National University

لائحة ترقيات أعضاء هيئة التدريس لسنه 2018م



National University-Sudan
Promotion Regulations for Academic Staff (2018)

Pursuant to the provisions of the Law of the National University-Sudan (2015), the Scientific Council has issued the following regulations

Chapter One

1. Preliminary Provisions:

1. 1 Name and Date

Promotion Regulations for Academic Staff and shall come into force at the day it is duly approved by the University Council

1. 2 Definitions

The following words and phrases, wherever mentioned in these Regulations, shall have the meanings respectively, assigned to each in the Law

- **University:** National University-Sudan
- Academic Staff: Professors, Associate Professor, Assistant Professors, Lecturers
- **Member:** Academic Staff
- **Journals:** Peer Reviewed Journal with ISSN
- **Academic Production:** Research outcomes including; published research papers and scientific reports, Conferences peer reviewed papers or papers accepted for publication in peer reviewed periodicals
- **Academic Book:** Books accredited by the University for teaching a subject
- **Community Service:** Services offered by the Academic Staff to the community including; education, teaching, research, planning, execution of policies,
- **Scientific Research:** Organized inquiries, using scientific procedures and methods, to discover or verify facts and test hypotheses
- **Council:** The Scientific Council of the University constituted in accordance with Article (11) of the University Law
- **Committee:** The Promotion Committee of the University
- **Academic Management:** Contribution of academic staff member in development of curricula, laboratories and facilities for enhancing the scientific performance; participation in the specialized scientific committees and in solving the problems facing the University

1. 3 Application

1.3.1 The provisions of these Regulations shall apply to all academic promotions in the University

1.3. 2 The provisions of these Regulations shall be the minimum, and the Council may approve additional criteria and conditions for promotion

1.3. 3 No amendment to these regulations shall take effect until it has been signed by

the President of the Scientific Council

Chapter Two

2. Criteria of Promotion:

The following criteria should be met when applying for academic promotion:

2. 1 Teaching measured by:

2. 1. 1 Acquire sufficient knowledge in the concerned specialization and the related ones

2. 1. 2 Able to covey knowledge to the students

2. 1. 3 Capable to prepare lectures subject matters

2. 1. 4 Attract the attention of the students to the subject of the lectures

2. 1. 5 Able to stimulate and guide the students to self learning

2. 1. 6 Design and execute teaching courses

2. 1. 7 Participate in preparation, designing and development of curricula

2. 1. 8 Able to evaluate the performance of the students

2. 1. 9 Shoulder the assigned academic load

2. 1. 10The dean of the faculty to which the faculty member belongs must write a comprehensive report covering the points mentioned above

2. 2 Scientific production measured by:

2. 2. 1 Innovation and leading research

2. 2. 2 Quality of research (methodology and value)

2. 2. 3 Benefits of community from research outcomes

2. 2. 4 Participation in researches of postgraduate students (supervision and assessment)

2. 2. 5 Writing or participation in writing scientific books

2. 2. 6 Translation or participation in translation of specialized scientific books

2. 2. 7 Publications or acceptance of research papers or reports in peer reviewed journals

2. 2. 8 The faculty member applying must provide evidence to support the points mentioned above

2.3 Community service measured by: Services usefulness to community

The faculty member applying must provide evidence of community service

2.4 Academic Management measured by participation in:

2. 4. 1 Developing curricula, laboratories and means for the development of scientific research

2. 4. 2 Specialized scientific and administration committees

2. 4. 3 Solving the problems facing the university

2. 4. 4 Strengthening the relations of the University with other universities

2. 4. 5 The faculty member applying must provide evidence of the above, with confirmation from their direct supervisor

Chapter Three

3. Conditions for Academic Promotion

Abidance by the promotion conditions of Chapter Two together with the following:

3.1 Promotion from lecturer to assistant professor

3.1.1 Hold a doctorate degree (PhD)

3.2.2 Attend a training course in teaching methods

3.2 Promotion from assistant professor to associate professor

3.2.1 Promotion by scientific research only following the faculty member's attainment of a PhD degree in the relevant specialization:

