

Position Profile Matrix for Academic Positions

Position Level	Positions	Criteria for promotion	Criteria for lateral entry (Recruitment)
		<ol style="list-style-type: none"> 1. Minimum of 3 years of active services as Associate Professor or 15 years of teaching experience at the University level. 2. Must have a Doctoral Degree in the relevant field. 3. Recommendation letter (with at least 200 words) from the College HR Committee signed by the President. 4. A staff must have work recognised as distinguished in a discipline at the national/international level. Towards this the staff must produce documentary evidences in the following areas: <ol style="list-style-type: none"> 4.1. At least 3 contributions to educational innovation and teaching learning process. 4.2. At least led the design/major review of 5 programmes. 4.3. Evidences related to high quality teaching in the areas of module evaluation, faculty evaluation, teaching for innovation, designing new innovative modules and revising existing modules through: <ul style="list-style-type: none"> • 'Outstanding' performance rating for the past three years (Consecutive); or • Minimum 'Very Good' performance rating for the past four years (Average). 	<ol style="list-style-type: none"> 1. Experience: <ol style="list-style-type: none"> 1.1. Minimum of 15 years of teaching experiences at the University level; or 1.2. At least 9 years of industrial experiences relevant to the area of expertise with at least 6 years of university level teaching experience; or 1.3. Already serving at Professor's position in a reputed university; or 1.4. Having served as Associate Professor or equivalent position for at least three years in a reputed university. 2. Must have a Doctoral Degree in the relevant field. 3. An incumbent must have work recognised as distinguished in a discipline at the international level. Towards this they must produce documentary evidences of at least three contributions.
1	Professor	<ol style="list-style-type: none"> 1. Supervised at least 5 PhD or 10 Masters (by research) students as a main supervisor; 2. Secured grants worth Nu. 15 million for the College through research grants, projects, consultancies, and other academic or expert services; 3. Minimum of 20 publications as principal author for research papers/sole author for books in the relevant area of expertise, with: <ol style="list-style-type: none"> 3.1. At least 10 publications in refereed journals as principal author; 3.2. At least 5 publications with impact factor of two and above 	<ol style="list-style-type: none"> 1. Supervised at least 5 PhD or 10 Masters (by research) students as a main supervisor; 2. Evidences related to generation of substantial funds (worth Nu 15 million) related to research grants, projects, consultancies, and other expert services; 3. Minimum of 20 publications as principal author for research papers/sole author for books in the relevant area of expertise, with: <ol style="list-style-type: none"> 3.1. At least 10 publications in refereed journals as principal author; 3.2. At least 5 publications with impact factor of two and above

	<p>3.3. At least 4 publications in refereed journals as principal author during the last 3 years.</p> <p>4. At least 2 referee reports, of which at least one should be international</p>	<p>3.3. At least 4 publications in refereed journals as principal author during the last 3 years.</p> <p>4. At least 2 referee reports, of which at least one should be international</p>
	<p>At least 10 documentary evidences in various areas mentioned below:</p> <ol style="list-style-type: none"> 1. At least 3 accomplishments that led to an international or, as appropriate, national reputation in their field of expertise. (Invitation as key note speaker, reviewer of refereed journals, patronisation by the government as international/national level task force member) 2. Taken responsibility for policy and strategy in a specific area, developing and promoting a clear vision of the College's/unit's strategic direction; 3. Led and managed a team of senior colleagues, who have delegated responsibility for specific strands of work (consultancy, training, and expert services); 4. Contributed to the running of the University by taking up leadership responsibility and participating in decision-making and governance including chairing significant committees as appropriate, at College and/or University level; 5. Represented and promoted the University externally – nationally and internationally e.g. managing relations with external partners and stakeholders; 6. Made a leading contribution to debates at national and international levels in their area of expertise including research, new approaches to teaching-learning, assessment policy, methods and practices; and 7. Managed staff and other resources of a significant academic area/unit, including the allocation of workloads and the appraisal of academics. 	<p>At least 10 documentary evidences in various areas mentioned below:</p> <ol style="list-style-type: none"> 1. At least 3 accomplishments that led to an international or, as appropriate, national reputation in their field of expertise. (Invitation as key note speaker, reviewer of refereed journals, patronization by the government as international/national level task force member) 2. Taken responsibility for policy and strategy in a specific area, developing and promoting a clear vision of the College's/unit's strategic direction; 3. Led and managed a team of senior colleagues, who have delegated responsibility for specific strands of work (consultancy, training, and expert services); 4. Contributed to the running of a university or organisation by taking up leadership responsibility and participating in decision-making and governance including chairing significant committees as appropriate, at college/faculty/university/organisation level; 5. Managed relations with different partners and stakeholders; and 6. Made a leading contribution to debates at national and international levels in their area of expertise including research, new approaches to teaching-learning, assessment policy, methods and practices. 7. Managed staff and other resources of a significant academic area/unit, including the allocation of workloads and the appraisal of academics.

