

The Open University of Tanzania



Guidelines for Evaluations of Publications

CHAPTER 1

Guidelines For Evaluation Of Publications

1. BACKGROUND:

Production of the current updated booklet on guidelines for academic staff performance and workload evaluation at OUT has been possible by making reference to the following publications apart from searching literature on the Internet:

- (1) OUT documents based on the old guidelines titled “How to progress academically at OUT” of the year 1995 and revised in December, 1999.
- (2) Report of the Task force of OUY led by Prof. A.J. Temu (2003) that in principle recommended the adoption of the Mshana Report of 1997 (UDSM) with some amendments intended to address adequately the distance teaching and learning environment at the OUT.

II. GENERAL OBSERVATIONS

The evaluation of publications at OUT will be guided by the following general provisions:

1. Quality rather than quantity of publications shall be emphasized by the Open University of Tanzania.
2. Papers published in refereed journals shall not be subjected to any evaluation. “Refereed Journals” shall include recognized and reputable journals reviewed for this purpose by the Research, Publications and Consultancy Committee or the Directorate of Research and Postgraduate Studies. Criteria for recognition of journals by OUT Senate as approved by the 6th OUT Council in 1994 and as reviewed by

Senate from time to time are presented in section 3.1.3 of this booklet.

3. Authors of papers, writings etc such as those presented at Workshops, Seminars, Conferences and other writings that have not gone through the editorial process are encouraged to send them to reputable journals for publications.

III. SUBMISSION OF PUBLICATIONS BY MEMBER OF STAFF

- (1) The member of staff should submit to the Head of Department/Dean/Director his/her published works he/she wants to be assessed together with his/her current CV. For each publication, the following information should be indicated:
 - (a) Authorship (indicate if co-authored or otherwise),
 - (b) Title,
 - (c) Publisher and Place,
 - (d) Year of Publication (indicate if it came before or after last promotion by use of an asterix for publication after last promotion),
 - (e) For a book, number of pages; for a journal article, include volume No., Issue No. and page numbers e.g. 12-21,
 - (f) For co-authored works, indicate contribution i.e. whether major, minor or equal as co-authors,
 - (g) For works that are not yet published but have been accepted for publication, items in (a) above, equally apply. In addition, a copy of an original *letter of acceptance* by the publisher or the original letter must be submitted.
- (2) On receiving the above information, the Head of Department (when formed, or Dean/Director will have to send the publications together with the CV and the promotion criteria

to an Assessor who should not be known to the one whose publications are being assessed. The name of the one to be assessed should be blotted out on all publications and the C should not carry the name of the reviewee.

(3) Ranks and Assessing Organs/Persons:

For each level of rank there will be an appropriate assessing organ/person.

For example:

- (a) For the ranks of Assistant Lecturer to Senior Lecturer the assessment is done internally by an academician with a rank above that of the individual being assessed;
 - (b) For the ranks of Associate Professor to Professor, the assessment is done by an academician of the rank of Full Professor external to the Open University of Tanzania;
- (4) The Department/Faculty/Institute staff review committee is required to go through the assessments from both 3 (a) and 3 (b) above and submit its own recommendation on the assessments to the Faculty/Institute/Institutional Staff Review Committee;
- (5) The Faculty/Institute Staff Review Committee should not consider and forward to the Committee of Deans any assessments which are incomplete.

IV ASSESSMENT OF PUBLICATIONS

(1) Information on Publications

Assessors are required to submit the following information on each publication:

- (a) Assessment of Publication to:
- (i) Coverage of subject matter,
 - (ii) Originality,
 - (iii) Contribution to knowledge,
 - (iv) Relevance to individual's own specialization in an academic discipline,
 - (v) Presentation,
 - (vi) Overall quality
- (b) For each aspect (a) (i) – (iv), a grade should be given as per the grading system shown below. For (a) (vi) (overall quality); the grade should reflect the average of (a) (i) – (iv). Thus:

A	=	Excellent
B+	=	Very Good
B	=	Good
C	=	Average
D	=	Poor
E	=	Very Poor

- (c) Overall assessment of all the publications.

(2) Grading System

- (a) The letter grade system shall be used.
- (b) For purpose of determining the units of publication, the letter grade awarded for *overall quality* of the paper should be used.

- (c) The following units of publication should be given letter grades as indicated in Table 1.

Table 1: Grading System for Publications

Letter Grade	Qualitative Unit of Publication	Journal & Conference Papers	Chapter in a Book	Research & Consultancy Reports	Books	Technical Notes
A	Excellent	1.0	1.0	1.0	1.0	0.5
B+	Very Good	1.0	1.0	1.0	1.0	0.5
B	Good	0.5	0.5	1.5	1.5	0.5
C	Average	0	0	0	0	0
D	Poor	0	0	0	0	0
E	Very Poor	0	0	0	0	0

3. Overall Assessment of the Author

The Assessor should give the overall assessment of the author by indicating the following:

- (a) Whether the quality of the publications assessed in general reflects the author's current academic rank.
Yes/Not quite/No.
- (b) Whether the quality of publications assessed merits promotion of the author to the next academic rank.
Yes/Not quite/No.
- (c) Any other comments, suggestions or recommendations.

The assessor's name, academic qualifications, title, address and signature should be submitted together with the assessment report to the Head of Department (when formed), Deans or Directors.

3.1 Assessment by the Department

- (a) After receiving the assessor's report, the Departmental Staff Review Committee is required to go through the

assessment and submits its own recommendation on the assessments to the Faculty/Institute Staff Review Committee;

- (b) The Departmental Staff Review Committee should *weigh* every publication on the basis of the guidelines given in section (3.1.1).

3.1.1 Guidelines on Assessment of Publications

- (i) A book on the subject matter, *up to 6 points*.
- (ii) Writing of study materials should be based on the number of credit *units* will carry *three points*, that of *one unit* will carry *two points* and that of *half a unit*, *one point*.
- (iii) A paper in a refereed journal – *1 point*.
- (iv) A paper in published proceedings of a conference or Seminar – *1 point*.
- (v) Published conference papers should be retrievable from referred proceedings; research should be officially registered, evaluated and approved by Faculties/Institutions or consultancy report to be reviewed by two reviewers and report accepted by the client – *1 point*.
- (vi) A publication should *not be given the maximum point* if its overall quality is less than B+.
- (vii) For *co-authored works*, points should be *shared* among the authors according to one's contribution.
- (viii) A publication which is a reproduction of a Masters or Ph.D thesis should *not be considered unless* it has been extensively updated and improved both in content and presentation.
- (ix) For articles in journals *published in Tanzania*, certification that the Journal is approved by the SENATE Research, Publications and Consultancy Committee is required. Such

Journals should have highly qualified and competent members of the Editorial Board.

- (x) Dissertation and thesis will not to be awarded points (*No Points/Units*).
- (xi) General Dictionaries English – Swahili, Swahili – English, Swahili – English, etc. Each completed and accepted for publication *0 – 1 point*.
- (xii) Subject Dictionaries (e.g. Legal Terms, Medical Dictionaries etc.) to be evaluated as a book *0 – 6* points.
- (xiii) *Chapter in a Book*- In the form of research papers/chapters *0 – 1 point* for each chapter.

