

**ACADEMIC STAFF GRADING, TENURE AND PROMOTIONS ORDINANCE
(ORDINANCE NO. 28)**

ARRANGEMENT OF SECTIONS

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In terms of section 27 (1) (f) of the University Act (Act No. 27 of 1990), the Council of the University of Zimbabwe, with the approval of the Minister of Higher Education and Technology, or such other Minister to whom the President may from time to time assign the administration of the University of Zimbabwe Act and on the recommendation of the University Senate, makes the following Ordinance:

1. **This Ordinance may be cited as the Academic Staff Grading, Tenure and Promotions Ordinance 1994, and shall take effect from 1 January.....**
2. **The Academic Staff Grading, Tenure and Promotions Ordinance 1983 is hereby repealed.**

3. **OBJECTIVES**

In making this Ordinance, the Council has as its objective the establishment within the University of an equitable and workable system of appointments and promotions which satisfy the legitimate career aspirations of academic staff and which will ensure the achievement of the University's academic aims whilst maintaining the high quality of its academic staff.

4. **STRUCTURE OF ACADEMIC STAFF GRADES**

4.1 The following structure of grades and notches for Academic Staff shall apply within the University:

Grade	Number of notches
Professor/Research Professor	} 6
Associate Professor / Associate Research Professor	} 6
Senior Lecturer / Senior Research Fellow	} 11
Lecturer / Research Fellow	} 14

4.2 The salary scales applicable to each grade and the salary step applicable to each notch within a scale shall be such as may be approved by the University Council from time to time, and published as a part of the University's Salary Scales.

4.3 The University Council or its authorized committees shall have sole discretion to determine the academic staff establishment in each Academic Department and Faculty in the University, and in so doing, may designate that posts be established at any of the grades listed in section 4.1 above, but normally:

- 4.3.1 Each of the other academic posts on a Department's or Faculty's establishment may be filled up to professorial level only by the promotion of existing staff.

5. **GRADING AND NOTCHING ON INITIAL APPOINTMENT**

- 5.1 On initial appointment to the University's Academic Staff, a successful candidate shall be graded and notched according to his or her qualifications, experience and published research, and in so doing, the following criteria will apply:-

5.2 **QUALIFICATIONS**

- 5.2.1 The basic qualification for appointment to the University's Academic Staff is normally a post – graduate Master's degree.
- 5.2.2 An appointee with a good first degree or an approved equivalent in the appropriate discipline, but without any relevant post-graduate experience, shall only be placed at the first notch of the Lecturer/Research Fellow scale.
- 5.2.3 An appointee with approved research or non –research post graduate qualifications which have been the subject of an examination process, shall be granted additional notches within a grade according to the following guidelines:
- 5.2.3.1 A post-graduate Diploma or Post-graduate Masters degree extending over less than 2 years of study or equivalent: 1 notch
- 5.2.3.2 A post-graduate Masters Degree extending over 2 years of study or equivalent: 2 notches
- 5.2.3.3 A DPhil or PhD Degree or equivalent: 3 notches
- 5.2.4 The qualifications which are accepted by the University as approved equivalents to the three basic levels recognized are set out in the First Schedule to this Ordinance.
- 5.2.5 A serving member of the University's Academic Staff who obtains a further qualification as described in Section 5.2.3 above, shall be awarded the appropriate additional notches with effect from the 1st of the month after the additional qualification is finally awarded, provided that such additional notches do not result in the member of staff being effectively promoted to a higher grade.

