

1.1.1. Academic staffs promotion

AASTU Academic Staff Promotion will be held:

1. If there is a new vacancy and the employees fulfill the Vacancy criteria.
2. If the Employee updated his academic status(i,e from Bachelor Degree to masters or from masters to Assistant Professor.

There are Steps to be followed to Promote Employees.

Step 1: The employee shows the transcript of completion of the corresponding education level except from assistant professor to associate Professor to the Department. If it is for Associate professor the employee must have a document that fulfills the following criteria:

1. 4 years lecturer
2. Publication point greater than 3
3. Community service
4. Research grant

Step 2: The department assembly shall discuss the promotion of the employee and shall approve the Promotion of the Employee. Department assembly shall prepare minutes and recommend for approval to College.

Step 3: Then the college academic commission shall review his document.

Academic commission is composed of:

1. Department Heads
2. Associate Deans
3. Assistant Registrar
4. Staff representative
5. Student Representative

If the academic commission shall approve the Promotion of the Employee Department, assembly shall prepare minutes and recommend for approval to the Academic Vice President.

Step 4: The Academic Vice President shall review the Promotion of the Employee and If the academic president approves his promotion Academic Vice President prepare letter explaining the Promotion of the Employee and send it to a Human Resource

Step 5: Human resources manage the documents of approved letters. The human resource shall announce the promotion of the employee to Archive. The Archive prepares a letter that explains the employee is promoted and sends letters to all whom it may concern including finance.

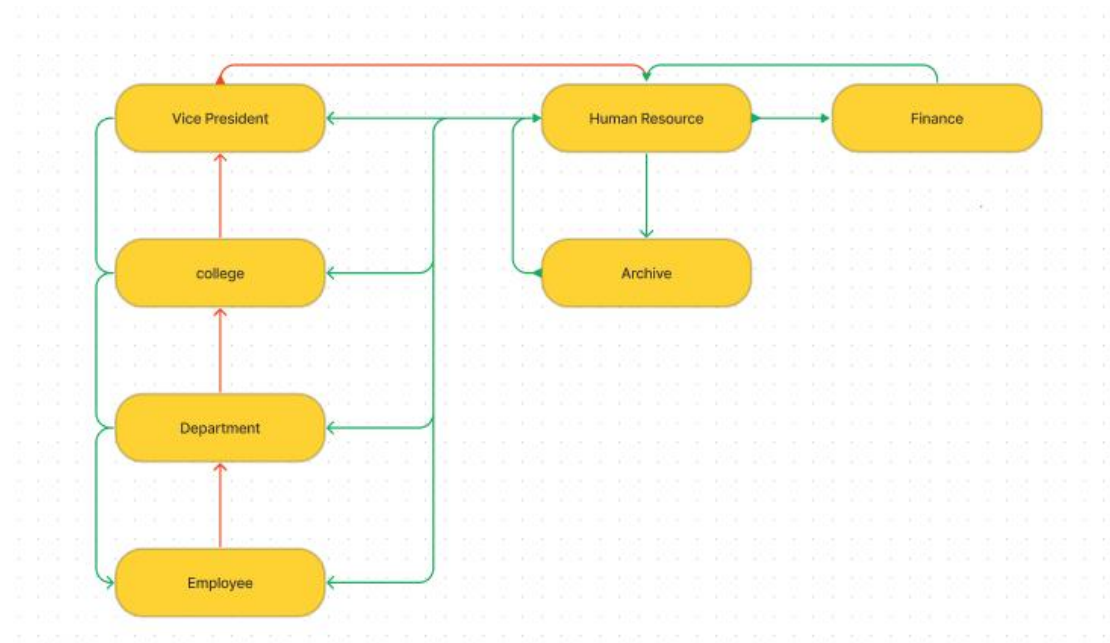


Figure: flow of letter with Red - letter from the employee, Green - letter from the Human resource