3.1.2 Mult-Chapter Book

These will be treated as follows:

- (i) Each chapter in a mult-chapter book should be awarded *one unit* each with units adding to the number of chapters
- (ii) Where in a book, multi-disciplinary authorship is featured, the points awarded *should be shared* (see Table 2, S/No.3).
- (iii) Where, in a book multi-disciplinary authorship *features*, the points awarded *should not be shared*
- (iv) For singly authored books, *the maximum of scores* should be *six points*. (See Sect. 3.1.1 item (I)).

3.1.3 Criteria for recognition of journals

- (i) All Journals/Bulletins should be evaluated and registered with the Research, Publications and Consultancy Committee of the Senate for OUT to recognize them.
- (ii) To be registered as a recognized Journal/Bulletin, the following criteria will apply:
 - (i) The journal must have an editorial board whose members should be known by names,
 - (ii) Target readership should include tertiary and research institutions.

- (iii) Types of articles should deal with basic and applied knowledge,
- (iv) Circulation of the journal should be wide, covering national and international boundaries,
- (v) Production of the journal should be recognized methods such as conventional printing, electronic etc.
- (vi) Frequency of publication should be regular and at least once a year.

4.1.4 Extra Criteria for Promotion to Professorial Ranks are as Summarized in the Table 2.

Table 2: Criteria for Promotion to Professorial Ranks

S/NO.	TYPE OF PAPER/PUBLICATON	NUMBER REQUIRED	CONDITIONS/QUALITY FOF JOURNALS
1.	Papers in Refereed Journals	A minimum of <i>two</i> papers for <i>teaching</i> ranks	To be assessed <i>regularly</i> say every 3 years (based on citation indices, range of international subscription, editorial boards etc.)
2.	Papers in Refereed Journals	A minimum of <i>three</i> papers for <i>research</i> ranks	Quality of Journals to be assessed <i>regularly</i> , say every 3 years (based on citation indices, range of international subscription, editorial boards, etc.
3.	Co-authorship*	Any number is allowed	Provided a <i>minimum</i> of 3 units are singly-authored for professorial ranks

* As general rule and as applicable to all categories of staff, points/units awarded for co-authored papers should be shared among authors according to their contribution.

CHAPTER 2

Guidelines for evaluation of Research

I. QUALITY OF RESEARCH

In view of research being one of the principal outputs of an academic staff member, the following chapter provides general guidelines on how the quality of on-going research and research related publications will be assessed at OUT. These are presented in Table 3(a) and 3(b), respectively. The two tables present the applicable scoring parameters to be graded as per guidelines provided in Table I.

Table 3 (a): *Quality of the Research Related Publications*

	GRADE					
	A	B+	B	C	D	E
Nature of the Research						
Originality						
Significance and Relevance						

Table 3 (b): *Assessment of Progress in on-going Research Project*

	GRADE					
	A	B+	B	C	D	E
Originality						
Significance and Relevance						
Adhere to Time Schedule of Activities						

Key:

- A = Excellent
- B+ = Very Good
- B = Good
- C = Average
- D = Poor
- E = Very Poor

Evaluation of research quality under this section shall be based on progress reports as approved regularly by the Faculty/Institute Research, Publications and Consultancy Committees,

II. INFORMATION ON ON-GOING RESEARCH PROGRAMMES/PROJECTS

In order to capture information on the progress in on-going research projects, it is proposed to modify section (4) of Annual Confidential Report Forms (ACRF) presented in Annex.1 as follows:

Assessment of On-going Research Programmes/Projects

- (i) Current Research Programmes Projects and Progress Made since Last Report.

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Table 4: Give details on Progress Reports (if any)

Report and Planned Time Schedule	Date of the Last Progress Report	Date Approved by the Faculty/Institute Research Publications and Consultancy Committee	Indicate whether the Report has been submitted to the Head of Department/Dean/Director

1 – To be an average of several research projects if more than one

CHAPTER 3

Guidelines for Annual Academic Staff Review

I. INTRODUCTION

This section is divided into two parts. Part one presents general guidelines for annual academic staff performance review as approved by the Council of the Open University of Tanzania. Part two deals with specific guidelines for promotion.

II. GENERAL GUIDELINES:

- (1) Staff on training with the promoted only when normal criteria (three years of teaching/research/production of study materials plus the required number of publications) are met if good progress in academic work has been confirmed.
- (2) Over and above the minimum number of publications required by the criteria for promotion, an allowance will be made for the nature of administrative responsibility, teaching load, production of study materials, guidance and counseling, responsibilities and whether he/she is a full time researcher.
- (3) At the annual staff review, a historical evaluation record since last staff review/promotion on narrative basis will be presented over and above the relevant year's grade. Where negative aspects are recorded in respect of an academician, such aspects should be communicated to the individual to enable him/her take corrective measures.
- (4) For promotion to senior ranks (Associate Professor and above) an assessment by persons (*external* to the Open University of Tanzania) is mandatory.
- (5) Individuals who are eligible for promotion but not considered shall be informed as to why they were not promoted. Heads, Deans/Directors and the Deputy Vice Chancellor (Academic) should share the responsibility of

informing the member of Staff concerned about the decisions made at different stages of Staff Review Meetings.

- (6) Individuals shall be allowed to appeal to higher authorities, if not satisfied with grounds advanced against consideration.
- (7) Efforts shall be made to activate members who have reached the top of the ladder and appear to be losing productivity.
- (8) All new members of staff should be properly briefed by their Heads of Departments (where formed)/Deans/Directors on the conditions for promotion.
- (9) Possession of a Ph.D or other equivalent qualifications should be encouraged. Equivalent here should refer to rigour, time and standard required to attain the qualifications. Where, for example, number of years since graduation and payment of specified fees are the only criteria for obtaining the qualification, such a qualification should not be counted as equivalent. Examples of these are: membership to certain professional associations which do not demand passing of examinations but allow its members to write after their names certain initials solely on payment of the prescribed fees. Another extreme case occurs here a qualification is obtained on the basis of simple tasks that require little mental exertion, this should not be accepted as an equivalent qualification. Example of this is when certain Universities ask people to collect their past writings for the purpose of assisting them and subsequently awards the author a degree.

N.B: *In all doubtful cases, local and international bodies which exist to assist establishing of equivalence should be consulted.*

- (10) Academic Staff of any level who are registered for higher degrees and fail in their studies shall cease to be members of the Academic Staff of the Open University of Tanzania.
- (11) Annex 2 presents Students' Course Evaluation form which is to be filled by students.

III. SPECIFIC GUIDELINES FOR PROMOTION BASED ON THE SCHEME OF SERVICE FOR ACADEMIC, RESEARCH FELLOWS AND LIBRARY STAFF

(I) SENIORITY

The schemes have been laid down according to levels of seniority.

