staff member requesting for sabbatical leave under this Article may present to the respective Academic Unit a program of study or research related to a particular area of specialization for scholarly development. In certain cases such a leave could be a study leave leading to certificate, diploma or higher degree, consultancy, employment, community development work and etc.
  - b) The staff member shall further be required to issue an undertaking to continue his association with the University after the leave. Failure to comply with the undertaking shall entitle the University to claim the salaries paid to the staff and other benefits during the leave period plus damages.

- c) A request for a sabbatical leave cannot be entertained if the person forwarding the request is already past the retirement age as determined by law.
- d) A staff member who has served as an academic administrator for at least six years is entitled to a sabbatical leave at the end of six years of uninterrupted service to the University.
  - ii. Application for sabbatical leave shall be submitted by the staff member to their respective Academic Unit Head six months in advance of the start of the leave. But such an intention should not necessarily be considered a final application for a leave, which should be submitted at least two months before the intended departure.
  - iii. The Head shall convene the SC/DC and decide on the application for the Academic Staff. The department shall ensure that the normal function of teaching and research will not be adversely affected by the departure of the staff member in question.
  - iv. The decision of the SC/DC shall be sent to the ASAC for final approval, unless it is determined that the teaching needs of the academic unit cannot be met if the leave is granted for the period sought in which event the leave is to be granted within a period of one year.
  - v. Academic Staff may apply for an unpaid leave of absence for a maximum period of one year contiguous to their sabbatical leave if they can demonstrate to the satisfaction of their academic unit and the University that returning to full time duty would seriously prejudice the completion of work on which they had spent the full length of their sabbatical. This additional leave of absence can be granted only if the academic unit determines that teaching activities in the unit would not be compromised and the right of other staff member for leave would not be jeopardized by the granting of the leave. Such a determination should be endorsed by the SC/DC. The AVP, in

consultation with ASAC, shall approve the decision of the SC/DC before the extension is granted.

- vi. An Academic Staff who is granted sabbatical leave shall be required to sign an undertaking to continue services to the University for a minimum period of two years after the completion of the leave. Failure to comply with the undertaking shall entitle the University to claim the salaries that were paid during the leave plus any other damages.
- vii. A beneficiary of a sabbatical leave shall upon completion of the leave, submit a report detailing experiences and/or accomplishments to the respective academic unit. Such a report should be in line with the original proposal for the leave. Failure to do this will be considered as a serious breach of duty.

#### **19.4 Other Leaves**

- i. An Academic Staff member who has served the University for more than one year shall be granted sick leave with full pay for three months and an additional six months of leave with half pay in the event of protracted illness within a given year. However, such sick leave should not exceed 16 months in four years time. In either case, the leave shall be granted only where the staff member produces proof from a recognized medical institution that such a leave is medically required.
- ii. A University-employed spouse of an Academic Staff member who is on a study leave may be granted leave of absence without pay for a maximum period of one year to be in the company of the latter provided that the study leave is at least two years long and that the University unit for which the spouse works confirms that the granting of such a leave would not cause a serious disruption of its normal functioning. However, such leaves should not contravene with agreements entered with the University.
- iii. Occasional leaves including those to attend seminars, workshops, symposia, short courses, etc. may be granted with full pay for a period not exceeding a total of 30

calendar days continuously in one semester. If such leaves are required for longer than one month in a semester the following conditions must be met:

- a) The teaching assignment of the Academic Staff can be covered by another staff;
- b) The training is relevant to the professional development of the Academic Staff and the capacity building of the University;
- c) The Academic Staff is willing to compensate for such leave by taking assignment during the long vacation period;
- d) The maximum duration of such a leave should not be more than 3 months in one academic year and cannot be granted in consecutive years.
- e) Such leave of absence must be approved and endorsed by SC/DC, and any leave longer than one month at a time should be approved by the AVP.

IV. A full time Academic Staff may be granted leave without pay for a maximum period of two years without extension provided that the following conditions are fulfilled:

- a) The staff member applying for the unpaid leave of absence had not benefited from a study leave or a sabbatical leave during the three years prior to applying for such a leave.
- b) That the granting of the leave will not seriously disrupt the normal functioning of academic activities in the academic unit.
- c) The period of time for which the Academic Staff member would be on such a leave shall not be counted as a period of service to the University.
- d) A staff member eligible for such a leave must have effectively served the University for a Minimum of five years altogether.

## **19.5 Accumulating Leaves**

Sabbatical and research leaves can be split but cannot be accumulated.

