

GHANA ATOMIC ENERGY COMMISSION
SCHEME OF ASSESSMENT FOR PROMOTION OF
RESEARCH-ORIENTED SCIENTIFIC OFFICERS

A. GUIDELINES AND PROCEDURES FOR PROMOTION

1. A candidate who is qualified for promotion shall be required to:
 - a) Complete nine (9) copies of an application form.
 - b) Provide three (3) copies of his/her promotion documents (curriculum vitae (CV) and copies of the applicant's publications, and other written work (where applicable) since last promotion/current appointment).
 - c) Submit items (a) and (b) to the Centre Manager/Head of Department, who within one (1) week shall transmit same to the Director.
2. The Director shall within one (1) month:
 - a) Refer the application portfolio (application form, promotion documents) for assessment by the Institute Promotion Review Committee (IPRC).
 - b) Forward successful applications to the Director General, together with the assessment report of the IPRC and letter of recommendation.
 - c) Communicate the outcome of the assessment of an unsuccessful application to the candidate.
3. The Director-General shall within two (2) weeks:
 - a) Acknowledge receipt of all applications and indicate the effective date of Submission of application.
 - b) Refer the application portfolio (application form and promotion documents), assessment report of the IPRC and the Director's letter of recommendation to the Institutes Promotion Committee (IPC).
4. The IPC shall:
 - a) Hold quarterly meetings.
 - b) Consider the application at its upcoming meeting.
 - c) Communicate the outcome of the IPC's assessment of an unsuccessful application to the Director-General who shall forward same to the candidate.
 - d) Forward successful applications to identified external assessors who shall provide assessment report within eight (8) weeks or within 4 weeks for Early bird window.
 - e) Through the Chairman, make consistent follow ups on the assessors.
 - f) Communicate the outcome of an external assessment of an unsuccessful application to the Director-General who shall forward same to the candidate.
 - g) Submit the assessment report of successful application, together with the application portfolio (application form and promotion documents), assessment report of the IPRC, the Director's letter of recommendation, the IPC's report, the approved criteria for promotion, and profile of the candidate including date of birth, date of first appointment and date of last promotion to the Appointments and Promotions Board (APB).

5. The APB shall;
 - a) Consider all documents submitted to it in relation to the application and recommend to the Commission for promotion or otherwise.

B OPERATIONAL REQUIREMENTS

1. There shall be two (2) standing promotion bodies, an Institutes' Promotion Committee (IPC) and Appointments and Promotions Board (APB).
2. The Institutes' Promotion Committee should meet quarterly to consider applications for promotion.
3. Promotion of deserving candidates shall be effective on the date of acceptance of their application, i.e. the date the IPC completes the vetting of the promotion documents and becomes satisfied that the applicants have fully fulfilled all the requirements for promotion.
4. The Institutes' Promotions Committee shall have a flexible composition. Research Scientists that are of the rank of Principal Research Scientist or Chief Research Scientist shall be invited to sit on the Committee to consider promotions below them. The Committee shall have as its core members the Deputy-Director General as Chairman, Directors of Operating Institutes and the Director of Administration as Secretary.
5. Where an applicant is seeking promotion to the rank of Chief Research Scientist and no member of the IPC has attained that rank, then such applications shall come directly to the Commission's Appointments and Promotions Board.
6. For any particular time where promotion to Principal Research Scientist or Chief Research Scientist is being considered, the IPC membership shall include not less than 3 persons who are Principal Research Scientists or Chief Research Scientists.
7. The Director-General shall request the External Assessors to evaluate the application(s) submitted for promotion, stating the applicant's contribution to their academic area.
8. An External Assessor shall be a person of good standing in the applicant's field, normally of the status of Professor or equivalent but not a staff of the Commission or associated with the applicant.
9. In each case of successful assessment, the Director of Administration shall provide the Appointments and Promotions Board with:
 - a) the approved criteria for promotion;
 - b) the report of the Institute's Promotion Committee;
 - c) the report of the External Assessors;
 - d) The assessment report of the Institute Promotion Review Committee;

- e) A profile of the candidate including date of birth, date of first appointment and date of last promotion.