SCHEMES OF SERVICE FOR ACADEMIC STAFF AND RESEARCH FELLOWS

Table 5: Posts and Salary Scales for Academic Staff/Research Fellows:

SERIAL	POSTS	SALARY SCALES
A	Tutorial Assistant	PHTS 7 – 9
B	Assisting Lecturer/Ass. Research Fellow	PHTS 10 – 14
C	Lecturer/Research Fellow	PHTS 15 – 16
D	Senior Lecturer/Senior Research Fellow	PHTS 17 – 18
E	Associate Professor/Associate Research	PHTS 19 – 20
F	Professor/Research Professor	PHTS 21

In future, OUT will provide a comprehensive guideline for slotting new and old staff falling within the same scale based on individual performance and attainments e.g. PHTS 10 – 14 within scale B. A new HRM policy will provide more details on slotting.

(2) METHODS OF ENTRY AND ADVANCEMENT

The methods of entry and advancement to the above posts will be as follows:

A. TUTORIAL ASSISTANT – PHTS 7 – 9

(a) Mode of Entry:

Direct Entry:

Candidate should have attained first degree with minimum of **3.8 GPA** with excellent results in the subject area or equivalent.

(b) Duties:

- Writing scripts for radio broadcasts, video and audio cassettes, various reports and papers,
- Supplementing existing study materials,
- Editing, reviewing and translating course materials,
- Providing support materials, guidance and counseling and other services to students,
- Helping to keep students' records correspondence and other communications,
- Helping in general academic administration as will be asked of him by seniors,
- Doing any other task as may be prescribed by one's reporting officer, Dean of the Faculty or Director of an Institute and/or the Deputy Vice Chancellor (Academic) from time to time.

B. ASSISTANT LECTURER OR ASSISTANT RESEARCH FELLOW PHTS 10 - 14

(a) Mode of Entry:

(i) Direct Entry:

Possession of a good Master's Degree (B+ or above GPA 3.8 - 3.6) in a relevant discipline or equivalent.

(ii) In-Service Structure:

Candidates should have at least two years of successful teaching and research and should have written study materials as Tutorial Assistant, or produced papers which have gone through the editorial process and are weighted at 1 point (half course unit).

(b) Duties:

As for Tutorial Assistant plus:

- Writing new study materials, scripts for radio broadcast, video and audio cassettes, various reports and papers,
- Adopting and/or supplementing existing materials,
- Liaising with course writers, editors, reviewers, producers, artists, coordinators and other members of the course team,
- From time revising course materials and audio programmes,
- Giving public lecture, tutoring and leading academic discussions,
- Setting and marking course assignments and/or tests, examinations supervision of field work, practicals and all other related academic activities,
- Encouraging and motivating students to improve themselves academically,
- Helping to identify and set up local study groups,
- Conducting research work and disseminating research findings.

c. LECTURER/RESEARCH FELLOW – PHTS 15 - 16

(a) Mode of Entry:

(i) Direct Entry:

Candidates should have a Ph.D degree in relevant fields or equivalent professional qualifications for non Ph.D to be considered or relevant publications.

(ii) In-Service Structure:

Satisfactory teaching and research experience of at least three years as Assistant Lecturer/Assistant Research Fellow. In addition an Assistant Lecturer should have written or published study materials whose weight is worth two points (one course unit). An Assistant Research Fellow should have produced publishable materials worth four points (two course units).

(b) Duties:

As for Assistant Lecturer/Research Fellow with added responsibilities, he/she will be required:

- to teach face to face course and lead seminars;
- to undertake individual research and participate in bigger multi-disciplinary research projects;
- to prepare manuals and case studies for training;
- to offer close supervision and guidance to students;
- to manage undergraduate programmes
- to undertake consultancy projects.

N.B. No candidate shall be promoted beyond Lecturer or Research Fellow level unless he or she has a Doctoral degree.

**D. SENIOR LECTURER/SENIOR RESEARCH FELLOW
PHTS 17 – 18**

(a) Mode of Entry:

(i) Direct Entry:

A Ph.D degree with teaching/research experience of at least three years and have published in academically renown journals whose weighting is equivalent to 8 points.

(ii) In-Service Structure:

Candidate with Ph.D. should have at least three years of professional

work as Lecturer with satisfactory teaching and research experience as Lecturer, and should have publications, study materials or books whose weight is equivalent to four points or two course units.

In case of a research fellow, a total of four course units or eight points or one good book with two publishable papers or one course unit since last promotion.

(b) Duties:

As for Lecturers with added responsibilities, he/she should demonstrate the ability to head a Faculty, a Directorate, a Regional Centre, or a Department. In the case of Senior Research Fellows, they should be able to manage some major research projects.

E. ASSOCIATE PROFESSOR/ASSOCIATE RESEARCH PROFESSOR PHTS 19 - 20

(a) Mode of Entry:

(i) Direct Entry:

A Ph.D degree with teaching/research experience of at least six years. In addition he/she must have published in renowned journals whose weight is equivalent to 13 points.

(ii) In-Service Structure:

Candidate would have a minimum of three years as Senior Lecturer of satisfactory teaching and research. The candidate should have three units or six points or one good book for senior Lecturer. The Senior Research fellows should have six units or twelve points or two good books since last promotion whose weighting is equivalent to 12 points.

(b) Duties:

As Senior Lecturer with additional responsibilities; such as initiation of new programmes, supervise advanced degree, offer consultancy

write papers that would advance the frontiers of knowledge, formulate academic policies, offer technical assistance to University organs. Should demonstrate ability to lead an Institute, Faculty, Department and an Associate Research Professor should be able to manage major research projects.

F. PROFESSOR PHTS 21

(a) Mode of Entry:

(I) Direct Entry:

Candidate should have at least three years of professional work as Associate Professor with extensive teaching and research experience. In addition one must have published study materials whose weighing totals eight points (for course units) on one good book with one course unit. For Associate Research Professor, Candidates should have eight course units or sixteen points or two books and two course units since last promotion.

(b) Duties:

As for Associate Professor/Associate Research Professor plus the following:

- conduct formal training proved leadership in faculty in specific multidisciplinary project conducted by the University.
- Provide personal guidance and advice to client in the field; undertake large consultancy projects
- Provide guidance to members of staff;
- Prepare and publish manuals or textbooks in related fields. A Professor is also expected to deliver a Professional Inaugural lecture within two years of promotion. A professor should demonstrate the ability to provide highest leadership in a discipline/research/supervision.

SCHEME OF SERVICE FOR LIBRARY STAFF

Table 6: Posts and Salary Scales for Library Staff:

SERIAL	POSTS	SALARY SCALES
A	Assistant Librarian	PHTS 10 – 14
B	Librarian	PHTS 15 – 16
C	Senior Librarian	PHTS 17 – 18
D	Associate Library Professor	PHTS 19 – 20
E	Library Professor	PHTS 21

The methods of entry and advancement to the above posts will be as follows:

A. ASSISTANT LIBRARIAN – PHTS 10 – 14

(a) Mode of Entry:

(i) Direct Entry:

Possession of a good Masters Degree

(b) Duties:

- planning and supervising library services
- indexing, abstracting and dissemination of information
- compiling and classifying publications
- evaluating and selecting publications and other library materials
- any other duties as may be assigned to him by superiors,
- using electronic media in performing his duties.