5.3 **Experience**

- 5.3.1 New appointees to the University's Academic Staff will be awarded, on initial appointment, one notch on the salary scales for each year of relevant post-graduate experience, provided that such recognition of experience does not result in the appointee being appointed at a grade higher than that of Lecturer / Research Fellow, unless the appointee also satisfies the criteria for promotion to such higher grade as specified in Section 7.5 of this Ordinance.
- 5.3.2 In granting recognition to relevant post-graduate experience the University shall:
- 5.3.2.1 Make no distinction between professional and non - professional experience;
- 5.3.2.2 Recognise in full, the time spent as a full – time member of the academic (teaching and / or research) staff of a reputable university;
- 5.3.2.3 Not grant credit in notching on the salary scales for the time an appointee has spent in full-time study for a post-graduate qualification.
- 5.3.3 In all disciplines, any post-graduate experience in the appropriate discipline will be recognized as relevant, and in particular the internship year following graduation as an MBChB or BPharm or equivalent will be recognized as post-graduate experience.
- 5.3.4 In general, the University will not provide any credit in notching an appointee, on initial appointment, for pre-graduate experience, but from time to time the University may recognize such experience and, in so doing, shall specify the type of experience and the extent of its recognition by the University, by including such information in the Second Schedule to this Ordinance.

5.4 **Published Research**

The University recognizes published research, other than that forming part of a post-graduate qualification, for the purpose of determining the grade on initial appointment. The

University does not prescribe specific mechanism or guidelines for such recognition, and relies on the appropriate Appointment Board to make recommendations in each appointee's case. In making such recommendations, Appointments Boards shall take cognisance of the quality of the published work and whether it had been refereed by persons expert in the particular field. Appointments Boards shall ensure that the assessment and weighting of published research is consistent with standards implemented by the Promotions Committee.

6. PROFESSIONAL SUPPLEMENT

- 6.1 There shall be only one Academic (Teaching and Research) grading and salary structure, and the same salary scales shall apply to all posts in all Faculties within the University.
- 6.2 In certain fields a pensionable, professional supplement in addition to the basic salary shall be paid to staff, unless it is provided for in some other scheme. These fields and the conditions governing the payment of the supplement are set out in the Third schedule to this Ordinance.

7. PROMOTION

7.1 **Criteria for Promotion**

In assessing the suitability of members of the academic staff for promotion to a higher grade, the University shall take into account the following broad criteria:

- 7.1.1 Teaching or for research staff, contribution to knowledge through research oriented activities such as consultancy, advisory work, part-time teaching commissioned research; etc.
- 7.1.2 Research, Scholarship and Creative Work; and
- 7.1.3 University Service.

7.2 **Assessment of Teaching**

In making an assessment of a candidate's teaching, the University regards the following general areas as being of central importance:

- 7.2.1 teaching method
- 7.2.2 course content
- 7.2.3 the general performance of students in the courses taught by the candidate for promotions
- 7.2.4 the quality of the candidate's supervision of undergraduate and graduate students
- 7.2.5 the development of new and effective techniques of instruction including the production of teaching materials.

7.3 **Assessment of Research, Scholarship and Creative Work**

7.3.1 In making an assessment of a candidate's research, scholarship and creative work (hereinafter referred to as "research"), the University recognises that research has a number of dimensions and, therefore would examine a candidate's research to determine which of the following dimensions apply:-

- 7.3.1.1 the accumulation of data that confirms an existing theory;
- 7.3.1.2 the application of existing theory to facts specific to given contexts;
- 7.3.1.3 the generation of new theory and its empirical testing;
- 7.3.1.4 the generation of new methodologies for dealing with problems in the discipline or in practice
- 7.3.1.5 originality and innovation in contributions to issues of culture, of creative arts, writing architectural design etc

7.3.2 Normally the University would take into account for promotion purposes only research which has been published, been accepted for publication or is in a written up form in which it can be assessed. The latter may include consultancy or professional reports or similar relevant material which however would be differentially weighted against journal articles and books, with a bias in favour of the latter.

7.3.3 In addition to making an assessment of a candidate's research from the point view of its quality, the University would also make an assessment in terms of the quantity of research output. In this regard, the University emphasises that all academic staff are

expected, as an essential part of their responsibilities, to be active and productive in research.

- 7.3.4 In assessing the research record of candidates for promotion the University will take into account the contractual responsibilities of members of staff. For example, in the Faculties of Medicine and Veterinary Science, the University will take due account of the clinical responsibilities of staff.

