**GHANA ATOMIC ENERGY COMMISSION**

**SCHEME OF ASSESSMENT FOR PROMOTION OF**

**RESEARCH-ORIENTED SCIENTIFIC OFFICERS**

1. **GUIDELINES AND PROCEDURES FOR PROMOTION**
2. A candidate who is qualified for promotion shall be required to:
3. Complete nine (9) copies of an application form.
4. 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).
5. Submit items (a) and (b) to the Centre Manager/Head of Department, who within one (1) week shall transmit same to the Director.
6. The Director shall within one (1) month:
7. Refer the application portfolio (application form, promotion documents) for assessment by the Institute Promotion Review Committee (IPRC).
8. Forward successful applications to the Director General, together with the assessment report of the IPRC and letter of recommendation.
9. Communicate the outcome of the assessment of an unsuccessful application to the candidate.
10. The Director-General shall within two (2) weeks:
11. Acknowledge receipt of all applications and indicate the effective date of Submission of application.
12. 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).
13. The IPC shall:
14. Hold quarterly meetings.
15. Consider the application at its upcoming meeting.
16. Communicate the outcome of the IPC’s assessment of an unsuccessful application to the Director-General who shall forward same to the candidate.
17. Forward successful applications to identified external assessors who shall provide assessment report within eight (8) weeks or within 4 weeks for Early bird window.
18. Through the Chairman, make consistent follow ups on the assessors.
19. Communicate the outcome of an external assessment of an unsuccessful application to the Director-General who shall forward same to the candidate.
20. 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).
21. The APB shall;
    1. 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:
10. the approved criteria for promotion;
11. the report of the Institute’s Promotion Committee;
12. the report of the External Assessors;
13. The assessment report of the Institute Promotion Review Committee;
14. 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. **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**

* 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 |  |
| 1. Book | 15 |
| 1. Chapter (s) in a Book | 6 |
| 1. IAEA publications | 5 |
| 1. Classified document (to be defined) | 5 |
| 1. Handbook | 4 |
| 1. Technical Report (Accepted) | 4 |
| 1. Edited Conference Paper | 3 |
| 1. Newspaper/Newsletter article | 3 |
| 1. Non-Refereed Journal Paper | 2 |
| 1. 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)** |
| ***Service to the Commission (CS)*** | | | |
| 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 |
| ***Service to the Public (National and International Communities) - PS*** | | | |
| 12. | Membership of National/ International Board/ Committee/Technical Working Groups/ AFRA and other National/ International Projects | Appointment/ Invitation letters, MOUs, Contracts, emails, etc | Chairman/ Coordinator = 10  Member = 6  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 |
| 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 (RMC~~I~~TT)`**

|  |  |  |  |
| --- | --- | --- | --- |
| **No.** | **Indicator** | **Mode of Assessment** | **Scoring *Max mark (Research-oriented = 20; Service-oriented = 40)*** |
| 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 *(PhD, MPhil, MSc, BSc, etc.)* | NAME OF STUDENT | THESIS TITLE | SUPERVISION *(Principal or Co-supervisor)* | STATUS OF THESIS *(Completed, submitted, on-going)* |
| 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  *(PhD, MPhil, MSc, BSc, etc.)* | 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. |  |  |  |  |  |  |