B. LIBRARIAN – PHTS 15 - 16

(a) Mode of Entry:

(i) Direct Entry:

A recognized Ph.D degree or equivalent professional qualification.

(ii) In-Service Structure:

The candidate should have at least a Ph.D Degree in the relevant field and satisfactory services, research experience of at least three years as an Assist Librarian; published study materials whose weighting is equivalent to one course unit or two published papers of two points.

(b) Duties:

- As for Assistant Librarian above, but with added responsibilities.
- No candidate shall be promoted above librarian level without a Ph.D degree.

C. SENIOR LIBRARIAN – PHTS 17 - 18

(a) Mode of Entry:

(i) Direct Entry:

A Ph.D. degree with experience of at least three years and must have articles published in journals whose weighting is equivalent to eight points.

(ii) In-Service:

A Ph.D degree with at least three years of professional work and Librarian with satisfactory service; research experience and should have published study materials equivalent to two units or four published units or four publishes papers since last promotion.

* The post of Tutorial Assistants will also apply to the Library

Scheme of service as detailed in Section III (2) of Chapter Three of the booklet.

Duties:

As for the Librarian with added responsibilities. He/She should demonstrate the ability to manage a library.

D. ASSOCIATE LIBRARY PROFESOR – PHTS 10 - 20

(a) Mode of Entry:

(i) Direct Entry:

A Ph.D. degree in relevant field with six years of work experience and must have published worth 12 points.

(ii) In-Service Structure:

At least three years of professional work as Senior Librarian with extensive Library/or research experience. The candidate should have a minimum of eight units since last promotion of which, at least five units should be from recognized journals/published books.

(b) Duties:

- Responsible for planning and providing efficient library services for the Open University of Tanzania.
- Plans and administers programmes of library service of the Open University of Tanzania.
- Recommends library policies and services and implements policy decisions.
- Furnishes information on library activities, facilities, rules and services, and estimates interest on reading and use of library services.
- Recommends acquisition of materials in general and performance specialized subjects.
- To handle electronic media for the whole University.
- To handle Regional Libraries materials
- To demonstrate the ability to co-ordinate Regional Libraries.

- To handle computer networks.
- To teach library related courses to university students.
- Providing readers advisory services on basic knowledge of correct reviews and bibliographies.
- Maintaining collection of books, serial publications and documents.
- Selecting, ordering catalogues and classifies special collection of books, periodicals, manufactures, catalogues and specifications, journals reprints, documents, audio visual aids and other materials.
- Assisting professional cadres in research problems.
- Translating or arranging for translation of materials from one language into another.
- To establish and maintain contact with reputable libraries, bookshops and authorities in distribution and visual aids.

E. LIBRARY PROFESSOR – PHTS 21

(a) Mode of Entry:

(i) Direct Entry:

A Ph.D. degree holder well experienced person six years with publications equivalent to 21 points or books with equivalent weighting.

(ii) In-Service Structure:

At least three years of professional work as Associate Library Professor with eight published papers, extensive research experience. In addition one must have a total of four units or eight published papers.

(b) Duties:

As for Associate Library Professor with added responsibilities. He should be able to provide leadership at the top levels of the Institution.

IV. ACADEMIC STAFF PERFORMANCE REVIEW FORM:

(1) ANNUAL ACADEMIC STAFF REVIEW FORM

In principle, OUT adopted the old form with the following amendments.

More space has now been provided for information under the following items:

- Personal History,
- Previous working Experience,
- Publications since last report,
- Published papers/books,
- Manuscripts submitted for publication,
- Papers in refereed journals.

Alternatively, attached copies of CVs and other annexures could be used in furnishing the required details. Annex I gives the amended Annual Confidential Review Form for staff.

(ii) STUDENT' COURSE EVALUATION FORM

In the case of the OUT students' view on Lecturers, these will be solicited in the following areas as indicated in Annex 2:

- (a) Carefulness in marking assignments, test and exams'
- (b) Turn-around time in giving feedback on students' assignments, tests and exams,
- (c) Students' performance,
- (d) Academic counseling and guidance,
- (e) Supervision of research work, papers, projects, science practicals, teaching practice, dissertation etc.
- (f) Production of quality study materials,
- (g) External Examiner's Report,
- (h) Face to face session.

(3) RECOMMENDATIONS

- (i) Lecturers should be provided with an opportunity to react to students' views on the overall summary form prepared by the evaluation coordinator.
- (ii) Substantive course outlines, educational video tapes, compendia and other scholarly production, should be recognized and the respective authors rewarded accordingly.
- (iii) Good teaching should be accorded commensurate weight so that junior staff in non-professorial ranks may benefit from it. Presently, they can only rise through publications/attainment of higher degree.
- (iv) Certificate and Postgraduate Diploma Courses in Distance Education are essential and necessary for effective training programme for academic staff development at the OUT. These programmes will be available *so long as graduates of the same are remunerated accordingly*. On successful completion, graduates will be awarded a double salary increment.

Annex 3 gives a condensed criteria for promotion of the academic staff at OUT outlining minimum requirement.

CHAPTER 4

Other Recommendations Adopted from the Mshana Report (UDSM, 1997)

- 1. Recommendations on how to handle staff who do not fill the ACRF**
 - 1.1 The following recommendations are expected to reduce significantly the percentage of staff who do not fill the Annual Confidential Report Form (ACRF), presented in Annex 1.
 - 1.1.1 Filing of the ACRF should be made part of the terms and conditions of service. Each staff should sign a special form to accept the requirement and consequences of not filling the ACRF.
 - 1.1.2 The Deputy Vice Chancellor (Academic) in conjunction with Dean and Directors should ensure that each staff gets the ACRF in good time.
- 2. Recommendations on how to handle Professors who do not deliver Professorial Inaugural Lecturers.**
 - 2.1 Professors be required to deliver inaugural lectures within three years after promotion to Full Professorship or their appointment.
 - 2.1.1 The university shall pay an equivalent of US \$ 2000 as an incentive after the lecture is delivered and published.
 - 2.1.2 The University shall give time-off to Professors for preparation of the lecture. During this period, the University shall endeavour to pay for the respective expenses. A maximum time – off period of up to 3 months is allowed.

2.1.3 University should have budget for the lectures. Each Professor should submit a budget for approval before embarking on the preparations for the lecture.

3. Recommendations on how to handle member of academic staff who tend to overstay on leave of absence

3.1 Staff members who tend to overstay their leave of absence without pay and without permission resulting in terminating their appointments for failure to return be handled as per relevant staff regulations, Institutional HRM policy or national regulations (where necessary).

4. Recommendations on how to handle staff who publish while on leave of absence

4.1 Staff whose services have been terminated from University, when and if they reapply to rejoin the University, they should be treated like any other person seeking university employment for the first time. Their publications, research, consultancy and seminar/workshop/conference proceedings should be evaluated wholly.

4.2 For staff still with the University but away for the time being, their publications should be evaluated and considered for promotion after they have served the University for at least one year after reporting back. However, the requirements of a minimum of 3 years on one post should be maintained.