7.4 Assessment of University Service

In assessing a candidate's University service, the University is conscious of the fact that every member of the academic staff should be a good University citizen, performing his/her duties conscientiously and well, attending meetings and participating on committees to which he/she is assigned. The University regards such activity as adequate University service. If a candidate has taken a leadership role in University service, such as serving as Dean, Chairman of a Department, Chairman of a committee or in organizing a Faculty or Department's contributions to such activities as Vacating School or Open Day, or organising vacation research for students or is involved in student counselling and does these activities outstandingly well, the University would regard such service as better than adequate

7.5 Criteria for Promotion to the Specific Grades.

7.5.1 *The criteria for Promotion to the Senior Lecturer/Senior Research Fellow Grade are as follows:*

- 7.5.1.1 assessments at the level of satisfactory in teaching, research and University service; and
- 7.5.1.2 an assessment at the level of outstanding in at least one of the following: teaching, research and University service;
- 7.5.1.3 satisfactory research shall normally mean at least five publications in referred journals or assessed equivalents in line with 7.3.2;
- 7.5.1.4 outstanding research shall normally mean at least eight publications in refereed journals or assessed equivalents in line with 7.3.2; showing diversity, originality and contributing significantly to the candidate's subject but not necessarily meriting international recognition;
- 7.5.1.5 satisfactory teaching shall normally mean performing well in at least half of the areas listed in Section 7.2;
- 7.5.1.6 outstanding teaching shall normally mean performing well in all the areas listed in Section 7.2;
- 7.5.1.7 the criteria for promotion to the Senior Research Fellow Grade shall be as for promotion to the Senior Lecturer Grade except that in place of teaching, contributing to knowledge in the candidate's discipline through research oriented activities such as consultancies, advisory work, part-time teaching, commissioned research etc, shall be considered where such contributions are verifiable through documentary evidence.

7.5.2 *Criteria for Promotion to the Associate Professor/Associate Research Professor Grade.*

The criteria for promotion to the Associate / Associate Research Professor grade are as follows:

- 7.5.2.1 publications which merit international recognition in the candidate's own field as testified by external assessors, examiners or reviewers of the candidate's work, together with a general quality of research which is of a level higher than that expected for promotion to the Senior Lecturer / Senior Research Fellow Grade;
- 7.5.2.2 satisfactory teaching
- 7.5.2.3 satisfactory University service.

7.5.3 *Criteria for Promotion to the Professorial / Research Professorial Grade.*

The criteria for promotion to the Professorial / Research Professorial Grade are as follows:

- 7.5.3.1 in respect of research;
- 7.5.3.2 an international reputation for scholarship in the candidate's field as testified by external assessors, examiners or reviewers of the candidate's work;
- 7.5.3.3 in some fields, one or more books and substantial publications in scholarly journals;
- 7.5.3.4 generally, a cumulative and sustained record of research of recognised international excellence.
- 7.5.3.5 satisfactory teaching;
- 7.5.3.6 satisfactory University service.
- 7.5.4 For the sake of clarity, and to emphasise the difference expected in the research record of candidates for promotion to Senior Lecturer/Senior Research Fellow, Associate Professor/ Associate Research Professor and Professor/Research Professor,
 - 7.5.4.1 for promotion to Senior Lecturer / Senior Research Fellow the quality of the research need not necessarily be at a level meriting the candidate's international recognition;
 - 7.5.4.2 whereas, for promotion to Associate Professor / Associate Research Professor the candidate's research must be adjudged to be of a quality meriting international recognition but need not have the element of sustained intellectual excellence expected of the research of a candidate for the Professorship Grade;
 - 7.5.4.3 promotions shall be effected not necessarily through interim grades,
 - 7.5.4.4 an Associate Professor/Associate Research Professor would be required to demonstrate the sustained record required for promotion to a Professor/ Research Professor in the period since he/she was promoted or appointed as an Associate Professor / Associate Research Professor.

