

L.N. 184 of 1997

**EDUCATION ACT
(CAP. 327)**

Statute 7 – Academic Appointments and Promotions

IN exercise of the powers conferred upon him by sections 30(5) and 31(6) of the Education Act (Cap. 327), the Chancellor of the University of Malta has promulgated the following statute made by the Council of the University of Malta by virtue of the powers conferred upon him by sections 31 and 48(3) of the said Act:

Citation

1. This statute may be cited as Statute 7 of the University of Malta – Appointments and Promotions of Staff with Formal Teaching and/or Research Duties – and shall substitute Statute 7 – Academic Appointments and Promotions – included in Schedule II of the Education Act (Cap. 327) which is hereby repealed.

Applicability

2. This statute shall be applicable from 1995.

**STATUTE 7 – APPOINTMENTS AND PROMOTIONS OF STAFF WITH
FORMAL TEACHING AND/OR RESEARCH DUTIES**

7.1 Appointments of staff with Formal Teaching and/or Research Duties

1. Appointments of staff with formal teaching and/or research duties shall be made in the grades of professor, associate professor, senior lecturer, lecturer, assistant lecturer, teaching assistant, research assistant or in any other grades approved by Council on the recommendation of Senate, according to the qualifications of the persons being appointed.

2. Posts may be advertised for appointments within specified grades.

3. An appointment to a post with a formal teaching and/or research duties shall be made by Council on the recommendation of a Selection Board composed as follows:

- The Rector, who shall be chairman;
- three members of staff with formal teaching and/or research duties appointed by Senate, normally including the head of department concerned (or, in the case of posts specifically intended only for an institute, or other

entity of similar nature, the director of that institute or the chief officer of the entity concerned) and another head of department from outside the Faculty;

provided that when it is envisaged that the appointee is to give significant service to a second Department/Institute/Centre or other entity of similar nature, the chief officer of the entity concerned is to replace the head of department from outside the Faculty.

- one member of Council not in the employment of the University appointed annually by the Council to be a member of all Selection Boards for posts in a particular speciality.

7.2 Promotion of Staff with Formal Teaching and/or Research Duties

1. Every three years, normally during March/April, applications from staff with formal teaching and/or research duties for promotion shall be considered by a Promotions Board appointed for a period not exceeding three years and consisting of:

- The Rector, who shall be Chairman;
- three full professors appointed by Senate; and
- one member of Council not in the employment of the University appointed by Council.

2. The Rector may propose any member of staff with formal teaching and/or research duties for consideration by the Promotions Board at its regular meeting or, in exceptional circumstances, at any other time.

7.3 Grades of Staff with Formal Teaching and/or Research Duties

1. In making its recommendations to Council a Selection/Promotions Board shall keep the following considerations in view:

- (a) research and teaching assistants should normally be promising new graduates or highly experienced persons in some technical speciality;
- (b) assistant lecturers should have a good first degree or a qualification at Master's level;
- (c) lecturers should have qualifications at doctoral level;
- (d) senior lecturers should be experienced in academic work and should have distinguished themselves in the carrying out of the teaching, research or other aspect of a lecturer's duties;

(e) associate professors should have distinguished themselves by solid contributions to knowledge and to University affairs in general;

(f) professors should have an established reputation amongst their peers as authorities in their field of learning.

2. Before recommending any person for appointment or promotion to the grade of professor, a Selection Board or a Promotions Board, as the case may be, shall seek the expert advice of two independent academics in the same field of learning.

3. No member of staff with formal teaching and/or research duties may be a member of a Selection Board or a Promotions Board which is considering appointments or promotions to grades above the member's own.

7.4 Appointment of Part-Time Staff

(i) Appointments of staff with formal teaching and/or research duties on a part-time basis are generally made for specific periods, normally four years, renewable by a further four years after which the appointment will be made permanent subject to ordinary auditory procedures;

(ii) The Council of the University may, however, make permanent appointments to retiring age, subject to a probationary period of one year.

Part-time appointments will be made in two categories:

(i) Staff members with Teaching and Research Duties (TR). Such appointees are required to give a number of half-day sessions per week exclusively devoted to University work;

(ii) Staff members with Teaching Duties (T) only. They are required to undertake a number of student contact hours per week.

Part-time staff in both categories are, furthermore, required to examine candidates for degrees and diplomas, in their subject, whenever so required by the Board of the Faculty or Institute and by the Senate.

7.5 Appointment of Part-Time Visiting Staff

1. Part-time visiting staff may be appointed according to the needs that may arise from time to time.

2. Appointments shall be made by the Rector on the recommendation of the Dean of the Faculty concerned, or of the Director of the Institute or Centre concerned, as the case may be.

3. Appointments shall be made for periods not exceeding one year at a time, and shall be reported to the Senate and the Council at the first opportunity.