C. CRITERIA FOR PROMOTION TO HIGHER RANKS

1.0 Minimum Number of Years Required for Promotion

Table1: Minimum Number of Years Required for Promotion

To the Grade of	Minimum No. of Years on current grade
Senior Research Scientist	5
Principal Research Scientist	4
Chief Research Scientist	3

2.0 Minimum Score for Promotion to each Rank

Table 2: Minimum total points scored by candidate for promotion to each rank.

RANK TO BE PROMOTED TO	TOTAL POINTS REQUIRED	TOTAL PTS SCORED
Senior Research scientist	50%	
Principal Research Scientist	60%	
Chief Research Scientist	75%	

For conferment of Professorial titles, the candidate should satisfy the requirements of the SNAS, University of Ghana criteria.

3. Accessible Areas For Promotion

In addition to satisfying the minimum number of years at the particular rank, an application for promotion shall be assessed on the basis of evidence of continuing performance in respect of the following, as guided by the Act (ACT 588 of 2000):

1. Research and Scholarly Contributions (RSC)
2. Teaching/Training (TT)
3. Commission and Public Service (CPS)
4. Resource Mobilization, Commercialization and Technology Transfer (RMCTT)

Each of the four indices, Teaching/Training (TT); Research and Scholarly Contributions (RSC) and Commission and Public Service (CPS), will be scored over 100% using the instruments proposed by the Committee. These scores will be scaled down to a total of 100% by weighting ratio for TT: RSC: RMCTT: CPS according to the proposed ratios in Table 3.

Table 3: Weighting (Evaluation) ratio for Teaching/Training, Research and Scholarly Contributions and Commission/Public Service

Accessible Areas	Distribution Ratio of Scores for	
	Research-Oriented	Service-Oriented
Research and Scholarly Contributions (RSC)	55	30
Teaching/Training (TT)	10	10
Commission and Public Service (CPS)	15	20
Resource Mobilisation, Commercialisation, and Technology Transfer (RMCIT)	20	40

RESEARCH AND SCHOLARLY WORKS

4.1 Publications

Maximum Points: Research-Oriented = 55; Service-Oriented = 30

Publication submitted by a candidate for promotion assessment shall include:

Article in Refereed Journal
Edited Conference Papers
Books
Non-Refereed Journal Papers
Unedited Conference Papers/Poster Presentations
Handbooks
Chapter (s) in Books
Technical Reports

4.2 Evaluation (Weighting) Scheme for Publications

The following Evaluation (weighting) scheme shall normally apply to publications.

Table 4: Weighting scheme for Publications

Publications	Points
1. Article in Refereed Journal	6
2. Other Publications	
a) Book	15
b) Chapter (s) in a Book	6
c) IAEA publications	5
d) Classified document (to be defined)	5
e) Handbook	4
f) Technical Report (Accepted)	4
g) Edited Conference Paper	3
h) Newspaper/Newsletter article	3
i) Non-Refereed Journal Paper	2
j) Unedited Conference Paper/Poster Presentation	2

Table 4.1. Details of Refereed Journals Article Requirement

Key Elements	To Senior Research Scientist		To Principal Research Scientist		To Chief Research Scientist	
	Research-Oriented	Service-Oriented	Research-Oriented	Service-Oriented	Research-Oriented	Service-Oriented
Required number of Refereed Journal articles	10	8	Additional 12	Additional 10	Additional 14	Additional 12
Distribution in refereed journal	(5 Scopus/ WoS) 5 in AJ	(4 Scopus/ WoS) 4 in other AJ	(6 Scopus/ WoS) 6 in AJ	(5 Scopus/ WoS) 5 in other AJ	(7 Scopus/ WoS) 7 in other AJ	(6 Scopus/ WoS) 6 in other AJ
First/ Lead/ supervised student / corresponding Authorship	At least 5	At least 3	At least 6	At least 4	At least 7	At least 5

* *Scopus-indexed journals (50% of refereed journal articles): First/Lead/corresponding/supervised student Refereed Journals author (50% total Refereed Journals for research-oriented; 40% if total Refereed Journals for service-oriented).*

AJ- Any Institute Approved journal

WoS – Web of Science

TEACHING / TRAINING

Table 5: Criteria for Evaluation of Teaching/Training.

