Kindly refer to the *Policy, Criteria and Procedures for the Promotion and Appointment of Academic Staff* for clarification on the fields required in this template

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| **Reference No.** | | | | |  | | | | | | | | |
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| **SECTION A: PERSONAL PARTICULARS** | | | | | | | | | | | | | |
| **Title** | | | | |  | | | | | | | | |
| **Surname** | | | | |  | | | | | | | | |
| **First name(s)** | | | | |  | | | | | | | | |
| **Nationality** | | | | |  | | | | | | | | |
| **Omang /Passport No.** | | | | |  | | | | | | | | |
| **Date of birth** | | | | |  | | | | | | | | |
| **Home address** | | | | |  | | | | | | | | |
| **Postal address** | | | | |  | | | | | | | | |
| **Telephone (Home)** | | | | |  | | | | | | | | |
| **Telephone (Work)** | | | | |  | | | | | | | | |
| **Mobile** | | | | |  | | | | | | | | |
| **Email(s)** | | | | |  | | | | | | | | |
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| **SECTION B: WORK EXPERIENCE** | | | | | | | | | | | | | |
| **Name of organisation** | | | | | **Position** | | | | | **Period** | | | |
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| **CURRENT** | | | | | | | | | | | | | |
| **Name of organisation** | | | | | **Position** | | | | | **Period** | | | |
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| **SECTION C: BQA ACCREDITATION** | | | | | | | | | | | | | |
| **If not accredited, do not fill this section** | | | **Date of Accreditation** | | | **Expiry date** | | **Period in years** | | | | | **State type of Accreditation (Full or Provisional)** |
| **ASSESSOR** | | |  | | |  | |  | | | | |  |
| **MODERATOR** | | |  | | |  | |  | | | | |  |
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| **SECTION D: ACADEMIC AND PROFESSIONAL QUALIFICATIONS** | | | | | | | | | | | | | |
| **SECTION D1: ACADEMIC QUALIFICATIONS** | | | | | | | | | | | | | |
| **Qualification and field** | | | | | **Institution** | | | | | **Year** | | | |
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| **COMPLETED PhD ( If not COMPLETED, do not fill this section)** | | | | | | | | | | | | | |
| **Author** | | **Title** | | **Year** | | | | **State if Supervisor or Co-supervisor** | | | **Total number of supervisors** | **State if Completed or current** | |
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| **SECTION D2: PROFESSIONAL QUALIFICATIONS** | | | | | | | | | | | | | |
| **Qualification and field** | | | | | **Institution** | | | | | **Year** | | | |
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| **SECTION E: APPOINTMENT AND/OR PROMOTION CRITERIA** | | | | | | | | | | | | | |
| **E1:PROMOTING LEARNING** | | | | | | | | | | | | | |
| **Activity** | | | | | **Institution** | | | | | **Period** | | | |
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| **OPEN DISTANCE E-LEARNING EXPERIENCE** | | | | | | | | | | | | | |
| **Activity** | | | | | **Institution** | | | | | **Period** | | | |
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| **E2:RESEARCH AND SCHOLARSHIP** | | | | | | | | | | | | | |
| **PEER REVIEWED PUBLICATIONS(include ISBN were applicable)** | | | | | | | | | | | | | |
| **Author(s) (*in order of contribution)*** | ***Your % Contribution*** | | | | **Title** | | | | | | | **Publisher** | **Year** |
| **PEER REVIEWED ARTICLES IN A RECOGNISED JOURNAL** | | | | | | | | | | | | | |
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| **CHAPTER IN A PEER REVIEWED SCHOLARLY BOOK** | | | | | | | | | | | | | |
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| **PEER REVIEWED SCHOLARLY BOOK (kindly include number of pages of text)** | | | | | | | | | | | | | |
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| **EDITED PEER REVIEWED SCHOLARLY BOOK** | | | | | | | | | | | | | |
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| **PAPER IN A PEER REVIEWED CONFERENCE PROCEEDING** | | | | | | | | | | | | | |
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| **CONFERENCES** | | | | | | | | | | | | | |
| **Author(s) (*in order of contribution)*** | ***Your % Contribution*** | | | | **Title** | | | | **Publication Type** | | | **Publisher** | **Year** |
| **ACADEMIC CONFERENCE PAPERS** | | | | | | | | | | | | | |
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| **KEYNOTE SPEECH AT ACADEMIC CONFERENCE** | | | | | | | | | | | | | |
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| **EDITORSHIP OF PEER REVIEWED ACADEMIC JOURNAL** | | | | | | | | | | | | | |
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| **MONOGRAPHS (E.G., MODULE)** | | | | | | | | | | | | | |
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| **REVIEWED TECHNICAL REPORT** | | | | | | | | | | | | | |
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| **DEMONSTRATED RESEARCH APTITUDES** | | | | | | | | | | | | | |
| **Award title/type** | | | | | | | **Research focus** | | | **Year** | | | |
| **RESEARCH LEADERSHIP** | | | | | | | | | | | | | |
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| **RESEARCH GRANT** | | | | | | | | | | | | | |
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| **RESEARCH PRIZE OR AWARD** | | | | | | | | | | | | | |