		<ol style="list-style-type: none"> 1. Minimum 3 years of active services as Assistant Professor or 12 years of teaching experiences at the university level. 2. Must have a Doctoral Degree in the relevant field. 3. Recommendation letter (with at least 200 words) from the College HR Committee signed by the President. 4. A staff must have work recognised as distinguished in a discipline at the international/national level. Toward this the staff must produce documentary evidences in the following areas: <ol style="list-style-type: none"> 4.1. At least 2 contributions to educational innovation, design of new curricula and modules, and teaching learning process. 4.2. At least led the design/major review of 3 programmes 5. Evidences related to high quality teaching in the areas of module evaluation, faculty evaluation, teaching for innovation, designing new innovative modules and revising existing modules through: <ol style="list-style-type: none"> 5.1. 'Outstanding' performance rating for the past three years (Consecutive); or 5.2. Minimum 'Very Good' performance rating for the past four years (Average). 	<ol style="list-style-type: none"> 1. Experience: <ol style="list-style-type: none"> 1.1. Minimum of 12 years of teaching experiences at the University level; or 1.2. At least 9 years of industrial experiences relevant to the area of expertise and 3 years of university level teaching experience; or 1.3. Already serving as Associate Professor or equivalent position in a reputed university; 1.4. Minimum of 3 years of active services as Assistant Professor in a reputed university. 2. Must have a Doctoral Degree in the relevant field. 3. An incumbent must have work recognised as distinguished in a discipline at the international/national level. Toward this the incumbent must produce documentary evidences in two areas.
2	Associate Professor	<ol style="list-style-type: none"> 1. Supervised at least 2 PhD or 5 Masters (by research) students as a main supervisor; 2. Secured grants worth Nu. 10 million for the College through research grants, projects, consultancies, and other academic or expert services; 3. Minimum of 15 publications as principal author for research papers/sole author for books in the relevant area of expertise, with: <ol style="list-style-type: none"> 3.1. At least 8 publications in refereed journals as principal author; 	<ol style="list-style-type: none"> 1. Supervised at least 2 PhD or 5 Masters (by research) students as a main supervisor; 2. Evidences related to generation of substantial funds (worth Nu 10 million) related to research grants, projects, consultancies, and other expert services; 3. Minimum of 20 publications as principal author for research papers/sole author for books in the relevant area of expertise, with: <ol style="list-style-type: none"> 3.1. At least 8 publications in refereed journals as principal author;