3.2.1.1 Spend three years in the status of assistant professor, two of which in service of the University

3.2.1.2 Publish ten papers in peer reviewed journals four of which in international journals

3.2.2 Promotion by multiple criteria (teaching, scientific research, community service and academic management):

3.2.2.1 Spend five years in the status of the assistant professor, two of which in service of the University

3.2.2.2 Publish six research papers in peer reviewed journals

3.2.2.3 Demonstrating active participation in teaching, academic administration, and community service

3.2.3 Promotion by distinguished long term service (meritorious service)

3.2.3.1Hold PhD

3.2.3.2 Spend twelve years or more in the academic status of assistant professor and Spend at least, three years in service of the University after obtaining the PhD

3.2.3.3 Contribute effectively to: teaching, academic management and to related university and social activities

3.2.3.4 Perform excellently in teaching

3.2.3. 5 Participate in postgraduate studies and scientific research activities

3.2.3. 6 Publish one research paper, at least, in a peer reviewed scientific journal

3.2.3. 7 Contribute to the organization and development of the facilities of the concerned department and/or the concerned faculty

3.2.3. 8 Participate with studies in scientific forums

3.3 Promotion to the status of Professor

3.3.1 Spend at least five as an Associate Professor two of which in the University

3.3.2 Show evidence through publishing at least twelve outstanding original research papers in peer reviewed journals

3.3.3 Contribute in supervision of postgraduate students

3.4 Time constraint in cases of secondment, temporary assignment, official delegation, and leave without pay (supporting documentation must be provided):

For the aforementioned cases, the duration is calculated as follows:

3.4.1 The full duration is counted if spent at an academic or scientific institution within the individual's field of specialization

3.4.2 Half of the duration is counted if spent at a non-academic/non-scientific institution within the individual's field of specialization

3.4.3 No duration is counted if spent at a non-academic/non-scientific institution outside the individual's field of specialization

Chapter Four

4. Procedures and Processes for Promotion

4.1 Follow the assessors system in all promotion steps

4.2 The assessors consultancy committee is composed of three staff members

4.3 The President of the University, on consultation with the concerned dean faculty, appoints the assessors

4.4 For promotion to the status of Associate Professor there must be, at least, two positive recommendations from the assessors

4.5 For promotion to the status of Professor the recommendations of the three assessors must be positive

4.6 All processes of promotion must be run by the Promotion Committee

Chapter Five

5. Promotion Committee: Constitution and Functions:

5.1 Constitution of the Committee:

The University President shall form a Promotion Committee as follows:

University President	Chairperson
University Vice-President	Member
Principal	Member
Academic Affairs Secretary	Convener
Deans of Faculties (Academic Status)	Members
Two Professors from outside the University appointed by the University President for 4 years	Members

Two members from the University appointed by the University President	Members
Concerned Head Department	Member

5.2 Functions and Procedures of the Committee:

5.2.1 Submission of promotion applications in accordance with the dates specified by the committee

5.2.2 Promotion applications are submitted to the committee rapporteur

5.2.3 The committee reviews all promotion applications in accordance with the designated application form

5.2.4 Approval of promotion from Lecturer to the rank of Assistant Professor without an of external assessors

5.2.5 Reviewing the recommendations of the assessors — as stipulated by the provisions of these regulations—and making a decision:

5.2.5.1 Preliminary approval for promotion: The Committee Chair shall appoint 3 assessors from a list of 5 candidates nominated by the faculty or institute from outside the university. For promotion to the rank of Associate Professor, at least one reviewer must hold the rank of Professor; for promotion to the rank of Professor, all reviewers must hold the rank of Professor

5.2.5.2 Preliminary disapproval of the promotion, with the application returned for the completion of any missing requirements

5.2.5.3 Final approval for the promotion

5.2.6. Promotion decisions shall be issued by the Committee and signed by the Committee Chair

5.3.7 The Committee shall issue bylaws to govern its operations and meetings

5.3.8 The Committee shall hold at least two meetings per year


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