### **Article 20: Tenure**

1. An academic staff may have tenured employment, which shall constitute a privilege and an incentive for professional excellence; and an academic staff shall attain tenured employment through service and scholarly contribution in teaching and/or research or institutional leadership.
2. A tenured academic staff shall have job security, and may not be dismissed from his position unless he has committed a serious breach of discipline as stipulated by this Policy.
3. Professors or associate professors who meet the requirements of sub-article (1) of this Article may, upon retirement, be given the rank and status of professor emeritus or associate professor emeritus.
4. The retirement age of an academic staff of the university may be extended by the Ministry, for two consecutive sets of terms of three years each, where:
  - a) the staff holds a Master's Degree or above, remains in good health and has a meritorious continuous service;
  - b) the institution reasonably justified, on the basis of actual and projected demand, the need to extend the retirement age;
  - c) the staff has freely consented to extension of the retirement age.

### **Article 21: Criteria for Awarding Tenure**

Tenure may be awarded to a full-time University Academic Staff member who:

1. holds the rank of Associate Professor or above and serve the university for a total of ten years or assistant professor with 10 years service after holding such status ; and
2. demonstrates a desire to continue to serve the University as a staff member for an indefinite period;

AND

3. has demonstrated throughout their professional career:
  - 3.1. scholarly ability through teaching, research, publications or other contributions to the advancement of the respective academic field; and
  - 3.2. Service of merit to the University, through contributions to University committees or its constituents or in connection with other tasks which may have been assigned.

### **Article 22: Procedure for Awarding Tenure**

The University may offer tenure appointments on request of the applicant, endorsement of the SC/DC and Approval of the Senate.

### **Article 23: Right of Tenured Staff**

An Academic Staff member awarded tenure is guaranteed continued employment by the University at their present rank, or any rank to be promoted, and at their present salary scale or any other salary scale to which the Staff member may be elevated, so long as the Staff member does not violate any of the conditions justifying discharge of Academic Staff members.

## **Article 24: Academic Freedom**

1. Through contact with students for teaching purposes, an Academic Staff member has the right to promote and permit an atmosphere of free, rational and dispassionate inquiry with respect to issues relevant to the subject matter of the course including, where appropriate, discussions on controversial points and the presentation of particular views therein without forcing the assumption that these issues are settled in advance or the assumption that there is one right view of the issue to the exclusion of open and intellectually disciplined discussion of any other relevant views.
2. However, the academic freedom recognized under sub-article 1 of this Article may not be exercised as a vehicle for the purposeful propagation of the view of any political organization or religious group; or as an excuse for defamation.
3. An Academic Staff member has the right to conduct research and disseminate findings within or outside the University through appropriate channels. Dissemination of research findings may not, however, be exercised in the name of the University without scrutiny of the SC/DC and approval of the RDD.

## **Article 25: Arrest or Conviction**

An Academic Staff member who is arrested, charged with, or convicted of, any criminal offence, save for petty offences like violation of traffic regulations, etc., shall take all reasonable measures to inform anyone of the respective superiors.

## **Article 26: Working for Other Institutions or Private Interest**

1. An Academic Staff member shall give full energy and attention, to the best of his ability, to the required duties in the University unless with the endorsement of head of the academic unit and approval of AVP, assigns duties for other institutions.

2. No Academic Staff member shall undertake any outside activity which may tend to impair his usefulness to the University or conflict with their duties.
3. No Academic Staff member shall take up or accept any activities outside prearranged University duties for remuneration which may impede upon University time and without written prior permission of the head of the academic units.
4. The provisions of this Article, however, shall not be deemed to constitute a bar on an Academic Staff member from participating in social organizations, civil societies, and professional associations without affecting the University working time.

## **Article 27: Breaches of Duty and Disciplinary Regulations**

### **1. Minor Disciplinary Offenses**

The following acts and/or forbearances, which are not committed repeatedly, shall constitute non-serious breach of duty and/or violation of disciplinary regulations by an academic staff.

- 1.1. Unpunctuality to any of duties/responsibilities to be discharged in the University;
- 1.2. Dressing clothes below the standard of an instructor and inappropriate clothing which does not go with the profession of teaching;
- 1.3. Inappropriate wordings and annoying intonation in speeches;
- 1.4. Failure to give the appropriate responses to any requests presented by the concerned body of the University;

- 1.5. Absence from classes, invigilation duties, meetings, etc., without adequate reasons and prior permissions from the immediate responsible body of the University;
- 1.6. Negligence of responsibilities and duties;
- 1.7. Failure to submit grades on time according to the centralized schedule produced and distributed by the concerned body (the office of the Registrar).

## **2. Serious Breach of Duties**

The following acts and/or forbearances shall constitute serious breach of duty and/or violation of disciplinary regulations by an Academic Staff.