No.	Indicator	Mode of Assessment	Scoring (Points)
1.	Teaching (Part-time lecturing at the University)	Evidence of teaching (appointment letter etc)	One course per year = 5
2.	Development/ Update of Curricula/Teaching/ Training Materials	University Approved Curricula or Institute Approved training/course materials	One curriculum = 5 One training document = 5 max
3.	Thesis/Project Supervision	Evidence of supervision of postgraduate, undergraduate, fellows etc.	One PhD Candidate supervised = 5 One MPhil = 3 One MSc/MBA = 2 One BSc = 1
4.	Mentoring/Supervision/ Training/ Hosting of postdoctoral, IAEA fellows, scientific visitors, subordinates, interns	Evidence of supervision/training (letters, reports, training manual, signed attendance list etc)	Less than 1 year training (Postdoc/IAEA fellow) = 1 One year & above training (Postdoc IAEA fellow) = 2 One training course for subordinates = 3 points One training course for Intern =1 One training course for NSP=1
5.	Instructor/Facilitator/ Resource Person for a Workshop/Training program	Evidence of role played. (Letters, etc.)	Facilitator/ Instructor/ Resource Person = 1 per training course
6.	Continuous professional development	Degrees/Diploma/ Certificates or evidence of participation in workshops, conferences, summer schools, short courses and seminars	One Additional Degree/ Diploma certificate = 10 One Non-Degree/ Non-Diploma Professional certificate = 5. (certificate for participation excluded) Evidence of participation including certificate for participation = 1 per workshop/ training/ conference

Candidate must select from any four (4) indicators but not more than 5 sub-indicators.

COMMISSION AND PUBLIC SERVICE

Table 6: Commission And Public Service (Cps)

No.	Indicator	Mode of Assessment	Scoring (Points)
<i>Service to the Commission (CS)</i>			
1.	Administrative activities (Leadership or management positions)	Appointment letters, etc.	Deputy Director General - 30 Director – 25 Deputy Director – 20 Centre Manager/ HOD - 15 Head of labs/Programme Coordinators - 10 Project Leader/ Coordinator - 10
		Evidence of appointment (letter, handing over notes)	Acting beyond three months but less than 6 months - 30% Acting beyond one month but less than three months – 20%
2.	Membership of Editorial Boards of accepted journal	Appointment letter, invitation letters, etc.	Chairman/ Editor-in-Chief = 10 Associate Editor/ Editor = 9 Secretary = 8 Member = 4
3.	GAEC/ Institute Representation E.g. Coordinator Liaison Officer for exhibition	Documents, letters of assignment, emails	Representative//Coordinator/Liaison Officer = 5 per person

4.	Organizer of Workshop/ Training Course/ Special Seminar Organizers/ Response Teams	Documents, letters, emails	3 per activity
5.	Sensitization/ Outreach programmes or activities/ Consultancy (Schools, media, documentaries, community, industry other institutions)	Documents, pictures, invitation letters	3 per activity
6.	Membership of Permanent/ Statutory Committees/Boards	Appointment/ Invitation letters, etc	Chairman – 10 Member – 8 In attendance (regular) – 8
7.	Membership of Ad-hoc Committees	Appointment/ Invitation letters, etc	Chairman – 8 Member – 6 In attendance/ co-opted members (regular) – 6
8.	Editing of Pamphlets, Journal, Books, Classified Documents, etc.	Evidence of work done (emails, letters, etc)	One Pamphlets/ Journal Articles = 2 One Book = 6 One Classified Document = 5
9.	Internal Examiner for University (UG/SNAS)	Appointment/ Invitation letters	5 per appointment
10.	Developing/updating leaflets, brochures, fliers, newsletters, databases, or websites	Evidence of work done (emails, letters, leaflets, fliers, newsletters, databases, or websites, etc)	Developing leaflets, fliers, newsletters, databases, website= 10 per item Updating leaflets, fliers, newsletters, databases, website = 5 per item
11.	Other GAEC Community Services (SOPs, Cabinet Memo, Grant/ Business Proposals, etc.)	Evidence (documents, feedback, etc)	2 per document or activity
<i>Service to the Public (National and International Communities) - PS</i>			
12.	Membership of National/ International Board/ Committee/Technical Working	Appointment/ Invitation letters, MOUs, Contracts, emails, etc	Chairman/ Coordinator = 10 Member = 6

