



Faculty Ranking and Promotion Policy

1.0 Purpose

Faculty rank structure, appointment and promotion are essential elements of the strategic vision of the institution that support excellence in teaching quality in Higher Education and developing a scholarly approach to teaching, academic administration and research. The Policy also ensures that faculty work and achievements are uniformly evaluated using objective and fair standards.

2.0 Scope

This Policy applies to all faculty at HCT.

3.0 Control and Distribution

- 3.1 The VP Academic Affairs is the owner of this Policy.
- 3.2 All requests for revisions shall be addressed to the VP Academic Affairs. Amendments shall be made, if any are required, after approval as per the DoA, and superseded versions of the policies shall be retained for future reference.
- 3.3 Date of next review: 9 October 2024

4.0 Definitions

4.1 Promotion

Promotion shall be viewed as recognition of a faculty member's sustained and distinguished scholarship, teaching, and service.

4.2 Scholarship

Scholarship is broadly defined to include research, scholarly and creative work.

4.3 Service

Service is broadly defined to include administrative service to the university, professional service to the faculty member's discipline, and the provision of professional expertise to public and private entities beyond the university.

5.0 Roles and Responsibilities

The VP Academic Affairs is responsible for the development and implementation of this Policy.

6.0 Policy Statements

6.1 Academic Support Staff

6.1.1 Lab Assistant Qualification

Diploma and three years related experience or BS with two years related experience.

6.1.2 Teaching Assistant Qualification

BS degree and experience; preference is given to candidates with at least three years relevant experience.

6.1.3 Lab Instructor Qualification

BS degree and experience; preference is given to candidates with at least three years relevant experience.



6.2 Faculty Ranks

6.2.1 Lecturer

An appointee to the rank of Lecturer will normally hold at least a Master's degree in a field appropriate to the instructional responsibilities. In extreme cases an appointee to the Lecturer rank with a BS degree qualification and relevant professional experience is accepted for non-degree or degree programs leading to professional qualifications if approved by the Executive Dean, VP Academic Affairs and President & CEO.

6.2.2 Senior Lecturer

The rank of Senior Lecturer is usually attained by promotion from Lecturer or equivalent after a positive evaluation of performance. An appointee to this rank shall hold a minimum of a Master's degree in a field appropriate to the instructional responsibilities.

6.2.3 Assistant Professor

An appointee to the rank of Assistant Professor shall hold the recognized terminal PhD degree in the discipline. Requisite professional experience equivalent to a terminal degree may be considered.

6.2.4 Associate Professor

The rank of Associate Professor is attained by promotion from Assistant Professor or the equivalent after a positive evaluation of performance. An appointee to this rank shall hold the recognized terminal PhD degree in the discipline. Requisite professional experience equivalent to a terminal degree may be considered.

6.2.5 Full Professor

The rank of Professor is attained by promotion from Associate Professor or the equivalent after a positive evaluation of performance. An appointee to this rank shall hold the recognized terminal PhD degree in the discipline. Requisite professional experience equivalent to a terminal degree may be considered.

6.3 Faculty Promotion

6.3.1 Eligibility

Faculty Promotion Policy applies to all full time faculty who satisfy the eligibility criteria as stated in the procedures of this Policy.

6.3.2 Promotion Criteria

Recommendations for promotion shall be based upon:

- 6.3.2.1 Academic credentials and Higher Education experience which describes the normal minimum credentials and time-in-rank necessary for promotion consideration.
- 6.3.2.2 Academic performance and service refer to the record of actual performance and the faculty member's achievement in academic and service areas, as defined by the faculty handbook.
- 6.3.2.3 The criteria for assessing the quality of scholarship, teaching and service shall be clearly specified in the procedures of this Policy in addition to any specific additional disciplinary or professional requirements that may be demanded by a given Academic Division and/or program.
- 6.3.2.4 All of the HCT academic community will have the opportunity to participate in the establishment, development and revision of the promotion criteria.
- 6.3.2.5 The scholarship of faculty members may extend beyond established disciplinary boundaries including interdisciplinary initiatives.
- 6.3.2.6 Criteria shall apply to all faculty fairly and equally without any discrimination.

6.3.2.7 The promotion procedures, outlined in the VC Directive (24)-2017 - Faculty Promotion Procedures, issued by the President & CEO shall be implemented.

7.0 Related Documents

VC Directive (24)-2017 - Faculty Promotion Procedures

Version Control and Change History

Version	Amendment details	Review and approval details
1.0	Policy first BoT-approved on 15 February 2017.	<ul style="list-style-type: none"> • Policy Officer: Deputy Vice Chancellor - Academic • Reviewed and Uploaded by: Academic Programmes • Approved as Policy by: Vice Chancellor • Last Date Published: 08 May 2017 • Due for review: 15 February 2018
1.1	<ul style="list-style-type: none"> - Migrated to new template - Roles and responsibilities has been newly added - Scope has been added - Job titles reviewed and updated as per new Org. chart - October 2018 	<ul style="list-style-type: none"> • Last Date Reviewed by Policy Owner (and no changes suggested): 30 August 2018 • Minor amendments by Quality Standards, as indicated in the Amendment section, which do not require AC recommendation/ BoT approval • Due for review: 30 August 2019
1.2	<ul style="list-style-type: none"> - Minor amendments were made in 6.1, such as replacing the digits with full form - Inserted "at least" in 6.2.1 - Revised 6.3.2.7 to include VC Directive on promotion procedures. - Added in Related documents 'VC Directive (24)-2017 - Faculty Promotion Procedures' 	<ul style="list-style-type: none"> • Last Date Reviewed by Owner: 22/8/2019 • Minor amendments done as indicated in the Amendment section which do not require AC recommendation and BoT approval. • Date reviewed by EDC: 7/10/2019 • Date reviewed by QS: 10/10/2019

