

UNIVERSITY OF EDUCATION, WINNEBA CRITERIA FOR PROMOTION OF  
NON-TEACHING SENIOR MEMBERS

1.0 Areas of Assessment for all grades

- i. Qualification
- ii. Publications shall comprise the following
  - papers presented at seminars, conferences and workshops
  - Monographs, research and Technical reports
  - Memoranda
  - Special recognition to be given to published articles and books
- iii. Administrative work (Evaluation in this area shall be by the applicant's Head of Department, in consultation with the Registrar).
- iv. Service to the University Community and the country (Evaluation shall be by the Appointments and Promotions committee of the Registrar's Department).
- v. Performance and attainment (Evaluation shall be by applicant's Head of Department in consultation with the Registrar)

**1. Ability to work**

- a. *Proven ability in work schedule evidenced by:*
  - i. Grasp of administrative procedures, current administrative trends including relevant government administrative policies and guidelines.
  - ii. Ability to do independent work
  - iii. Initiative, resourcefulness and drive
  - iv. Sense of responsibility
  - v. Capacity for sustained work
  - vi. Quality of servicing committees (Preparation of materials for meeting, writing of minutes and reports promptly and accurately, taking follow-up actions effectively).
- b. *Leadership qualities and drive*
- c. *Supervision of Subordinate Staff*
- d. *Quality of overall output*

**2. Promotion of Profession**

Written reports, papers, memoranda on administrative matters and issues, and any relevant publications

**3. Human Relations**

Good image and comportment in dealing with staff, students and the public

**4. Scope and Length of service**

Additional tasks other than normal schedule of work and length of service

**2.0 Levels of promotion**

**2.1 Promotion from Assistant Registrar to Senior Assistant Registrar**

- i. The applicant must have served satisfactorily in the university for at least **four years**.
- ii. Candidates performance assessed by the Head of Department in consultation with the Registrar must achieve 'above coverage' performance in "proven ability to work" and average performance in two other areas which must include "Promotion of Profession.
- iii. Applicant must submit a minimum of 5 (five) papers/reports/memoranda for assessment.

**2.2 Promotion from Senior Assistant Registrar to Deputy Registrar**

1. Candidates seeking promotion to Deputy Registrar must have served as Senior Assistant Registrar in the University for at least **five years**.
2. Achieve at least "above average" performance in all assessable areas
3. Candidate must submit at least seven (7) papers/reports/memoranda/monographs/articles for assessment.

**GRADING OF ASSESSMENT**

Grading of assessment shall be as follows:

Exceptional	-	A	-	Excellent
Above Average	-	B	-	Very Good
Average	-	C	-	Good
Below Average	-	D	-	Fair
Fail	-	E	-	Poor

