

**THE ASTU POLICY
ON APPOINTMENT, PROMOTION, AND
DETERMINATION OF SALARY OF
ACADEMIC AND RESEARCH ASSISTANT**

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ADAMA SCIENE AND TECHNOLOGY UNIVERSITY

1. Preamble

This policy is intended to provide common guidelines for use by ASTU in appointment, promotion and determination of salary of academic and research assistant. Under this policy every appointment, promotion, and salary increase for a member of academic and research assistant shall be upon the basis of qualifications and the special fitness of the individual for the work demanded by the position.

This policy is structured to encompass the following objectives:

- 1) To provide standards for an impartial and equitable assessment so as to encourage qualifying applicants to be appointed and promoted.
- 2) To promote and/or reward academic and research assistant whose performance demonstrate particular merit in academic and research support to laboratory sessions and field demonstration, in helping research activities of academic units and undertakes any other assignments given by the University.

2. Definition

Academic and research assistant are support staff who assist academic staff in teaching, laboratory sessions, and field demonstration, help in research activities of academic units and undertakes any other assignments given by the University. This professional is expected to have knowledge, skills, and ethical standard in order to utilize materials and properties in a proper way.

3. Duties and Responsibilities

- 1) To enforce and follow-up safety precautions by providing posters, symbols, and safety procedures.
- 2) To assist faculty and students in the analysis of samples, maintenance, upkeep of instrument facilities, and general supervision.
- 3) To perform day to day laboratory support activities and writing Standard Operating Procedures.
- 4) To write method of validation, procedures and reports.
- 5) To carry out routine tests, recording, and filing data.
- 6) To communicate analytical results and writing reports in a clear and timely manner.
- 7) To keep the laboratories/workshops safe, tidy, and clean.
- 8) To maintain and care of laboratory equipment and facilities.
- 9) To assist in maintaining, washing, and cleaning equipment.
- 10) To report major maintenance requirements of equipment when a need becomes beyond his/her capacity.
- 11) To report accidents, unusual events, misbehavior, and failures of equipment due to mal operation/careless handling with the causing agents timely.
- 12) To order new and replacement equipment and to keep accurate record of stock levels.
- 13) To assist in purchase of instruments of use in the laboratory.
- 14) To conduct any other duties assigned to him/her, by the school/program, as required.

4. Ranks

ASTU is to provide rooms for high caliber academic and research assistant to make home with satisfaction, and for distinguished personnel to join with comport. In this respect, introduction of a rational rank system which reflects unique local situations is important. In this regard ASTU offers the following ranks:

- Academic and Research Assistant
- Senior Academic and Research Assistant
- Chief Academic and Research Assistant I
- Chief Academic and Research Assistant II

5. Minimum Criteria for Appointment and Promotion

5.1 Academic and Research Assistant

- 5.1.1 This position requires a minimum of college diploma (Level IV/10 +3) or its equivalent, and 2 years of experience at TVET or a higher educational institution. Other related experiences or skills are considered for the appointment.
- 5.1.2 This position has a number of subscales for salary, and the promotion to a higher subscale is based on experience and performance.
- 5.1.3 Interim measure: A staff member who has already been appointed to this rank before this Policy becomes effective is allowed to hold this rank for the probationary period of maximum two years. If the staff fails to satisfy the requirements stipulated in Article 4.1.1 within the probationary period, his/her employment contract shall be terminated at the end of the period.

5.2 Senior Academic and Research Assistant

- 5.2.1 This position requires a Bachelor's degree or its equivalent in a specific or related field from a recognized university with CGPA equal or higher than 3.00, and 2 years of experience at the level of academic and research assistant. Other related experiences or skills are considered for the appointment.
- 5.2.2 This position has a number of subscales for salary, and the promotion to a higher subscale is based on experience and performance.
- 5.2.3 Interim measure: A staff member who has already been appointed to this rank before this Policy becomes effective is allowed to hold this rank for the probationary period of maximum two years. If the staff fails to satisfy the requirements stipulated in Article 5.2.1 except the CGPA requirement within the probationary period, his/her employment contract shall be terminated at the end of the period.

5.3 Chief Academic and Research Assistant I

- 5.3.1 This position requires a Master's degree or its equivalent in a specific or related field from a recognized university with CGPA equal or higher than 3.25, and 2 years of experience at the level of academic and research assistant. Other related experiences or skills are considered for the appointment.

5.3.2 This position also requires publication of 2 laboratory manuals approved by three recognized personnel of assistant professor or higher level.

5.3.3 This position has a number of subscales for salary, and the promotion to a higher subscale is based on experience and performance.

5.4 Chief Academic and Research Assistant II

5.4.1 This position requires four years of effective service at Chief Academic and Research Assistant I, and Evaluation: above 85% average by the program chair, supervisors and students that accounts 30%, 40% and 30%, respectively.