7.5 Promotion Procedures

- 7.6.1 Annually, in the early part of each calendar year, the Chairman of a Department shall place in the file of each academic member of that Department a report concerning the member's teaching, research and University service in the previous year. This report shall be filed by the appropriate members of the University Administration;
- 7.6.2 The Annual Reports filed in terms of Section 7.6.1 will form the basis of a Chairman of Department's report to the Promotions or appropriate Academic Appointments Board for purposes of applications for promotion and consideration of the granting of Tenure (see Section 8 of this Ordinance) respectively;
- 7.6.3 A member of staff wishing to apply for promotion should do so in response to the annual invitation to apply for promotion issued by the University administration. In the first instance, such applications shall be submitted to the Chairman of the member's Department who will submit to the Promotions committee, through the Dean of the Faculty, a dossier containing the following documents:-
 - 7.6.3.1 the candidate's complete, up-to-date curriculum vitae,
 - 7.6.3.2 the candidate's application for promotion.
 - 7.6.3.3 copies of each of the Annual Reports on the member since initial appointment or since the date of last promotion whichever is the most recent,
 - 7.6.3.4 a summary of the Departmental Board's views on the candidate's application,
 - 7.6.3.5 a report containing the Chairman's recommendations on the candidate's application, which shall first have been made available to the candidate for comment, but in all other respects should be regarded as confidential to the Promotions Committee,
 - 7.6.3.6 any comments on the Chairman's report which the candidate may wish to submit to the Promotions Committee.

- 7.6.4 In circumstances where the candidate expressly wishes the Departmental Board to consider any difference of opinion between him/herself and the Departmental Chairman he/she may request the Departmental Board to do so, in which event, the outcome of the Departmental Board's deliberations would be included in the dossier submitted through the Dean to the Promotions Committee.
- 7.6.5 The dossier shall also include a list, in order of preference, of assessors to whom the Promotions Committee may refer. This list shall be prepared by the Departmental Board and shall be as follows in applications for promotion to:
- 7.6.5.1 Senior Lecturer / Senior Research Fellow: 3 assessors, at least two of which shall be outsiders to the University;
- 7.6.5.2 Associate Professor Associate Research Professor or Professor / Research Professor: 6 assessors, at least four of which shall be outsiders to the University,
- 7.6.5.3 In the case where a candidate relies on Teaching or University Service in claiming an assessment at the level of **outstanding**, three assessors internal to the University but external to the Department shall be appointed to consider the candidate's credentials.
- 7.6.6 The Dean of each Faculty shall forward to the Promotions Committee the dossier received from the Chairman of Department on each candidate, together with a report and recommendation by him/herself as Dean. The Dean's report shall be confidential, except that if he/she disagrees with the Chairman's report, the Dean is required to make his report available to the Chairman and the candidate, in which event the candidate's comments on the Dean's report shall be included in the final dossier submitted to the Promotions Committee.
- 7.6.7 The Promotions Committee shall have final authority in all promotion matters and, in particular, shall be the sole arbiter as to whether or not to seek reports from assessors in any case for promotion. If a "prima facie" case for promotion is judged to exist then the Committee shall seek the opinion of external assessors, in which event the assessors' reports shall be confidential to the Promotions Committee.
- 7.6.8 In all instances where:
- 7.6.8.1 the Chairman of a Department is a candidate for promotion, the Dean of the Faculty shall undertake the responsibilities of the Chairman of Department as laid down in this Ordinance.
- 7.6.8.2 The Dean of a Faculty is a candidate for promotion, the dossier shall be submitted by the Departmental Chairman direct to the Promotions Committee.