	<p>3.2. At least 3 publications with impact factor of two and above</p> <p>3.3. At least 4 publications in refereed journals as principal author during the last 3 years.</p> <p>4. At least 1 referee report (international)</p>	<p>3.2. At least 3 publications with impact factor of two and above</p> <p>3.3. At least 4 publications in refereed journals as principal author during the last 3 years.</p> <p>4. At least 1 referee report (international)</p>
	<p>At least 7 documentary evidences in various areas mentioned below:</p> <ol style="list-style-type: none"> 1. Accomplishments that led to an international or, as appropriate, national reputation in their field of expertise. (Invitation as key note speaker by, reviewer of refereed journals, patronization by the government and task force member) 2. Taken responsibility for policy and strategy in a specific area, developing and promoting a clear vision of the College's/unit's strategic direction; 3. Led and managed a team of senior colleagues, who have delegated responsibility for specific strands of work/sub-units; 4. Contributed to the running of the University by taking up leadership responsibility and participating in decision-making and governance including chairing significant committees as appropriate, at College and/or University level; 5. Represented and promoted the University externally – nationally and internationally e.g. managing relations with external partners and stakeholders; 6. Made a leading contribution to debates at national and international levels about new approaches to teaching, learning, assessment policy, methods and practices. It should also include high level publication or contribution to conferences and/or working with relevant experts in the area of specialisation; and 7. Managed staff and other resources of a significant academic area/unit, including the allocation of workloads and the appraisal of academics. 	<p>At least 7 documentary evidences in various areas mentioned below:</p> <ol style="list-style-type: none"> 1. Accomplishments that led to an international or, as appropriate, national reputation in their field of expertise. (Invitation as key note speaker by, reviewer of refereed journals, patronization by the government and task force member) 2. Taken responsibility for policy and strategy in a specific area, developing and promoting a clear vision of the College's/unit's strategic direction; 3. Led and managed a team of senior colleagues, who have delegated responsibility for specific strands of work/sub-units; 4. Contributed to the running of the University/organisation by taking up leadership responsibility and participating in decision-making and governance including chairing significant committees as appropriate, at College/faculty/university/organisation level; 5. Managed relations with different partners and stakeholders; and 6. Made a leading contribution to debates at national and international levels about new approaches to teaching, learning, assessment policy, methods and practices. It should also include high level publication or contribution to conferences and/or working with relevant experts in the area of specialisation. 7. Managed staff and other resources of a significant academic area/unit, including the allocation of workloads and the appraisal of academics.

	<ol style="list-style-type: none"> 1. Minimum 3 years of active services as Lecturer or 10 years of teaching experiences at the university level. 2. Doctoral/Masters qualification in the relevant field. 3. Must have minimum of certificate in teaching pedagogy 4. Recommendation letter (with at least 200 words) from the College HR Committee signed by the President. 5. The staff must have work recognised as distinguished in a discipline at the national level. Toward this the staff must produce documentary evidences in the following areas: <ol style="list-style-type: none"> 5.1. At least 1 contribution to educational innovation, design of new curricula and modules, and teaching learning process. 5.2. Evidences related to high quality teaching in the areas of module evaluation, faculty evaluation, teaching for innovation, designing new innovative modules and revising existing modules through: <ol style="list-style-type: none"> 5.2.1. 'Outstanding' performance rating for the past three years (Consecutive); or 5.2.2. Minimum 'Very Good' performance rating for the past four years (Average). 	<ol style="list-style-type: none"> 1. Experience: <ol style="list-style-type: none"> 1.1. 10 years of teaching experiences at the University level with PhD; or 1.2. At least 10 years of industrial experiences relevant to the area of expertise with PhD; or 1.3. Already serving as Assistant Professor in a reputed university. 2. Must have Doctoral Degree qualification in the relevant field. 3. An incumbent must have work recognised as distinguished in a discipline at the national level. Toward this they must produce documentary evidences.
<p>3</p>	<p>Assistant Professor</p> <ol style="list-style-type: none"> 1. Co-Supervised at least 1 PhD or supervised 5 Masters (by research) students as a main supervisor if any; 2. Secured grants worth Nu. 5 million for the College through research projects, consultancies and other academic and expert services; 3. Minimum of 10 publications as a principal/sole author in the form of books/articles/research papers etc. in the relevant area of expertise with: <ol style="list-style-type: none"> 3.1. At least 3 publications in refereed journals as principal author; 3.2. At least 1 publication in refereed journals as principal author during the last 3 years. 	<ol style="list-style-type: none"> 1. Evidences related to engagement in research projects, consultancies and advices; 2. Minimum of 10 publications as a principal/sole author in the form of books/articles/research papers etc. in the relevant area of expertise with: <ol style="list-style-type: none"> 2.1. At least 3 publications in refereed journals as principal author; 2.2. At least 1 publication in refereed journals as principal author during the last 3 years. 2.3. At least 30 citations by a broad cross-section of peers internationally;

