

Ethiopian Institute of Technology-Mekelle
Criteria for recruitment of office heads

1. Evaluation criteria and weighting

This selection criteria is for office heads excluding deans, Deputy directors and scientific director and this will work only for academics and research wings

S. No	Criteria		Level of merits	Weight
1	Qualification and Academic Rank		M.Sc./MA = 6	10%
			Assistant professor with PhD = 8	
			Associate professor and above with PhD =10	
2	Research	Research (5%) with a proof of funding award	PI = 5, Co-PI = 3, Maximum number of research gets the maximum allocated mark with others calculated relatively	15
		Journal articles (7%)	Main author = 7, Co-author = 4, Maximum number of articles gets the maximum allocated mark with others calculated relatively	
		Conference proceeding (3%)	Main author = 3,Co-author = 1, Maximum number of proceedings gets the maximum allocated mark with others calculated relatively	
3	Academic Administrative Experiences	Proof of relevant office responsibilities in MU and any equivalent Universities (Research/Academics)	Director/dean (9 credits) and above =20%, Department head level (6 credits) = 15%, team leader level (3 credits) = 10%	20%
4	General experience (total service in MU and any Equivalent universities)		Maximum service gets 15% and others should be calculatedly relatively	15
5	Community service according the University legislation		Maximum numbers of community service gets 10% and others are relatively calculated	10%
6	Latest performance evaluation (Student (5%), peer (5%), head (5%))		Summation of the three marks	15%
7	Motivation letter			15%
Total				100%
8	Gender		Affirmative action: Additional mark of 25% of the total value obtained out of the above 100% criterion	25%

N.B:

- An applicant should obtain a minimum of 50% mark to be considered for the position except justifiable reasons
- Absence of the relevant document will result to zero grading for that specific criteria.
- For published articles, only these who have appreciation letter from the relevant office of the University will be considered with the exception of articles published in Mekelle University journals. In all cases, first page of the article should be submitted

2. Automatic Exclusion

- Any staff fired from any office do to evidenced low competence reason in the last two years
- Any staff member who have evidence of academic and/or administrative misconduct in the last three years
- Any staff member who have additional work outside the University, which is recognized by the University
- Active office head who have served less than 6 months in equivalent office level
- On leave staffs such as students, researches, sabbatical etc