7.7 Composition of Annual Report

- 7.7.1 The Annual Report placed in each academic member of staff's personal file each year by the Chairman of the Department shall include an assessment of the member's teaching or for research staff, contribution to knowledge as stipulated in item 7.5.1.7, research and University service as indicated in Section 7.2.7.3 and 7.4 above.
- 7.7.2 Report on Teaching.
- In compiling the section of the Annual Report on a member's teaching the Chairman of Department shall include an evaluation arrived at after implementing at least the following means of assessment:
- 7.7.2.1 Peer Evaluation of Teaching.
- The Departmental Board shall establish panel of at least two academic members of staff for each academic member of the Department, with the responsibility of attending lectures given by their colleagues on different occasions and without prior notice to the person giving the lecture. The panel's report will be considered by the Departmental Board and, after constructive, open discussion with the member of staff concerned, will become a component in the assessment of each member of staff's teaching.
- 7.7.2.2 Evaluation by students

Students will be provided with an opportunity to complete an evaluation form in respect of each course. In the first instance, evaluation forms completed by students will be submitted to the Chairman of Department who will discuss the views expressed with the member of staff concerned and the Departmental Board before including any formal comment in the Annual report.

7.7.2.3 Assessments by external examiners.

Any comments by External Examiners on a member's teaching shall be included in the Annual Report.

7.7.2.4 Seminars.

All Departments are required to encourage members of staff to hold seminars on relevant subjects of their choice to which staff and students should be invited to attend. Assessment of seminars and public lectures may become part of the evaluation of the members of staff's application for promotion.

7.7.3 Report on Research

The section of the Annual Report on a member's research shall comprise:-

7.7.3.1 a report, prepared by the member of staff, on his publications, conference papers, conference talks and the status of his work in progress during that year;

7.7.3.2 in the case of other contractual responsibilities such as clinical service in the faculties of Medicine and Veterinary Science, detailed information, prepared by the member of staff, on his or her other contractual work during that year.

7.7.4 Report on University Service.

The Section of the Annual Report on a member's University service shall comprise:

7.7.4.1 a report by the Chairman of Department on the quality and quantity of the member's University service during the year in question;

7.7.4.2 any written comments by the member of the Chairman's report made in terms of Section 7.7.4.1 above.

8 TENURE

8.1 Only citizens and permanent residents of Zimbabwe, in accordance with Section 5 (2) of the University Act shall be appointed on permanent terms of service which permit the granting of tenure in terms of this Ordinance should the University so determine.

8.2 Persons who are not citizens or residents of Zimbabwe shall be appointed only on fixed term contracts, which do not entitle such staff to being considered for tenure, and, therefore, further provisions of this section of this Ordinance do not apply to such staff.

8.3 All academic staff appointed by the University shall be required to serve a probationary period before being considered for tenure provided that Appointments Boards, may, where it appears that the candidate so merits it, decide that a candidate be appointed at the level of Associate Professor/Associate Research Professor or Professor/Research Professor with immediate tenure.

8.4 The duration of the probationary period shall be:-

8.1.1 In the case of staff who, before appointment, had tenure at another reputable university or institution of higher education: 2 years.