At least 3 documentary evidences in various areas mentioned below:

1. Accomplishment that led to a national or, as appropriate, national reputation in their field of expertise. (Invitation as key note speaker by, reviewer of refereed journals, patronization by the government and task force member)
2. Taken responsibility for policy and strategy in a specific area, developing and promoting a clear vision of the College's/unit's strategic direction;
3. Led and managed a team of senior colleagues, who have delegated responsibility for specific strands of work/sub-units;
4. Contributed to the running of the University by taking up leadership responsibility and participating in decision-making and governance including chairing significant committees as appropriate, at College and/or University level;
5. Represented and promoted the University externally – nationally and internationally e.g. managing relations with external partners and stakeholders;
6. Made a leading contribution to debates at national and international levels about new approaches to teaching, learning, assessment policy, methods and practices. It should also include high level publication or contribution to conferences and/or working with relevant experts in the area of specialisation; and
7. Managed staff and other resources of a significant academic area/unit, including the allocation of workloads and the appraisal of academics.

At least 3 documentary evidences in various areas mentioned below:

1. Accomplishment that led to a national or, as appropriate, national reputation in their field of expertise. (Invitation as key note speaker by, reviewer of refereed journals, patronization by the government and task force member)
2. Taken responsibility for policy and strategy in a specific area, developing and promoting a clear vision of the College's/unit's strategic direction;
3. Led and managed a team of senior colleagues, who have delegated responsibility for specific strands of work/sub-units;
4. Contributed to the running of the University/organisation by taking up leadership responsibility and participating in decision-making and governance including chairing significant committees as appropriate, at College/faculty/university/organisation level;
5. Managed relations with external partners and stakeholders; and
6. Made a leading contribution to debates at national and international levels about new approaches to teaching, learning, assessment policy, methods and practices. It should also include high level publication or contribution to conferences and/or working with relevant experts in the area of specialisation.
7. Managed staff and other resources of a significant academic area/unit, including the allocation of workloads and the appraisal of academics.

		<ol style="list-style-type: none"> 1. Minimum of 8 years of teaching experiences at the University level for those with Masters qualification or entry for people with PhD or minimum 3 years of service as Associate Lecturer or minimum of 8 years of industrial experience in the relevant area with Masters Degree. 2. Academics will be upgraded to Lecturer as soon as they obtain Doctoral Degree. 3. Must have minimum of certificate in teaching pedagogy for those with masters qualification. 4. Academics must produce documentary evidences in the following areas (for those with Masters or Bachelors teaching diploma programmes and served as associate lecturer): <ol style="list-style-type: none"> 4.1. 1 contribution to educational innovation, design of new curricula and modules, and teaching learning process. 4.2. Evidences related to high quality teaching in the areas of module evaluation, faculty evaluation, teaching for innovation, designing new innovative modules and revising existing modules through: <ol style="list-style-type: none"> 4.2.1. 'Outstanding' performance rating for the past three years (Consecutive); or 4.2.2. Minimum 'Very Good' performance rating for the past four years (Average). 	<ol style="list-style-type: none"> 1. Experiences: <ol style="list-style-type: none"> 1.1. Entry for people with PhD; or 1.2. Minimum 8 years of teaching experiences at the University level for those with Masters qualification; or 1.3. Minimum 3 years of service as Associate Lecturer or equivalent position in a reputed university; or 1.4. Minimum 8 years of industrial experience in the relevant area with Masters Degree.
4	Lecturer	<ol style="list-style-type: none"> 1. Minimum of 7 publications as a sole author in the form of books/articles/research papers etc. in the relevant area of expertise with at least 3 publications in refereed journals as sole author; or 2. Secured grants worth Nu. 1 million for the College through research projects, consultancies and other academic and expert services; or 3. Associate Lecturer who do not possess the research credentials under point 1-2 but have taught at least one additional module each semester or equivalent workload in teaching-learning may be considered for promotion in lieu of research output. 	<ol style="list-style-type: none"> 1. Evidences related to engagement in research projects and publications in the relevant field will be an added advantage.