4.3 Publications emerging from full-time research should be considered in the same way as any other publications of the staff in question.

5. Recommendations on how to handle staff who do not submit original Ph.D certificates and copies of Dissertation/Thesis

5.1 Staff be required to submit an original Ph.D. certificate and a copy of the Thesis/Dissertation within one year after completion of studies. Requirement to submit an original Ph.D certificate will be incorporated in the “Terms and Conditions of Sponsorship”.

5.2 Staff who fail to submit an original Ph.D certificate and copy of the Dissertation/Thesis within the specified period shall be considered to have failed to complete the Ph.D. Programme and therefore liable for termination.

5.3 Certificates from un-accredited universities shall not be recognized by OUT.

6. Recommendations on performance of staff with respect to availability for consultations

6.1 Each staff member should be required to display clearly on his/her office door or on the respective websites, the times when he/she is available for consultations, indicating specific times for each subject.

6.2 Heads of Department or Directors/Deans (where there are no departmental heads) must warn a non-complying member verbally in the first instance and in writing later on, when non-availability persists.

6.3 Should warnings by the Head of Department/Dean/Director fail to induce change, then the employer shall revert to the schemes of service and invoke its provision treating the non-complying member in the same way as someone who absents himself/herself or absconds from duty *without* permission.

7. Recommendations on how to handle staff who stay in one position for too long

- (i) Members to be taken against staff shall be diversified with regard to the period and rank.
- (ii) A two year period (after the normal 3 years), shall be adopted for an (in-depth) assessment of progress made by staff in implementation of the directives.

8. Recommendation on whether Deans and Directors should be given credit for administrative work

8.1 Recommended that credit for administrative work by Deans, Directors and Heads should be in form of meaningful monetary remuneration as specified in the Rewards and Sanctions Chapter of this booklet.

8.2 OUT should arrange for a time-off for Deans, Directors and Heads so as to acquaint themselves with teaching activities and to publish: One month “time-off” for each year in management position shall be allowed.

9. Recommendation on how to handle staff who have no views of students on their performance

9.1 Assessment should be uniform throughout the University in terms of student assessment forms being used and the mode of administering the forms. The student course evaluation forms are given in Annex 2 to this booklet. The aim is to eliminate subjectivity in such forms. The revised forms contain questions whose answers neither “contradict” nor “complement” each other in such a way that someone who is subjective will find this out easily. The form shall not exceed three pages and is to be used by all Departments/Faculties/Institutes.

9.2 A neutral person appointed by DVC (Academic) shall administer the filling of the student evaluation forms.

9.3 If student's assessment of staff is not available, then the Dean/Director or/Head concerned will be taken to task.

CHAPTER 5

Work Load Policy and Instruments of Measurement

According to Mshana's report, (1997), the work load is considered by weighing of Academic and Administrative Activities and the following guidelines are recommended:

1. To consider for promotion, the following academic and administrative activities performed by academic staff.
 - (i) Quality of undergraduate teaching and supervision,
 - (ii) Quality of postgraduate teaching and supervision
 - (iii) Research and Consultancy
 - (iv) Publications.
- 1.1 The above activities have appeared in Temu's Report (2003) including administration and other non-traditional duties the first two activities are however, not explicitly considered for promotion at the moment.
2. Contribution of the activities to the overall assessment should be differentiated for various ranks as follows:
 - (i) Weight of teaching shall be decreasing with an increase in rank,
 - (ii) Weight of publications shall be the same for all ranks,
 - (iii) Weight of research and consultancy shall be increasing with an increase in rank,
 - (iv) Contribution of teaching and supervision of postgraduate students shall only be applied to staff participating in the activities proposed.

In the light of Para (1) – 1.1) above, major activities for academic staff at OUT may be summarized as follows:

- (i) Teaching includes the following items:
 - (a) Developing programme–Syllabi and Course Outlines,

- (b) Developing instructional materials – Course Outlines and Study Materials,
- (c) Supervision of Practicals and Assessment of Practicals,
- (d) Guidance and Counselling of Students,
- (e) Setting of Tests, Assignments and Examinations,
- (f) Marking tests, Assignments and Examinations,
- (g) Preparation of Examinations and Tests,
- (h) Conducting face to face sessions.
- (ii) Consultancies,
- (iii) Research,
- (iv) Publications.

It is understood that academic staff at the OUT shoulder a heavier workload than their peers in some other distance teaching universities. On the other hand, a comparison of the workload of an OUT academic staff with other Tanzanian Universities shows on the average a heavier workload per week that e.g. those from the sister public university like SUA. For this reason, the policy of paying honoraria to academic staff for excess hours spent on teaching activities per week is recommended. Table 7 gives the typical workload distribution for various academic staff cadre.

Table 7: Distribution of Workload per Week – (in hours) OUT

	Professor	Associate Professor	Senior Lecturer	Lecturer	Assisting Lecturer	Tutorial Assistant
Teaching	10	10	12	16	18	8
Research	15	15	20	20	20	31*
Consultancy	7	7	4	2	-	-
Counseling	4	4	2	2	2	1
Administration	4	4	2	-	-	-
Total	40	40	40	40	40	40

* Tutorial Assistants, research means pursuing studies to attain the required academic qualifications and assisting senior staff in research and consultancies.

Table 7 will be supplemented by a more detailed instrument for its operationalisation.

CHAPTER 6

Proposed Reward and Sanctions

The academic community at OUT has a management structure that is stratified at the University, Faculty and Regional levels.

1. University Level
- 2.2 The rewards and sanctions at the top administrative and academic level which consists of the ice Chancellor, Deputy Vice Chancellor(s) and the Registrar will be subject to approval by the Government. Whenever Government has reviewed its reward system for its top civil servants that is, Permanent Secretaries, then there will be a need to do the same for the top officers of the public universities. **It is recommended that OUT management explores this along with the responsible officers of other public universities. Meanwhile, until the Government provides a different reward system for these officials, to give them rewards similar to those of Deans/Directors.**
2. Faculty Level
- 2.1 The OUT act No.17 of 1992 designates Deans/Directors as academic and administrative Heads of Faculties/Institutes. There are onerous responsibilities. At OUT, they do not only involve curricula development and renew at undergraduate and postgraduate levels; they include the tasks associated with distance learning including setting ad marking assignments, test examinations, supervision of postgraduate students and promoting as well as preparing study materials in their respective Faculties. Directors of Institutes as well as the DRPGS, DIET and the DRS carry similar

responsibilities. Experience has shown that these responsibilities are full time. They leave those undertaking them hardly any time for research and publications, **and younger academics taking on these responsibilities find themselves far behind their peers at the end of their tenure.** Universities across the world have attempted to solve this problem by making them full-time, they have fixed posts for specific periods ranging from five to six years. At the same time, they have fixed attractive salaries to the posts, including housing, car, travel or access to car loans and entertainment allowances, **and six to twelve months' statutory study leave at the end of tenure.**

2.2 The privileges and rewards that these posts presently carry at OUT are currently **not attractive in comparison with their responsibilities.** There is therefore the need for the university to increase them to bring them in line with the responsibilities. The following incentives are recommended.