5.4.2 This position also requires publication of 4 laboratory manuals approved by three recognized personnel of assistant professor or higher level.

5.4.3 This position has a number of subscales for salary, and the promotion to a higher subscale is based on experience and performance.

6. The Standard of Salary Scales of Academic and Research Assistants

The University introduces a new standard of salary scales of academic and research assistants in that the subscales of the salary apply for a given rank so that the salary of academic and research assistants in the same rank may differ according to the performance.

Academic ranks	Salary Scale / Requirements		Initial Salary	Subscales										Remarks
				1	2	3	4	5	6	7	8	9	10	
Academic and Research Assistant	Salary Scale		2,495	2,675	2,856	3,037	3,217	3,464	3,711	3,958	4,205	4,454	4,702	More than 2 manuals are separately considered
	Requirements	Evaluation 1	< 75%	75%	≤ 80%	≤ 85%	≤ 90%	≤ 95%	≤ 100%					
		Evaluation 2				75% + 1 manual	≤ 80% + 1 manual	≤ 85% + 1 manual	≤ 90% + 1 manual	≤ 95% + 1 manual	≤ 100% + 1 manual			
		Evaluation 3						75% + 2 manual	≤ 80% + 2 manual	≤ 85% + 2 manual	≤ 90% + 2 manual	≤ 95% + 2 manual	≤ 100% + 2 manual	
Senior Academic and Research Assistant	Salary Scale		3,217	3,464	3,711	3,958	4,205	4,454	4,702	4,951	5,200	5,455	5,710	More than 2 manuals are separately considered
	Requirements	Evaluation 1	< 75%	75%	≤ 80%	≤ 85%	≤ 90%	≤ 95%	≤ 100%					
		Evaluation 2				75% + 1 manual	≤ 80% + 1 manual	≤ 85% + 1 manual	≤ 90% + 1 manual	≤ 95% + 1 manual	≤ 100% + 1 manual			
		Evaluation 3						75% + 2 manual	≤ 80% + 2 manual	≤ 85% + 2 manual	≤ 90% + 2 manual	≤ 95% + 2 manual	≤ 100% + 2 manual	
Chief Academic and Research Assistant I	Salary Scale		4,205	4,454	4,702	4,951	5,200	5,455	5,710	5,965	6,220	6,495	6,795	More than 4 manuals are separately
	Requirements	Evaluation 1	< 75% + 2 manual	75% + 2 manual	≤ 80% + 2 manual	≤ 85% + 2 manual	≤ 90% + 2 manual	≤ 95% + 2 manual	≤ 100% + 2 manual					

		Evaluation 2				75% + 3 manual	≤ 80% + 3 manual	≤ 85% + 3 manual	≤ 90% + 3 manual	≤ 95% + 3 manual	≤ 100% + 3 manual			considered	
		Evaluation 3						75% + 4 manual	≤ 80% + 4 manual	≤ 85% + 4 manual	≤ 90% + 4 manual	≤ 95% + 4 manual	≤ 100% + 4 manual		
Chief Academic and Research Assistant II	Salary Scale		5,200	5,455	5,710	5,965	6,220	6,495	6,795	7,145	7,545	7,995	8,495		
	Requirements	Evaluation 1	< 75% +4 manual	75% + 4 manual	≤ 80% + 4 manual	≤ 85% + 4 manual	≤ 90% + 4 manual	≤ 95% + 4 manual	≤ 100% + 4 manual						More than 6 manuals are separately considered
		Evaluation 2				75% + 5 manual	≤ 80% + 5 manual	≤ 85% + 5 manual	≤ 90% + 5 manual	≤ 95% + 5 manual	≤ 100% + 5 manual				
		Evaluation 3						75% + 6 manual	≤ 80% + 6 manual	≤ 85% + 6 manual	≤ 90% + 6 manual	≤ 95% + 6 manual	≤ 100% + 6 manual		

Note:

- ★ Percentage evaluation: the average of the evaluations by the program chair, supervisors, and students that accounts 30%, 40% and 30%, respectively.
- ★ When promoted to a higher rank, the staff member is appointed to the subscale which is not less than one step higher in salary of the previous one regardless of his/her performance.

7. Allowances of Academic and Research Assistants

per month

Positions	Housing Allowance	Transportation Allowance	Remarks
Academic and Research Assistant	2,000	1,000	
Senior Academic and Research Assistant	2,000	1,000	
Chief Academic and Research Assistant I	2,500	1,000	
Chief Academic and Research Assistant II	2,500	1,000	

8. Effective Date

This Policy shall be effective on October 16, 2015.



**Jang Gyu Lee, Professor
President**