Academics must produce at least 2 documentary evidences in various areas mentioned below:

1. Participated in developing and promoting a clear vision of the College's/unit's strategic direction;
2. Participated as a team member to support senior colleagues, who have delegated responsibility for specific strands of work/sub-units;
3. Contributed to the running of the University by participating in decision-making and governance including committees or taskforce as appropriate, at College and/or University level;
4. Represented and promoted the University externally – nationally and internationally e.g. managing relations with external partners and stakeholders;
5. Coordinated the organisation of conferences, seminars, workshops and/or working with relevant experts in the area of specialisation; and
6. Contributed as resource persons, coordinators or organisers for various professional development activities within the College/University as well as for those outside the University.

1. Evidences related to engagement in professional services will be an added advantage.

		<ol style="list-style-type: none"> 1. Minimum of 3 years of teaching experiences as Assistant Lecturer (fresh entry for people with Masters). 2. Staff will be upgraded to Lecturer as soon as they obtain Masters Degree. 3. Must have minimum of certificate in teaching pedagogy for those with Bachelors Degree qualification teaching Diploma programmes. 4. Academics must produce documentary evidences in the following areas (for those with Bachelors Degree and teaching diploma programmes): <ol style="list-style-type: none"> 4.1. Evidences related to teaching and learning in the areas of module evaluation, teaching for innovation, designing new innovative modules and revising existing modules through: <ul style="list-style-type: none"> • 'Outstanding' performance rating for the past three years (Consecutive); or • Minimum 'Very Good' performance rating for the past four years (Average). 	<ol style="list-style-type: none"> 1. Entry position for people with Masters Degree; or 2. Minimum 3 years of teaching/industrial experience without Masters Degree.
5	Associate Lecturer	<ol style="list-style-type: none"> 1. Minimum of 4 publications as a sole author in the form of books/articles/research papers etc. in the relevant area of expertise with at least 1 publications in refereed journals as sole author; or 2. Secured grants worth Nu. 0.5 million for the College through research projects, consultancies and other academic and expert services; or 3. Associate Lecturer who do not possess the research credentials under point 1-2 but have taught at least one additional module each semester or equivalent workload in teaching-learning may be considered for promotion in lieu of research output. 	<ol style="list-style-type: none"> 1. Evidences related to engagement in research projects and publications in the relevant field will be an added advantage.
		<p>Academics must produce at least 2 documentary evidences in any of the areas mentioned below:</p> <ol style="list-style-type: none"> 4. Participated in developing and promoting a clear vision of the College's/unit's strategic direction; 	

		<ol style="list-style-type: none"> 5. Participated as a team member to support senior colleagues, who have delegated responsibility for specific strands of work/sub-units; 6. Contributed to the running of the University by participating in decision-making and governance including committees or taskforce as appropriate, at College and/or University level; 7. Represented and promoted the University externally – nationally and internationally e.g. managing relations with external partners and stakeholders; 8. Coordinated the organisation of conferences, seminars, workshops and/or working with relevant experts in the area of specialisation; and 9. Contributed as resource persons, coordinators or organisers for various professional development activities within the College/University as well as for those outside the University. 	<ol style="list-style-type: none"> 1. Evidences related to engagement in professional services will be an added advantage.
6	Assistant Lecturer	Selection through open competition for those with Bachelors Degree (This position will be deemed as an interim measure and may be phased out when the University is able to attract people with Masters Degree)	