8.1.2 In the case of staff who had not previously had tenure: 3 years.

8.5 The criteria for the granting of tenure on completion of the requisite probationary period shall be:-

8.5.1 Satisfactory Teaching or for Research staff, contributing to knowledge as stipulated in item 7.5.1.7;

8.5.2 Satisfactory Research;

8.5.3 Satisfactory University Service.

- 8.6 The procedures for determining whether or not to grant tenure shall be as stipulated above for the consideration of applications for promotion, and therefore, the provisions of sections 7.2; 7.3;7.4;7.6.2;7.6.3;7.6.4; 7.6.6; 7.6.8; and 7.7; shall apply except that:
- 8.6.1 the appropriate final authority shall be the appropriate Academic Appointments Board rather the Academic Promotions Committee;
- 8.6.2 the initiation of the process will be made by the University Administration, at a time suitably in advance of the scheduled date of completion of a member's probationary period of service.
- 8.7 If a member of staff is not granted tenure after the completion of his/her probationary period the University may either:-
- 8.7.1 extend the probationary period by up to two further years with permission for the member of staff to apply for tenure before the expiry of that time; or
- 8.7.2 terminate the member of staff's employment with the University.
- 8.8 If at the end of the probationary period a member of staff is granted tenure then the appointment shall be without time limit up to the age fixed by the University for retirement except that:-
- 8.8.1 a member may resign his appointment by giving not less than six months notice in writing.
- 8.8.2 if a member fails to serve the required notice period he/she shall be liable to pay the University an amount equivalent to his/her gross salary for the period not served.
- 8.8.3 A member may not resign while he/she is on Sabbatical Leave or on Contact Visit.
- 8.8.4 A member who resigns whilst on Sabbatical Leave or Contact Visit shall be required to repay the University Sabbatical air fares received, salary received whilst on Sabbatical or Contact Visit, University contributions to the member's Pension Scheme and six months salary in lieu of notice.
- 8.8.5 any period preceeding or spent on such leave or visit shall not be counted as a period or portion of a period of notice.
- 8.8.6 the University Council may terminate the appointment for "good cause" by giving the member of staff not less than 6 calendar months notice or paying the member's salary in lieu thereof.
- 8.9 Before terminating an appointment in terms of Section 8.8.6 above, the Council :-
- 8.9.1 shall inform the member in writing of the matters alleged against him/her and give the member the opportunity of replying in writing to those charges;
- 8.9.2 may, and if so requested by the member of staff shall, before considering such dismissal, refer the case to the staff Disciplinary Committee established in terms of section 22 of the University Act.
- 8.10 "Good Cause" for the termination of an appointment in terms of Section 8.8.6 means;
- 8.10.1 conviction of any offence which the Council considers to be such as to render the person concerned unfit for the execution of the duties of his/her office,
- 8.10.2 any physical or mental incapacity which the council considers to be such as to render the person concerned unfit to continue to hold his/her office,
- 8.10.3 conduct of an immoral, scandalous or disgraceful nature which the Council considers to be such as to render the person concerned unfit to continue to hold his /her office,
- 8.10.4 conduct which the Council considers to be such as to constitute failure or inability of the person concerned to perform the duties of his/her office or to comply with the conditions of tenure of his/her office.

9 INTERPRETATION

In this Ordinance-

"academic staff" means all persons employed by the University as professors / research professors, associate professors/associate research professors, senior lecturers/senior research fellows or lecturers/research fellows and who are contractually required to carry out teaching, examining and administrative duties and conduct research;"longitudinal" means research which is carried out over a period of at least 5 years before final results are obtainable.

FIRST SCHEDULE

QUALIFICATIONS ACCEPTED BY THE UNIVERSITY AS APPROVED EQUIVALENTS [SECTION 5.2.4 OF ORDINANCE]

1. QUALIFICATIONS RECOGNISED AS EQUIVALENT TO A POSTGRADUATE DIPLOMA OR A POSTGRADUATE MASTERS DEGREE EXTENDING OVER LESS THAN 2 YEARS OF STUDY.

Faculty/Department	Qualifications
1.1 Agriculture	No specific equivalent qualifications identified.
1.2 Arts	Aggregation.
1.3 Commerce	
1.3.1 Accountancy	Membership of the Institute of Cost and Management Accountants Membership of the Institute of Chartered Secretaries and Administrators Membership of the Chartered Institute of Public Finance and Accounting.
1.3.2 Business Studies	Membership of the Institute of Marketing Management Membership of the Institute of Chartered Secretaries and Administrators Membership of the Institute of Personnel Management.
1.4 Education	Graduate certificate of Education.
1.5 Engineering	No specific equivalent qualifications identified.
1.6 Medicine	No specific equivalent qualifications identified.
1.7 Science	No specific equivalent qualifications identified.
1.8 Social Studies	No specific equivalent qualifications identified.
1.9 Veterinary Science	Speciality certificates issued after one year `s full-time study, or the equivalent in part – time study, and after examination by Universities and bodies such as the Royal College of Veterinary Surgeons, the American Veterinary Medical Association, the Australian College of Veterinary Scientists.
1.10 Institute of Development Studies	No specific equivalent qualifications identified.