	Groups/ AFRA and other National/ International Projects		Secretary = 8
			National Liaison Officer = 15 Asst. National Liaison Officer = 10 National Project Counterparts = 5 per project AFRA coordinator = 5 per project Project Manager/ co-ordinator/ leader = 5 per project
13.	Membership of Editorial Boards of recognized journals	Appointment/ Invitation letters, emails, evidence of acknowledgement on journal websites etc	Chairman/ Editor-in-Chief = 10 Managing Editor = 9 Editor/ Associate Editor = 9 Member = 5 Secretary = 8
14.	Reviewer of Journal Articles	Appointment/ Invitation letters, emails, evidence of acknowledgement on journal websites etc	5 per journal article
15.	External Examiner for Universities/ Tertiary Institutes	Appointment/ Invitation letters	5 per appointment
16.	Invigilator of External Examinations	Appointment/ Invitation letters	5 per examination (e.g., WASSCE, BECE)
17.	External Assessor for Promotions	Appointment/ Invitation letters	5 per appointment
18.	Keynote speaker/ panelist/ guest speaker (Conferences, webinar, forum, public lectures etc.)	Invitation letters, conference programme	2 per activity
19.	Leadership in Professional Associations	Appointment/ Invitation letters	President/ Chairman = 10 Secretary = 8 Council Members/ Other = 6
20.	Extension Work in Communities	Evidence of work/ impact. Letter of appreciation, etc.	5 per project or activity
21.	Technical and consultancy work	Letters, emails, contracts, MoUs, etc.	3 per contract or group
22.	Expert Mission	Letters, emails, etc.	5 per mission

23.	Visiting Scholar	Appointment/ Invitation letters	5 per institution
24.	Special/ Recognition Awards	Evidence of award	10 per award
25.	Identifiable contribution to GAEC as a Traditional/Religious Leader/ Assembly Member/ DCE/ MCE/ MP/ Minister etc	Evidence (name gazette, appointment letters, etc)	5 per position
26.	Patron of recognized Professional association	Appointment/ Invitation letters	2 per association
27.	Supervisor/ Enumerator/ Returning Officer/ Polling Agent/ Observer (National or international elections) related to a scientific professional body or activity	Copies of special ID cards, letters, etc	2 per election

No. of indicators to be used for scoring Service to Commission (CS) and Public Service (PS) is shown in Table 7

Table 7. Indicators for Scoring Service

Rank	No. of indicators needed* (CS)	No. of indicators needed (PS)**	Maximum Score for Rank
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Research Scientist to Senior Research Scientist	3	2	100
Senior Research Scientist to Principal Research Scientist	4	4	160
Principal Research Scientist to Chief Research Scientist	4	6	200

Maximum Score for each indicator is 20 marks/points

CS – Service to the Commission; PS – Public Service

RS – Research Scientist; SRS – Senior Research Scientist; PRS – Principal Research Scientist; CRS – Chief Research Scientist

**Indicators refer to #1 – 11 in Table 6(a)*

*** Indicators refer to #12 – 27 in Table 6 (a)*

Table 8: Resource Mobilisation, Commercialisation and Technology Transfer (RMCFTT)