- (a) 30% of Dean/Director's substantive annual salary at Professorial Grade level for all regardless of rank. Further that it be paid on a six-monthly basis rather than at the end of tenure considering financial constraints of OUT.
- (b) Six months sabbatical leave for a three year tenure and twelve months for a six year tenure.
- (c) Entertainment allowance as approved by Council from time to time.

2.2 **As for sanctions,** should Dean/Director be found **waiting,** it is recommended that, given the period that the Dean/Director takes to adjust into the post, it is difficult to judge his/her performance under the period of three years. His/her performance will **be judged on the basis of the first tenure, and if found wanting, the Council take appropriate**

measures and hence, a second tenure should not be considered...

3. Directors of Regional Centre

3.1 A decision needs to be made whether or not these posts are

limited to Regions. Currently, advertisements for the job would suggest that they are permanent regional posts, and it is perhaps desirable that they remain so. The post is a five year renewable appointment as approved by Council. In the light of this and of the importance attached to the post, the holders of this post must have:

- (a) Sufficient managerial and academic experience (Lecturer and above)
- (b) Be entitled to attractive privileges both financial and material including an equipped office, access to a vehicle or a loan to facilitate movement and communication in the region and entertainment allowance in the line with OUT financial regulations.
- (c) Other incentives and sanctions should be similar to Deans/Directors as detailed above.

4. Subject Co-ordinators (including the Librarian)

4.1 The University has yet to recognize that this is an extra responsibility of extreme importance to the academic enterprise at OUT. Almost all junior academics carry this responsibility at a potential heavy cost to their research and publications capacity. It needs no stressing that co-ordinators are crucial for the success and smooth running of academic programmes at OUT. Chasing part time lecturers is a challenging/unpredictable task considering that not all them are willing customers. It is recommended that the university take a bold step and pays subject co-ordinators, ICE Coordinators who will be designated by DVC (Academic);

allowances similar to those paid to part time staff, who takes on this responsibility. Previously, Council had already approved responsibility allowance for co-ordinators at a rate of TShs.70,000/= per month> Hence implementation of either of these two measures will be considered. Annex 4 provides the presumed functions of the subject coordinator.

CHAPTER 7

Guidance for recognition of an OUT Professor Emeritus

1. BACKGROUND

The guidelines for recognition of OUT senior academic staff members as *Professor Emeritus* have been prepared following approval by the 45th Council meeting to introduce such a cadre. What is most crucial here to observe that creation of this cadre of academic staff does not lead to expansion of the scheme of service of the academic staff because a **professor Emeritus** of OUT will not be expected to draw any formal salary from OUT. However if a *Professor* provisions *Emeritus* is able to attract additional funding to OUT, provisions can be made for him/her to draw some allowances to facilitate remuneration for the time input. In the next sections, specific guidelines on the cadre of a *Professor Emeritus* of OUT are provided.

II. DEFINITION OF A PROFESSOR EMERITUS

Literature shows that a *Professor Emeritus* means a Professor who no longer has a *salaried position* among the teaching or research Professors of a College or University *but* continues to keep the *title* of the position (and sometime even *his office* is in the University College premises).

III. CRITERIA FOR CONSIDERATION TO BE AN OUT PROFESSOR EMERITUS

A person who will be considered for award of the status of an OUT Professor Emeritus should be a Full Professor who has contributed substantially to any of the following:

- (i) Excelled in Teaching, Consultancy and Research,
- (ii) Excellence in Publications,
- (iii) International Exposure/contacts,
- (iv) Someone with recognized contribution to Development of the Country,
- (v) An academician associated with discoveries or new frontiers of knowledge,
- (vi) A substantial contribution to the overall development of OUT.
- (vii) A person who has contributed to ownership of copyrights and/or patents.

IV. ADVANTAGE OF HAVING EMERITUS PROFESSORS

- (i) The title is honorary and is a way to thank retired Professors for work accomplished and an expression of the wish to remain in touch with them.
- (ii) It helps the University to *maintain the reputation* it has build up over time, thanks to the good work of its renown Professors who remain on the list of its staff.
- (iii) The Professor Emeritus may *supervise postgraduate* students and guide young Professors.
- (iv) He/She may also acquire a *Professorial chair* and thus be in charge of research or scholarship funds. This, perhaps, is one of the greatest benefits because of the potential which a Professor Emeritus has to fundraise for the University and to obtain various grants.
- (v) The Professor Emeritus is most likely to continue *researching* and *publishing* and so raise the status of the University.

- (vi) The Professor Emeritus is a treasure of experience and wisdom that the management, other academic staff and students can draw upon any time.

V. EXPERIENCE FROM OTHER UNIVERSITIES

- (i) Within the country, only UDSM tried to give this title to one Professor who had retired. But the Professor preferred to work on contract terms and be paid, which was incompatible with holding the position of a Professor Emeritus.
- (ii) At Columbia University in New York, the position and rationale for the position are also fairly similar to the arguments provided in I & II above.

VI. PROCEDURE FOR REWARDING THE OUT PROFESSOR EMERITUS POSITION

- (i) OUT introduces this Professorial rank and selectively gives it to retired non-serving Professors who will have had a minimum of 10 years of excellent service to the University and the nation.
- (ii) The Faculty in which the Professor was based and/or the management should take the first in identifying/proposing the Professor who meets the criteria and capable of bringing to the University the benefits listed under III above.
- (iii) /the Professor Emeritus should agree to be associated with OUT for his/her lifetime when approached by the University authorities.
- (iv) Consultations with the entire University must begin well before the Professor Emeritus – to-be terminates his/her employment with University.
- (v) Both Senate and Council will have to approve the recommendation of the Faculty/Institute concerned or of the management.
- (vi) The Professor Emeritus status will not carry a formal salary but *special services* offered by him/her shall normally be recognized in various ways including being given substantial

amounts of funds periodically as per OUT financial regulations.

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THE OPEN UNIVERSITY OF TANZANIA

ANNUAL CONFIDENTIAL REPORT FOR ACADEMIC STAFF
FOR THE CALENDER YEAR (.....)

PART 1
FILLED BY STAFF MEMBER
PERSONAL PARTICULARS

1. PERSONAL HISTORY

Name (in full)

.....

Date of Birth **Place of Birth**

.....

Nationality

.....

2. EDUCATIONAL BACK GROUND

UNIVERSITIES/COLLEGES ATTENDED	QUALIFICATIONS OBTAINED
--------------------------------	-------------------------

.....
.....

Administrative
.....

.....
.....

(i) Date of 1st Appointment OUT

.....

(ii) Date of Confirmation

.....

(iii) Date of Last Promotion/Recategorization

.....

3.1 PREVIOUS WORKING EXPERIENCE:

.....
.....

.....
.....

.....
.....

.....
.....

3.1.1 EXTRA CURRICULAR ACTIVITIES:

.....
.....

.....
.....

.....
.....
.....
.....

4.0 PUBLICATIONS SINCE THE LAST REPORT:

PUBLISHED PAPERS/BOOKS AND PAPERS/BOOKS ACCEPTED FOR PUBLICATON (INDICATE AUTHORS (S), TITLE BOOK PUBLISHER OR NAME OF JOURNAL VOLUME, ISSUED AND YEAR. THIS SHOULD INCLUDE PREPARED STUDY MATERIAL ETC.