7.6 Conditions applicable to particular appointments

1. The general duties of staff with formal teaching and/or research duties are those listed under the sub-heading "lecturers". They apply, *mutatis mutandis*, to all other grades subject to particular conditions for each grade as listed hereunder:

(1) Teaching Assistants

(a) are expected to be in possession of a good first degree or analogous qualifications and will be required to assist in the teaching programmes of the University;

(b) may be required to help in other activities such as research and other related work as deemed necessary by the competent authority;

(c) are not expected to carry out research work on their own initiative although they are encouraged to involve themselves in research related to their teaching area.

Although not entitled to Sabbatical leave, Teaching Assistants will be encouraged and as far as possible assisted to further their expertise in their area of specialisation. In this regard, authorisation by Council for study leave can be expected, subject to the exigencies of the University at different times.

(ii) Research Assistants

(a) are expected to be in possession of a good first degree or analogous qualifications and are mainly required to assist in particular research programmes of the University. They may also be required to help in other activities such as teaching and other related work, as deemed appropriate by the competent authority;

(b) may be required to assist senior students in research work being undertaken under the supervision of another member of the teaching staff;

(c) are not expected to carry out research work on their own initiative;

(d) are appointed for a definite period of time as required for the particular research programme for which they are employed.

(iii) Assistant Lecturers

(a) Assistant Lecturers may be appointed either in the expectation that they will provide mainly tutorial assistance, teaching at the foundation level or until promotion to the grade of Lecturer on the attainment of further qualifications. In the latter case, they will be provided with the necessary assistance and the opportunity to obtain these qualifications;

(b) In the case of Assistant Lecturers who are not pursuing full-time studies abroad, arrangements will be made within their Departments so that they may avail themselves of periods during which their normal workload is eased to enable them to carry out their research.

(iv) Lecturers

(a) are expected to teach in any university courses where the subject is required – including lecturing, tutorials and seminars, supervision of practical work and placements, counselling on projects and other personally undertaken student enterprises;

(b) carry out research for publication – both individual and collaborative particularly in priority areas established by the University;

(c) share in the continuous assessment of students, setting and marking of examination papers within established time-frames;

(d) participate in the administration of academic affairs at departmental, faculty and university levels;

(e) contribute to national development, particularly in the area of specialisation and through co-operation with governmental and non-governmental institutions and services.

(v) Senior Lecturers

are expected to perform all the duties of lecturers with the leadership expected in the light of their qualifications for appointment (para. 7.3.1 (d)).

(vi) Associate Professors

are expected to perform all the duties of lecturers and to carry particular responsibility for the collaborative design and development of didactic and research programmes, the direction of institutes and analogous entities, and other co-ordinatory functions.

(vii) Professors

(a) are expected and entitled to devote more time to supervision of research and advanced study than the norm for all teachers and to have the necessary facilities whereby to do so;

(b) are entitled to communicate directly with the Rector on all matters and to participate in an advisory capacity in the Faculty Board;

(c) are entitled to be consulted on matters that are related to their area of expertise and are expected to provide the Head of Department, or Director of the Institute, to which they belong, the additional support which their status and scholarly authority warrants.

(viii) Visiting Professors

(a) Foreign or local scholars of professorial rank or distinction may be appointed Visiting Professors by a resolution of Council on the recommendation of Senate.

(b) A Visiting Professor will be expected to contribute to the activities of the University in one or more of the following ways:

- through sets of lectures or intensive short courses;
- through participation in the supervision or completion of research programmes; and
- through expert advice and consultancy tendered to the authorities of the University.

(c) A Visiting Professor will be entitled to:

- the academic prerogatives of Professors insofar as a regular presence on the campus is not required for their exercise; and
- such honoraria as may be established by Council for each specific task.

(ix) Honorary Professors

(a) Foreign or local scholars of professorial rank or distinction may be appointed Honorary Professors by a resolution of Council on the recommendation of Senate.

(b) An Honorary Professor will be expected to contribute to the activities of the University in any way that will enhance its service and prestige, in accord with the competent authorities.

(c) An Honorary Professor will be entitled to such academic prerogatives of Professors as are not attached to specific duties.

(x) Emeritus Professors

(a) Professors who retire after at least ten years of service at that grade or, if they retire before, by resolution of Senate, will become Emeritus Professors.

(b) An Emeritus Professor is entitled to the same prerogatives as an Honorary Professor.

(c) An Emeritus Professor shall take precedence in all public ceremonies of the University immediately after the members of Senate.

(xi) University Fellows

Fellows may be appointed by Council on the recommendation of Senate as:

(a) Honorary Fellows, where the University wants to confer such honour on deserving individuals;

(b) Senior Fellows, in the case of retiring members of staff to enable them to carry on with their research contributions at the University;

(c) Visiting Fellows, in the case of senior foreign or local scholars of professional rank or distinction.

(xii) Chancellor Emeritus

(a) A former Chancellor may be appointed Chancellor Emeritus by a resolution of Council.

(b) Chancellor Emeriti shall take precedence in all public ceremonies of the University as the most senior of the Emeritus Professors and will have the right to wear the appropriate academic robes.

7.7 General Provision

1. For the purpose of the Education Act, staff appointed under Statute 7 shall be considered as academic staff.