2. QUALIFICATIONS RECOGNISED AS EQUIVALENT TO A POSTGRADUATE MASTERS DEGREE EXTENDING OVER 2 YEARS OF STUDY.

Faculty/Department	Qualifications
2.1 Agriculture	No specific equivalent qualifications identified.
2.2 Arts	BLitt, BPhil.
2.3 Commerce Accountancy	Membership of the Institute of Chartered Accountants of Zimbabwe or membership of an approved society as defined in the Accountants By – Laws promulgated in terms of the Accountants Act.
2.4 Education	No specific equivalent qualifications identified.
2.5 Engineering	Corporate Membership of an appropriate Institute of Engineering obtained by examination at a professional interview procedure.
2.6 Medicine	M Gen Med MMed (in Medicine, Surgery, Pathology, Paediatrics, Obstetrics and Gynaecology or Psychiatry) MRCP (UK) FRCS (Eng), (Glasg). (Edin) or (Irel)

	MRCOG, FFARCS, MRCPPath.
	Any other qualifications acceptable to the Medical, Dental and Allied Professions Council of Zimbabwe for registration as a Practitioner on a Specialist Register.
2.7 Science	No specific equivalent qualifications identified.
2.8 Social Studies	No specific equivalent qualifications identified.
2.9 Veterinary Science	Speciality Diplomas or Certificates issued after 2 or 3 years Full-time study, or the equivalent in part – time study, and after examination by Universities and bodies such as the Royal College of Veterinary Surgeons, the American Veterinary Medical Association, the Australian College of Veterinary Scientists.

3. QUALIFICATIONS RECOGNISED AS EQUIVALENT TO A DPHIL OR PHD DEGREE

<i>Faculty / Department</i>	<i>Qualifications</i>
3.1 Agriculture	No specific equivalent qualifications identified.
3.2 Arts	No specific equivalent qualifications identified.
3.3 Commerce	No specific equivalent qualifications identified.
3.4 Education	No specific equivalent qualifications identified.
3.5 Law	No specific equivalent qualifications identified.
3.6 Medicine	MD, PharmD.
3.7 Science	No specific equivalent qualifications identified.
3.8 Social Studies	No specific equivalent qualifications identified.
3.9 Veterinary Science	No specific equivalent qualifications identified.

SECOND SCHEDULE

RECOGNITION OF PRE-GRADUATE EXPERIENCE [SECTION 5.3.4 OF THE ORDINANCE]

<i>Faculty / Department</i>	<i>Recognised Pre-graduate Experience</i>	<i>Extent of Recognition</i>
1. Agriculture	Experience in the Agricultural industry following the award of a recognised Diploma in Agriculture.	One notch for each complete year of relevant experience up to a maximum of 5 years.
2 Arts	Nil.	Nil.
3. Commerce		
3.1 Accountancy	Relevant experience at an appropriate level in any of Auditing, Taxation, Financial and Management Accounting and Management Consultancy.	One notch for each complete year of experience up to a maximum of 5 years
3.2 Business Studies	Experience at an Appropriate level in a relevant activity in	One notch for each complete year of experience up

	business or Government or administration at a supervisory or more senior level.	to a maximum of 5 years.
4. Education	Depending on the job description of the post involved, teaching at primary or secondary level or educational administrative experience following the award of a recognised certificate in education.	One notch for each complete year of experience up to a maximum of 5 years
5. Engineering	Relevant experience at an appropriate level in Engineering.	One notch for each complete year of experience of up to a maximum of 5 years.
6. Law	Relevant experience At an appropriate level in law.	One notch for each complete year of experience of up to a maximum of 5 years.
7. Medicine	Relevant experience at an appropriate level in medical laboratory technology following the award of a Diploma in Medical Laboratory Technology.	One notch for each complete year of experience of up to a maximum of 5 years.
8. Science	Depending on the job description of the post involved, certain technical experience may be recognised following the award of an appropriate technician qualification.	One notch for each complete year of experience of up to a maximum of 5 years
9. Social Studies	Professional full-time experience in areas such as counseling, fiscal, public and social administration following the award of a recognised qualification.	One notch for each complete year of experience of up to a maximum of 5 years
10. Veterinary Science	Depending on the job description, following the award of an appropriate qualification in a field related to the Veterinary profession, Examples of appropriate qualifications for this purpose are degrees in Animal Science, Microbiology or Zoology	One notch for each complete year of experience up to a maximum of 5 years

and Diplomas in Medical
Laboratory Technology
or Animal Nursing.