.....
.....
.....
.....

4.1 OTHER MANUSCRIPTS SUBMITTED FOR PUBLICATION (INDICATE JOURNALS / PUBLISHER AND YEAR SUBMISSION)

.....
.....
.....
.....

4.2 OTHER RESEARCH PAPERS/WRITINGS (Indicate media/purpose e.g (Govt. Report Conference Papers etc).

.....
.....
.....

4.3 IF YOU DID NOT PUBLISH GIVE REASONS WHY:

.....
.....
.....
.....

4.4 CURRENT RESEARCH PROGRAMMES AND
PROGRESS MADE SINCE LAST REPORT

.....
.....
.....
.....
.....

Give details on Progress Reports (if any)

Report and Planned Time Schedule	Date of the Last Progress Report	Date Approved by the Faculty/Institute Research Publications and Consultancy Committee	Indicate whether the Report has been submitted to the Head of Department/Dean/Director

4.5 TEACHING/CONSULTANCY/COUNSELLING

.....
.....
.....
.....

4.6 TEACHING LOAD IN THE ENDING YEAR (e.g. Practicals, Course taught, Size of Class, Supervision of Postgraduate Students, Days on Field Work).

.....
.....
.....
.....

4.7 CONSULTANCY SERVICE LOAD:

.....
.....
.....
.....
.....

5.0 TRAINING

Do you have a Postgraduate Diploma in Distance Education or its Equivalent YES/NO

.....
.....
.....

Any Other Training Attended

.....
.....
.....

6.0 ANY OTHER COMMENTS

.....
.....
.....

Date Signature of Staff Member

.....

PART II: COMMENTS BY DEAN/DIRECTOR

7.0 STAFF MEMBER’S EFFECTIVENESS AS A RESEARCHER:

7.1 RESEARCH ACTIVITIES:

(a) Books:

.....
.....
.....

(b) Papers in Refereed Journals

.....
.....
.....

(c) Papers presented in recognized Conferences and Seminars and retrievable from proceedings

.....
.....
.....

(d) Technical Notes and Reports of Conference Published and Retrievable From Proceedings for Evaluation.

.....
.....
.....

(e) Consultancy and Research Reports

7.2 ASSESSMENT OF PUBLICATIONS LISTED IN PART I AND SUBMITTED FOR EVALUATION

7.2.1 Quality of the Publications

Table.2 Publications

	1	3	3	4	5	
Quality Aspect	Coverage	Originality	Contribution to knowledge	Relevance to one's academic discipline	Relevance to one's individual's own specialization in the discipline	Presentation
Title						
(1)						
(2)						
(3)						
(4)						
(5)						
(6)						
(7)						
(8)						
Overall assessment of all publications						

NB. Use letter grades in the assessment: A – Very Good; B = Good; C = Average; D – Poor; E= Very Poor

Does/do the publication(s) generally reflect the author's current academic rank?

Quality aspect Title	Yes	Not quite	No
(1)			
(2)			
(3)			
(4)			
(5)			
(6)			
(7)			
(8)			

7.2.3 Whether the overall quality and weighting of the publications assessed merit promotion of the author to the next academic Rank.

Yes Not quite No

7.3 OTHER ACADEMIC ACTIVITIES

.....

8.0 STAFF MEMBER'S EFFECTIVENESS AS A UNIVERSITY TEACHER

		A	B+	B	C
Teaching Materials	(a) Lecturer (b) Practicals				
Student views					
Availability for Consultation					
Punctuality					
Supervision					

KEY: A = Excellent
 B+= Very Good
 B = Good
 C = Average
 D = Poor
 E = Very Poor

8.1 CAREFULNESS IN GRADING SCRIPTS:

Excellent A Very Good B+ Good B
 Satisfactory C Unsatisfactory I

8.2 CAREFULNESS IN KEEPING STUDENT GRADE RECORDS

Excellent A Very Good B+ Good B
 Satisfactory C Unsatisfactory D

8.3 COMMENTS ON TEACHING LOAD (Tick) the appropriate remarks

Heavy

.....
.....

Average

.....
.....

Light

.....
.....

8.4 OTHER COMMENTS ON HIS/HER TEACHING

.....
.....
.....
.....
.....

9.0 ADMINISTRATIVE MANAGEMENT APPRAISAL FOR ASSESSMENT OF DIRECTOR OF REGIONAL CENTRE (DRC)

S/N	CRITERIA	LEVEL OF PERFORMANCE			
		A	B	B+	C
1.	Leadership (ability to lead and get work done)				
2.	Contribution to development of the centre				
3.	Management of promises & Environment				
4.	Management of Resources and conformity to financial regulations				
5.	Attendance and availability in the centre for consultation				
6.	Relationship with co-workers at the centre and community				
7.	Organization of OUT core activities (eg.				

	Face to Face, Tests, Exams, Invigilation etc)				
8.	Handing of students' matters Relationship & cooperation with OUTSO leaders				
9.	Publicizing the OUT in the Region				
10.	Creativity in maintaining the centre				
11.	Extra curricular activities				

9.1 OTHER COMMENTS ON HIS/HER ADMINISTRATIVE AND MANAGEMENT

.....
.....
.....
.....
.....
.....

10..0 PARTICIPATION IN PUBLIC SERVICE IN THE UNIVERSITY AND/OR OUTSIDE UNIVERSITY

10.1 PARTICIPATION IN DEPARTMENTAL MATTERS (e.g ADMINISTRATION, DEPARTMENTAL MEETINGS AND COMMITTEE)

Very Active **Active**
.....
Indifferent **Not had opportunity**
.....
Additional Comments
.....
.....
.....

.....
.....
10.2 PARTICIPATION IN FACULTY MATTERS (e.g
ADMINISTRATION,
FACULTY/INSTITUTE BOARD MEETINGS,
FACULTY/INSTITUTE
COMMENTS)

Very Active

.....
Active
.....
.....

Indifferent

.....
Not had opportunity
.....

10.3 PARTICIPATION IN OTHER UNIVERSITY ACTIVITIES
(e.g. UNIVERSITY COMMITTEE ETC)

Very Active

.....
Active
.....
.....

Indifferent

.....
Not had opportunity
.....

10.4 PARTICIPATION IN NATIONAL/ COMMUNITY
ACTIVITIES (e.g.
NATIONAL BOARDS, CONSULTANCY ETC)

Very Active

.....

Active

.....

.....

Moderate Active

.....

Indifferent

.....

....

Not had opportunity

.....

.....

.....

11.0 GENERAL COMMENTS ON STAFF MEMBER'S BEHAVIOUR:

11.1 RESPECTS FOR OTHER PEOPLE

Excellent (A)

.....

Very Good (B+)

.....

Good (B)

.....

Satisfactory (C)

.....

Unsatisfactory (D)

.....

11.2 DEDICATION TO WORK:

Very Serious (A)

.....

Serious (B)

.....

Moderately Serious (C)
.....

