



MULUNGUSHI UNIVERSITY OFFICE OF THE REGISTRAR

MEMORANDUM

TO : All Academic Staff

FROM : Registrar

DATE : 8th October, 2026

RE : **CALL FOR PROMOTION**

Reference is made to the above subject matter.

In line with the Resourcing, Appointments and Promotions Policy and Procedures item 22.2.1 and 22.2.3, the Human Capital and Administration Committee will convene on 6th November 2026 to consider applications for promotion from academic members of staff.

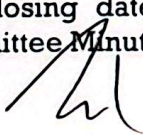
As such, you are advised to carefully assess yourselves against the stipulated criteria before submitting your applications. We have made the Resourcing, Appointments and Promotions Policy and Procedures available to you through your respective Deans of School for your reference.

Members of staff applying for promotion should attach to the Appraisal Form, a copy of their updated curriculum Vitae, which sums up their cumulative experience in teaching, research, publication and community service. Recommendations on whether one should be promoted or not will thus begin at departmental level.

Deans of School and Heads of Department (HoDs) are therefore reminded to ensure that only applications meeting the required standard are forwarded to Management.

You are, therefore, being called upon to apply for promotions within your respective Schools.

The closing date for receipt of duly signed and completed School Promotions Committee Minutes by Registrar's office shall be Friday 23rd October, 2026.


Gubula C. Siaciti