

<b>NAME OF CANDIDATE</b>			
<b>DIRECTORATE/DEPARTMENT/UNIT</b>			
<b>NUMBER OF YEARS SERVED FROM LAST PROMOTION/APPOINTMENT</b>			
<b>PROMOTION FROM</b>			
<b>PROMOTION TO</b>			
	<b>ITEM</b>	<b>POINTS</b>	<b>SCORES</b>
<b>1.0</b>	<b>QUALITY OF WORK (35)</b>		
i	Knowledge of Administrative procedures	1-10	
ii	Ability to work independently	1-5	
iii	Initiative, resourcefulness and drive	1-5	
iv	Sense of responsibility	1-5	
v	Capacity for sustained work	1-5	
iv	Human Relations	1-5	
	SUB-TOTAL		
<b>2.0</b>	<b>PROMOTION OF WORK (30)</b>		
2.1	Technical Report Accepted	1-30	
	<b>Publications in any of the following form would also be accepted</b>		
<b>2.2</b>	<b>BOOKS</b>		
i	Books (Refereed)		
ii	Monographs		
iii	Handbooks, Pamphlets, etc. (edited) on relating to Applicants Administrative work		
iv	Chapter in Refereed Book		
<b>2.3</b>	<b>JOURNAL AND CONFERENCE PAPERS</b>		
i	Refereed Journal Paper		
ii	Edited Conference Paper		
iii	Unedited Conference Paper/Poster Presentation		
iv	Conference Paper Abstract (Refereed)		
v	Feature Article		
vi	Research Report - Refereed		
	SUB-TOTAL		
<b>3.0</b>	<b>WORKSHOPS/SHORT COURSES (5)</b>	<b>1-5</b>	
i	Workshops		
ii	Short courses		
	SUB-TOTAL		
<b>4.0</b>	<b>ADDITIONAL QUALIFICATION (5)</b>	<b>1-5</b>	
i	Professional		
ii	Masters		
iii	Doctoral		
	SUB-TOTAL		

<b>5.0</b>	<b>EXTENSION/COMMUNITY SERVICE (5)</b>	<b>1-5</b>	
i	Contribution to Community/society		
ii	Contribution to National Development		
	SUB-TOTAL		
<b>6.0</b>	<b>INTERVIEWS (20)</b>	<b>1-20</b>	
i	Registry Appointment Review Committee		
ii	Appointments and Promotions Board		
	SUB-TOTAL		
	<b>TOTAL ASSESSMENT</b>	<b>100</b>	

**WEIGHTING CRITERIA FOR NON-ACADEMIC SENIOR MEMBERS OF THE UNIVERSITY OF PROFESSIONAL STUDIES, ACCRA**

**A. SCORING OF QUALITY OF WORK (35)**

The applicant's Head of Department or his/her superior is required to submit a Confidential Interactive Report on the applicant. The scoring for knowledge of work will be 1-10. The scoring for the other areas will be 1-5 for each area of work. The Head of Department shall submit report on each sub-heading (Appraisal Form).

- Knowledge of Administrative procedures
- Ability to work independently
- Initiative, resourcefulness and drive
- Sense of responsibility
- Capacity for sustained work
- Human Relations

**B. SCORING OF PROMOTION OF WORK (30)**

Key points for scoring will be the following. Written technical report/papers presented and approved by management. A minimum of 3 technical papers are required in the case of promotion from Assistant Registrar to Senior Assistant Registrar. However, staff seeking promotion from Senior Assistant Registrar to Deputy Director must submit seven of such documents. Publications in the form of books journals and conference papers etc. shall be considered. All shall be subject to external review, however, in exceptional situations management may recommend internal review of the articles provided the University has the internal expertise to handle the topic. In assessing Promotion of Work, the technical paper must lead to change in policy, impact on management and must advance the cause of policy

direction. In addition, the paper must lead to initiation/and/or innovation of new products or new policy direction.

**C. SCORING OF WORKSHOPS/SHORT COURSES (MARKS 5)**

This is also evidence based and must be part of the applicant's documents for scoring by the committee. The workshop should be related to applicants work.

**D. SCORING OF ADDITIONAL QUALIFICATION (MARKS 5)**

An applicant with Doctorate or full Professional qualification as an additional qualification should attract the full marks. Applicants with additional Masters Degree shall attract three (3) marks.

**E. SCORING OF EXTENSION/COMMUNITY SERVICE (MARKS 5)**

This is also evidence based and must be part of the applicant's documents for scoring by the committee.

**F. INTERVIEW SCORE (20)**

Registry Appointments Review Committee

Appointments and Promotions Board

**G. GRADING OF ASSESSMENT**

Grading of assessment shall be as follows:

Exceptional	-	A	-	Excellent	(100- 70)
Above Average	-	B	-	Very Good	(69-60)
Average	-	C	-	Good	(59-50)
Below Average	-	D	-	Fair	(49-40)
Fail	-	E	-	Poor	(39-30)

- **Promotion from Junior Assistant Registrar to Assistant Registrar must attain a minimum of 50% performance marks in all the key areas listed under QUALITY OF WORK.**
- **Promotion from Assistant Registrar to Senior Assistant Registrar must attain a minimum of 60% performance marks in WEIGHTING CRITERIA.**

- **Promotion from Senior Assistant Registrar to Deputy Director must attain a minimum of 70% performance marks in WEIGHTING CRITERIA.**