No.	Indicator	Mode of Assessment	Scoring <i>Max mark</i> (<i>Research-oriented = 20;</i> <i>Service-oriented = 40</i>)
1.	Development of Commission Policy Documents	Documents	3 per document
2.	Expert Technical Support to Program/Project	Letter of assignment or contract	2 per project
3.	Patent (invention/technology/product)	Patent document	20 per invention
4.	Development of Technology and Design of Prototype	Appropriate evidence	10 per technology
5.	Training of beneficiaries in the use of New Technology	Appropriate evidence	3 per activity
6.	Adapting an existing Technology for Transfer	Appropriate evidence	4 per technology
Income generating activities at current rank			
	Between US \$2000.00 - \$5000.00 (equivalent)	Evidence from Director	3
	Between US \$5000.00 - \$20000.00 (equivalent)		5
	Between US \$20000.00 - \$50000.00 (equivalent)		10
	Between US \$50000.00 - \$100000.00 (equivalent)		15
	Between US \$100000.00 - \$150000.00 (equivalent)		20
	Between US \$150000.00 - \$250000.00 (equivalent)		25
	Above US \$250000.00		30

Maximum Score: Regular Scientist -20 marks/points; Service-Oriented- 40 marks/points

**Income generating activities (service provision, consultancies, paid training (bench fees), project funds*

APPENDIX

TEACHING/TRAINING

TABLE 1

GHANA ATOMIC ENERGY COMMISSION FORM TT. 1

**TEACHING LOAD RECORDS
(REF. ITEM 1, TABLE 3)**

Name of Research Scientist:

Name of University/ Tertiary Institution:

ACADEMIC YEAR	SEMESTER	COURSE CODE	COURSE TITLE	COURSE CREDITS	CREDITS TAUGHT

TEACHING/TRAINING

TABLE 2

GHANA ATOMIC ENERGY COMMISSION FORM TT. 2

**TRAINING COURSE/WORKSHOP INSTRUCTIONAL OR FACILITATION RECORDS
(REF. ITEM 5, TABLE 3)**

Name of Research Scientist:

YEAR	MONTH	COURSE CODE/UNIT	COURSE TITLE	VENUE	DURATION

TEACHING/TRAINING

TABLE 3

GHANA ATOMIC ENERGY COMMISSION FORM TT. 3

STUDENT THESIS SUPERVISION RECORDS

Name of Research Scientist:

NO.	YEAR	PROGRAMME (<i>PhD, MPhil, MSc, BSc, etc.</i>)	NAME OF STUDENT	THESIS TITLE	SUPERVISION (<i>Principal or Co-supervisor</i>)	STATUS OF THESIS (<i>Completed, submitted, on-going</i>)
1.						
2.						
3.						
4.						
5.						

TEACHING/TRAINING

TABLE 4

GHANA ATOMIC ENERGY COMMISSION FORM TT. 4

CONTINUOUS PROFESSIONAL DEVELOPMENT RECORDS

Name of Research Scientist:

NO.	PROGRAMME		TITLE/ DETAILS OF PROGRAMME	START DATE	END DATE	DURATION	AWARD DATE
	Degree/ Professional (<i>PhD, MPhil, MSc, BSc, etc.</i>)	Non-Degree (Workshops/ Training Courses, Conferences, etc.)					
1.							
2.							
3.							
4.							
5.							

TEACHING/TRAINING

TABLE 5

GHANA ATOMIC ENERGY COMMISSION FORM TT. 5

EVIDENCE OF LEADERSHIP IN THE PROFESSIONAL DEVELOPMENT OF OTHERS
(i.e., *Coaching/Mentoring Junior Staff and Peer Support, including Early Career Staff; Supervision of Interns, National Service Persons, Fellows and Hosting of Scientific Visitors/Academics*)

Name of Research Scientist:

NO.	NAME (MENTEE/ INTERN/ NATIONAL SERVICE PERSON, FELLOW, ETC.)	DESCRIPTION OF PROGRAMME	TYPE/ NATURE OF SUPPORT PROVIDED	START DATE	END DATE	DURATION
1.						
2.						
3.						
4.						