Not Serious (D)
.....

**11.3 SPIRIT OF COOPERATION WITH DEPARTMENT
HEAD AND
OTHER CO-WORKERS:**

Excellent (A)
.....

Very Good (B+)
.....

Good (B)
.....

Satisfactory (C)
.....

Not satisfactory (D)
.....

**11.4 ANY SPECIAL WEAKNESSES WHICH INTEFERE WITH
WORK**

Yes (.....)
.....

No (.....)
.....
.....
.....

**11.5 HAVE THESE WEAKNESSES BEEN COMMUNICATED
TO THE STAFF MEMBER?**

Yes (.....)
.....

No (.....)
.....

How was this effected? Written Warning

.....

Verbal Communication

.....

Others

.....

.....

.....

.....

11.6 ADDITIONAL COMMENTS:

.....

.....

.....

.....

12.0 DEPARTMENTAL COMMITTEE RECOMMENDATION

Recommended for Promotion

.....

.....

.....

Other Recommendations

.....

.....

.....

Reasons for the Recommendations

.....

.....

.....

Date:

.....

Signature of Head of

Department

... (Tick s) the appropriate remarks

PART III: COMMENTS BY FACULTY COMMITTEE

13.0 COMMENTS ON HEAD OF COMMITTEE'S ASSESSMENT.*

.....
.....
.....

...

14.0 DEAN'S/DIRECTORS ASSESSMENT OF THE INDIVIDUAL

.....
.....
.....
.....

.....

Date **Signature of the**
Dean/Director

PART IV: COMMENTS BY THE DEPUTY VICE CHANCELLOR (RS)

.....
.....
.....

.....

Date **Signature of the Deputy Vice**
Chancellor (RS)

- **One copy: for Faculty file**

(b) up-to-date CV

(c) Reviewed & Evaluated Publications

(d) PhD degree (if available first time)

** Fill where applicable.*

THE OPEN UNIVERSITY OF TANZANIA
Students' Course Evaluation Form

(To be filled by students who have completed the course)

FACULTY/INSTITUTE

COURSE CODE AND TITLE.....

ACADEMIC YEAR THE COURSE WAS TAKEN.....

LECTURE(S) (if known).....

Instructions:

In some questions you are required to tick the correct expression and in some questions you are required to judge and rate the performance. If the question requires you to tick, put a tick in appropriate box. If you are required to rate, choose and tick in the box under the appropriate scale.

Scale to be used:

A = Excellent; B+ = Very Good; B = Good; C = Average
D = Poor; E = Very poor

1.0 QUALITY OF TUDY MATERIALS

1.1 The basic Learning materials which were used in this course are (tick all materials you were provided).

Study Material/Module

Text book

Course Assignment

Course Letter

Additional Course Material

Audio Cassette

A compendium

Web Site

		A	B+	B	C	D	E
1.2	Relevance and adequacy of learning material						
1.3	Presentation of subject matter in the provided material						
1.4	Getting learning materials						
1.5	Examples, diagrams and other illustrations used in learning materials provided						
1.6	Clarity in the language used in the study materials provided.						

2.0 FACE-TO-FACE SESSIONS:

2.1 Face to face classes for this were (tick the appropriate box)

Conducted

Not conducted

		A	B+	B	C	D	E
2.2	The organization of the face-to-face classes.						
2.3	Presentation of subject matter and the use of examples and illustrations by the lecturer.						

3.0 MARKING OF STUDENTS' WORK:

		A	B+	B	C	D	E
3.1	Carefulness in marking and awarding marks						
3.2	Giving constructive comments and guidance						
3.3	Turn-round time of marked assignments and tests						
3.4	Getting progress report and accurate report of the course						

4.0 SUPERVISION OF RESEARCH WORK/PAPERS/ PROJECTS/SCIENCE PRACTTTICAL/TEACHING PRACTICE DISSERTATIONS, ETC.

		A	B+	B	C	D	E
4.1	Availability of the lecturer for consultation						
4.2	Usefulness of comments and recommendations. Given by the lecturer						
4.3	Promptness in giving feedback on work done.						
4.4	Fairness in grading the work done						

5.0 ACADEMIC GUIDANCE AND COUNSELLING:

		A	B+	B	C	D	E
5.1	Getting appropriate guidance to study the course						
5.2	Sufficient help in solving private problem that interfere with course study						
5.3	Provided with enough information to understand and perform better in this course.						

ANNEXURE 3

THE OPEN UNIVERSITY OF TANZANIA

Condensed Criteria for promotion of Academic staff

S/N	POSITION	NECESSARY QUALIFICATIONS
1.	Tutorial Assistant	First Degree Hons in First or Upper Second Division with as GPA 3.8 or above.
2.	Tutorial Assistant to Assistant Lecturer/Librarian	Good Masters Degreee with at least B+ performance and demonstrated potential as a good academician, should have written study materials or papers which gone through editorial process and are weighted at one point (half course unit).
3.	Assistant Lecturer/ Librarian to Lecturer/ Librarian	Ph.D. Degree. For promotion to a Lecturer candidate should in addition, have written or published study materials whose weight is worth two points (one course unit) since last promotion and should have been Assistant Lecturer for a minimum of three years.
4.	Lecturer/Librarian to Senior Lecturer/Senior Lecturer	Candidates should have: (i) a minimum of three years since last promotion (ii) published study materials or books whose weight is equivalent to 4 points or 2 course units since last promotion.

S/N	POSITION	NECESSARY QUALIFICATIONS
5.	Senior Lecturer/ Senior Librarian to Associate Professor/ Associate Library Professor	Candidates should have: (i) a minimum of three years since last promotion (ii) the candidate should have published papers whose weight is 3 units or 6 points since last promotion (iii) some published in refereed Journals
6.	Associate Professor/ Associate Library Professor to Professor/ Library Professor	Promotion from Associate Professor to Professor should be based on: (i) at least 3years experience since last promotion. (ii) competence to supervise and guide postgraduate candidates and other members of staff (iii) Competence in shouldering administrative duties (iv) Produce publications whose weight is equivalent to 21 points in scholarly publications, journals or books or published study materials whose weighting totals 8 points (4 course units) or one good book with one course unit. (v) some published and refereed Journals since last promotion.

THE OPEN UNIVERSITY OF TANZANIA

Functions of Subject Coordinator

In this responsibility, you are expected to do the following:

- (a) To advise respective Faculty Dean and the Deputy Vice Chancellor (Academic) on appropriate handling of part-time staff of his/her centre, Faculty/Institute/Directorate.
- (b) To ensure that part-time staff in the subject area serve OUT clients well by submitting in time the work assigned to them.
- (c) To build team spirit among part-time staff and OUT staff.
- (d) To follow-up OUT services for students and part-time staff.
- (e) To set an example to part-time staff members in offering dedicated services to OUT.
- (f) To submit quarterly reports on the course subject to the Faculty Dean.
- (g) To be accountable to the Dean/Director of the Faculty/Institute/Directorate.

For services rendered by the Subject Coordinator will be paid a honorarium of *TShs.70,000/=* per month authorized by the University Council.