4. Institute of
Development Studies Nil Nil

THIRD SCHEDULE

PROFESSIONAL SUPPLEMENT [SECTION 6 OF THE ORDINANCE]

Pensionable professional supplements are payable in the following fields and in accordance with the following conditions:

1. FACULTY OF MEDICINE

1.1 Medically Qualified Staff

All members of the academic staff appointed in the Faculty of Medicine who are medically qualified and are registered with the Health Professions Council shall be eligible for a professional supplement at rates published from time to time by the University on the authority of the University Council.

1.2 Departments of Chemical Pathology, Haematology, Histopathology and Medical Microbiology.

Members of the academic staff in the Departments of Chemical Pathology, Haematology, Histopathology and Medical Microbiology who are scientifically qualified and are registered as medical scientists with the Health Professions Council shall be eligible for a professional supplement at rates published from time to time by the University on the authority of the University Council.

1.3 Department of Pharmacy

1.3.1 Members of the academic staff in the Department of Pharmacy who are clinical pharmacists shall be eligible for a professional supplement at rates published from time to time by the University on the authority of the University Council.

1.3.2 All members of the academic staff appointed to the Department of Pharmacy who are qualified in Pharmacy itself, are registered Pharmacists by the Health Professions Council and who are not Clinical Pharmacists, shall be eligible for a professional supplement at rates published from time to time by the University on the authority of the University Council.

2. FACULTY OF VETERINARY SCIENCE

All members of the academic staff appointed in the Faculty of Veterinary Science who are qualified veterinarians shall be eligible for a professional supplement at rates published from time to time by the University on the authority of the University council.

3. FACULTY OF COMMERCE

Departments of Accountancy and Business Studies.

All academic members of staff appointed to the Departments of Accountancy and Business Studies shall be eligible for a professional supplement at rates published from time to time by the University on the authority of the University Council.

4. FACULTY OF ENGINEERING

All academic members of staff appointed in the Faculty of Engineering shall be eligible for a professional supplement at rates published from time to time by the University on the authority of the University Council.

5. FACULTY OF SCIENCE

5.1 Institute of Mining Research

All members of the professional staff of the Institute of Mining Research shall be eligible for a professional supplement payable at rates published from time to time by the University on the authority of the University Council.

5.2 Department of Computer Science

All academic members of staff appointed to the Department of Computer Science shall be eligible for a professional supplement at rates published from time to time by the University on the authority of the University Council.

6. UNIVERSITY COMPUTER CENTRE

All members of the staff of the Computer Centre appointed on academic grades or grades equivalent to academic grades shall be eligible for a professional supplement at rates published from time to time by the University on the authority of the University Council.

7. OTHER DEPARTMENTS

Academic staff who are medically qualified, or are scientifically qualified and registered as medical scientists with the Health Professions Council of Zimbabwe, or who are clinical pharmacists, or who are qualified pharmacists and registered pharmacists by the Health Professions Council, or who are qualified veterinarians, or who are qualified engineers registered as engineers with the Zimbabwe Institute of Engineers, shall be eligible for the appropriate professional supplement applicable to such staff even if such staff are not appointed to posts in departments or Faculties listed in paragraphs 1, 2 or 4 of this Schedule, provided they are appointed to those departments on the basis of the qualifications listed above.

Note: "medically qualified", for the purpose of this Schedule, means that such members of staff should hold an MBChB degree or equivalent and be eligible to practise as a medical doctor.