- 2.1. Willful refusal to perform assigned teaching and/or research function or assignments of the University or school/department committee;
- 2.2. Willful failure to perform anyone or all of the obligations stipulated in one's contract of employment with the University and/or any one or all of the duties and responsibilities specified under the provisions of Article 23 of this Legislation;
- 2.3. Continuation of a willful course of conduct, despite warning from the head of academic unit specifying the conduct disapproved of, that demonstrates open disloyalty to, and disrespect of, the University or causes unjustified embarrassment to the University and harm to its programs;
- 2.4. Conviction of a serious crime or the commission of other acts of misconduct that clearly reflect immorality or dishonesty;
- 2.5. Continuation of a willful course of conduct, despite warning by Head of academic unit specifying the conduct disapproved of, that exhibits neglect of duties, repeated absence from class and invigilation, failure in grade

submission, habitual drunkenness or similar breaches of social decorum, which produce serious embarrassment to the University;

- 2.6. Abuse of position and/or authority in the University in clear violation of the professional ethics and principles governing the academic profession and/or the profession of the staff concerned;
- 2.7. Favoritism in grading, sexual harassment, molestations, physical violence, incitements of riots & ethnic clashes, theft or breach of trust, abuse of power and accepting bribes.

### **Article 28: Type and Classification of Disciplinary measures**

Depending on the gravity of the offense, one of the following penalties may be imposed on an academic staff for breach of discipline.

1. Measures to be taken for Minor disciplinary breaches:
  - a) Oral warning
  - b) Written warning
2. Measures to be taken for serious disciplinary breaches
  - a) Final written warning
  - b) Fine up to one month salary
  - c) Fine up to three months salary
  - d) Withholding the next academic rank or salary increment up to the period of two years
  - e) Dismissal

## **Article 29: Disciplinary Action by a Head of the Academic Unit**

A head of academic unit may take measures specified under a & b in both measures stipulated in Article 28 above. Any sanctions beyond these shall be referred to AVP. An academic staff dissatisfied with the action taken by the head of the academic unit can appeal to the AVP, whereas appeal against AVP's decision shall be submitted to the President, within two weeks time.

## **Article 30: Academic Staff Disciplinary Committee (ASSC/DC)**

1. At each college or equivalent institute of the University there shall be established Academic Staff Disciplinary Committee accountable to the respective head of the college.
2. When there are cross-cutting disciplinary that cannot be seen by the college/institute level ASSC/DC, or in events that the AVP finds it necessary to scrutinize the findings of ASSC/DC, the AVP/President shall set up an ad-hoc disciplinary committee. The composition of the committee is at the discretion of the AVP. However, there shall, at least, be a member from the academic unit of the staff member, whose case is under scrutiny.
3. The ASSC/DC shall be chaired by a senior Academic Staff member to be assigned by the head of the college and shall have no less than two and no more than four other members to be elected by the general staff meeting of the campus from among the full-time staff members for a period of two years.
4. The ASSC/DC shall be responsible for the hearing and investigation of any breach of duty or violation of disciplinary regulations by an Academic Staff submitted to it in accordance with the provisions of sub-article 6 hereof.
5. The university shall establish rules of procedures for ASSC/DC in line with the Law of the Land, this legislation and accepted norms of fairness and equity.

6. An initiation of disciplinary proceedings shall be made in writing including the name of the accused, particulars of the offense, the time and place of the offense, list of the evidences and contravened provisions of the law.
7. Proceedings before the ASSC/DC may be initiated by:
  - a) The head of the academic unit where an Academic Staff is said to have committed a serious breach of duty or violation of disciplinary regulations;
  - b) Colleagues, students and/or any other officer of the University who have sufficient and substantiated reasons to believe that a staff member is responsible for violation of disciplinary regulations, serious or otherwise.
8. The findings of the ASSC/DC and the recommendations of the sanctions to be applied thereon shall be submitted to AVP.
9. The AVP, upon the recommendation of the ASSC/DC, shall take the sanctions under Article 28 c-e.
10. An Academic Staff member dissatisfied with the findings and recommendations of the ASSC/DC and action taken by AVP may appeal in writing to the president for reconsideration within a week time. The decision of the President shall be final.

**Article 31: Duty to implement and incorporate**

1. All departments, other academic and administrative units and staff members of the University's community shall have duty to observe and implement the provision of this legislation
2. All departments, other academic and administrative units and staff members of the University's community shall have duty to observe and cooperate with respect to the implementation of this legislation

**Article 32: Inapplicable**

Any provisions of the 2015 or of other relevant rules, regulations, and customary practices of the University that are inconsistent with the provisions of this legislation have been repealed, replaced and shall not apply to matters covered hereby.

**Article 33: Effective Date**

The revised legislation come into effect as of 23<sup>rd</sup> February 2018, the date on which the Senate of the University formally endorsed.

Professor Taye Tolemariam

Vice President for Academic Affairs

Jimma University

Jimma, Ethiopia