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| **OTHER RESEARCH OUTPUT(*please state if peer reviewed or not and your percentage contribution)*** | | | | | | | | | | | | | |
| **Author(s) (*in order of contribution)*** | | | | | **Title** | | | | **Publication Type** | | | **Publisher** | **Year** |
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| **POST GRADUATE SUPERVISION EXPERIENCE** | | | | | | | | | | | | | |
| **MASTERS LEVEL** | | | | | | | | | | | | | |
| **Author** | | | | | **Title** | | | | | **Year** | | | |
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| **PhD LEVEL (to be considered under research output as per policy)** | | | | | | | | | | | | | |
| **Author** | | **Title** | | **Year** | | | | **State if Supervisor or Co-supervisor** | | | **Total number of supervisors** | **State if Completed or current** | |
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| **E3: SERVICE TO THE UNIVERSITY, PROFESSION AND COMMUNITY** | | | | | | | | | | | | | |
| **University Service** | | | | | | | | | | | | | |
| **Activity** | | | | | **Institution** | | | | | **Period** | | | |
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| **Professional Service** | | | | | | | | | | | | | |
| **Activity** | | | | | **Institution** | | | | | **Period** | | | |
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| **Community Service** | | | | | | | | | | | | | |
| **Activity** | | | | | **Institution** | | | | | **Period** | | | |
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| **SELF-ASSESSMENT OF RESEARCH OUTPUT POINTS**  (Refer to the Appendix of the Policy, Criteria and Procedures for the Promotion and Appointment of Academic Staff) | | | | | |
| **RESEARCH** | | | | | |
| **Research Output** | **Points Per Output** | | **Number of Outputs** | **Total Points per Output** | |
| Peer-reviewed article in a recognised journal | 6 | |  |  | |
| Chapter in peer-reviewed scholarly book | 2.5 | |  |  | |
| Peer-reviewed scholarly book – points per 40 pages of text | 2.5 | |  |  | |
| Edited peer-reviewed scholarly book | 1 | |  |  | |
| Paper in a peer-reviewed conference proceedings | 1.5 | |  |  | |
| Academic conference paper, keynote speech at academic conference or editorship of peer-reviewed academic journal | 0.5 | |  |  | |
| Monograph (e.g., module) | 1 | |  |  | |
| Reviewed Technical report | 1 | |  |  | |
| Completed Doctoral Thesis/Dissertation (used once) | 5 | |  |  | |
| Supervision of doctoral degree to completion (for BOU or an external institution) | 2.5 | |  |  | |
| Co-supervision of doctoral degree to completion (for BOU or an external institution) | 1.5 | |  |  | |
| Supervision of Master’s Thesis | 1.5 | |  |  | |
| Research leadership/mentoring | 1.5 | |  |  | |
| Research report | 0.5 | |  |  | |
| Research grant | 2 | |  |  | |
| Research prize or award | 1.5 | |  |  | |
| Patent | 3 | |  |  | |
| **PROMOTING TEACHING & LEARNING** | | | | | |
| **Promoting Learning Output** | **Points Per Output** | | **Number of Outputs** | | **Total Points per Output** |
| Curriculum Development and Review | 10 | |  | |  |
| Dean (per term) | 7 | |  | |  |
| Head of Department/Division per term | 4 | |  | |  |
| Programme Coordinator per term | 3 | |  | |  |
| Teaching and Assessment (per year for 5 years maximum)c | 4 | |  | |  |
| Serving as moderator/instructor | 2 | |  | |  |
| Favourable student feedback | 1.5 | |  | |  |
| Module development | 3.5 | |  | |  |
| Manual/Handbook development | 3 | |  | |  |
| Tutorial/ Laboratory session | 2 | |  | |  |
| Teaching practice supervision | 2 | |  | |  |
| Supervising internship | 2 | |  | |  |
| Field work | 1 | |  | |  |
| Exam setting | 2 | |  | |  |
| CPD (per year) | 3 | |  | |  |
|  |  | |  | |  |
| **SERVICE** | | | | | |
| **Service Output** | **Points Per Output** | | **Number of Outputs** | | **Total Points per Output** |
| Consultancy | 2 | |  | |  |
| Membership to Council/ Senate (per term) | 1.5 | |  | |  |
| Membership to a committee (per Committee) | 1 | |  | |  |
| Chairman of Committee (per committee). No point as member | 1.5 | |  | |  |
| Secretary to committee | 1 | |  | |  |
| Completed Community project | 1.5 | |  | |  |
| Rendering Professional service to BOU | 1.5 | |  | |  |
| Rendering professional service to the Community | 1.5 | |  | |  |
| Member of Professional Bodies | 1 | |  | |  |
| MOU/MOA/LOC Accepted by BOU | 1.5 | |  | |  |
| Professional Training facilitation (per session) | 1 | |  | |  |
| **TOTALS PER OUTPUT TYPE** | | | | | |
| **RESEARCH** | | |  | | |
| **PROMOTING TEACHING & LEARNING** | | |  | | |
| **SERVICE** | | |  | | |
| **SUM TOTAL POINTS:** | | |  | | |
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| **DECLARATION BY APPLICANT** | | | | | |
| I certify that the information contained herein is true and correct to the best of my knowledge, and I authorise Botswana Open University to make any enquires they deem necessary to ascertain my suitability for employment with the University. I understand that any false information or withholding of any relevant information may provide grounds for the withdrawal of any offer of appointment or for immediate termination of appointment if an appointment has already been made. | | **SIGNATURE:** | **DATE:** | | |