

PROCEDURE/POLICY IMPLEMENTATION GUIDE/PROMOTION OF ACADEMIC PERSONNEL

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Introduction

The present procedure describes the promotion the academic staff at NUP. Ensuring the promotion process of academics is based on the philosophy of NUP for academic excellence and modern teaching. The existence of objective and clear procedures ensures that academics promote on the basis of their academic qualifications and competences and the process of promotion is carried out without undue discrimination.

Stage 1

- The faculty members who apply for promotion should submit their request in written form to the Dean of their School accompanied with a cover letter which justifies their request. At the same time, they pass over their request to the Human Resources department.
- The Lecturers, after a three years of experience are eligible to request for a promotion, at the rank of Assistant Professor. The examination of the request progresses is done with the establishment of an University Promotion Committee (stage 2 as presented in the recruitment process).
- The Assistant Professors are eligible to request promotion at the rank of Associate Professor, after at least four years of experience at Neapolis University. The examination of their request progresses with the establishment of an University Promotion Committee (stage 2 as presented in the recruitment process).

- The Associate Professors are eligible to request promotion, at the rank of professor, after 4 years of experience at Neapolis University.
- The Dean of the School, submits the candidate's request for promotion in the Senate and then the Senate with its consent to the Council of the University. Essentially, the initiation of the process of promotion in a higher rank without a notice, is decided by the Council, depending on the structure of the Department and the school concerned, the needs for teaching staff at various levels, the terms, the needs, the data and the programming of the university, as well as other relevant factors that may be decided by the Council.
- After the Senate's approval, the examination of the request proceeds with the establishment of a promotion committee, modelled on the University Promotion Committee selection, (Stage 2 as presented in the recruitment procedure) but without the position being declared. In fact, the procedure for the establishment of an University Promotion Committee and the examination of the application is the same as that followed in case of a new post, except that the position is not announced.
- The provisions referred in Stage 2 as presented in the recruitment procedure apply to the procedure for examining applications for promotion.
- After the establishment of the University Promotion Committee, the candidate is informed in writing by the School's administration of the composition of the University Promotion Committee with simultaneous notification to the Human Resources department.

Stage 2

- For the purpose of the development, the applicant will submit to the Selection Body an evaluation folder, including the following:
 - Curriculum vitae, which includes a list of publications, by category, a summary (up to two pages) of the candidate's research work, current research work and future goals
 - Teaching Load
 - Students' evaluations and overall academic performance as prescribed in the related policy.
 - Research project. Original publications from the day of his/her election at the University, with particular reference to publications in valid international journals or independent scientific studies in books.
 - Contribution to Society.
 - List of citations in the candidate's research work per publication, as well as book reviews.

- Administrative work, participation in matters of coordination and administration of the University, as well as other activities of the University as well as the general contribution of the candidate for the operation of the University.
- Contribution of the candidate to his / her own School such as the development of new programs, revision of existing programs as well as the administrative tasks that support the proper functioning of the School.
- Reporting the candidate to significant scientific distinctions, participation in research programs, articles and books in the form or in publication, with sufficient documentation on a case-by-case basis.
- Ability to supervise and guide graduate students, members of academic staff and scientific associates who are engaged in scientific research.
- Participation in the supervision of PhD dissertations and their successful completion.

The candidate for promotion sends his/her evaluation folder electronically to the President of the University Promotion Committee within a period of one month after the appointment of the University Promotion Committee. Accordingly, the President of the University Promotion Committee communicates to the other members of the University Promotion Committee the folder submitted by the candidate.

The School's Administrator arranges the date of the process which can be live or by Skype teleconferencing.

Stage 3

- Within ten (10) days of the process, the University Promotion Committee evaluates the candidate, for appointment, and submits to the Dean of school, a sufficiently documented proposal and a confidential note.
- Within five days from the date of the suggestion of the University Promotion Committee, the Dean shall forward the recommendation of the University Promotion Committee to the Senate on the basis of the recommendations of the members of the University Promotion Committee.
- The Senate examines the proposal of the University Promotion Committee and forwards it within five days, accompanied with its proposal, to the Council for approval.
- The Council is the competent body for the validation of the election or promotion in the faculty position and the notification of the relevant decision to the candidate through the Human Resources department. In case of referral back from the Council of the Senate, consultations shall follow between the Council and Senate and, in case of disagreement, the Council's decision is final.

Please note that the above arrangements are flexible.

Implementation monitoring and dispute resolution mechanism

- The Rector and the Senate, with the assistance of the Human Resources department, are responsible for monitoring the implementation of this procedure. The resolution of disagreements in relation to the implementation of the procedure and the relevant policy is carried out in the first instance by informal consultation between the interested parties and, if this fails, the issues are brought to a resolve before the Council of the University.
- To improve the process, the Senate and Human Resources department may propose changes and the relevant proposals, with the approval of the Council, are forwarded to the Senate.

Related Documents

- Recruitment and promotion policy of academic staff
- NUP Academic staff Performance Evaluations 06.112
- Quality Assurance Handbook
- The academic staff of Neapolis University internal regulations articles 3.4 to 3.6, 3.7.1 to 3.7.7 and 3.8