www.mycetoma.edu.sd
info@mycetoma.edu.sd

Policy and SOPs for Career Development and Pathways

Mycetoma Research Center, University of Khartoum

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1. Policy Statement

The Mycetoma Research Centre (MRC) is dedicated to fostering a dynamic, inclusive, and supportive environment that promotes continuous professional development for all staff and researchers. It aims to establish clear career pathways, provide opportunities for skill enhancement, and recognise achievements to retain talented personnel and promote excellence in research and service.

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2. Scope

These policies and SOPs apply to all research staff, technical personnel, administrative staff, and faculty affiliated with the MRC.

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3. Objectives

1. To define clear career advancement pathways within the Center.
2. To promote ongoing skill and leadership development.
3. To ensure equitable opportunities for growth irrespective of gender, background, or current position.
4. To align individual career goals with the Center's strategic objectives.
5. To implement transparent processes for promotions, training, and recognition.

4. Responsibilities

5. Career Development Pathways

5.1 Entry-Level Positions

- Research assistants
- Technical staff
- Administrative officers

5.2 Mid-Level Positions

- Senior researchers
- Project coordinators
- Laboratory managers
- Administrative managers

5.3 Senior and Leadership Positions

- Principal investigators
- Department heads
- Center director
- Advisory roles

5.4 Academic and Research Opportunities

- Postdoctoral research
- PhD and MSc supervision
- Visiting scholar positions
- Collaboration with external institutions

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6. SOPs for Career Development and Progression

6.1 Career Planning and Counselling

Objective: To assist staff in defining career goals and pathways.

Procedures:

1. **Initial Orientation**

   o Conduct orientation sessions for new staff, outlining career opportunities and development resources.

2. **Individual Development Planning (IDP)**

   o Staff and researchers develop personalised career plans in consultation with supervisors.

   o Plans include short-term goals, skill gaps, and training needs.

3. **Regular Review**

   o Conduct biannual or annual reviews to assess progress and update career plans.

6.2 Training and Skill Enhancement

Objective: To promote continuous professional development.

Procedures:

1. **Training Needs Assessment**

   o Supervisors identify skill gaps during performance reviews.

2. **Training Programmes**

   o Offer workshops, seminars, and courses internally or through external providers.

   o Encourage participation in conferences, workshops, and online courses to enhance professional development.

3. **Funding and Support**

   o Allocate budget for training and travel.

   o Provide time off for development activities.

6.3 Performance Appraisal and Feedback

Objective: To evaluate performance and inform career advancement.

Procedures:

1. **Annual Performance Reviews**

   o Conduct structured evaluations based on predefined KPIs.

2. **Feedback and Development**
   - o   Provide constructive feedback.
   - o   Identify opportunities for promotion or additional training.
3. **Documentation**
   - o   Record performance outcomes and development plans.

6.4 Promotions and Career Advancement

Objective: To ensure transparent and merit-based progression.

Procedures:

1. **Eligibility Criteria**
   - o   Define criteria for promotion (e.g., years of service, performance, qualifications).
2. **Application Process**
   - o   Staff submit formal applications or nominations.
3. **Evaluation Committee**
   - o   Form a promotion review committee comprising senior staff and the HR department.
4. **Decision Making**
   - o   Based on performance, qualifications, and contributions.
5. **Notification and Implementation**
   - o   Communicate decisions formally.
   - o   Update personnel records and salary scales.

6.5 Mentorship and Leadership Development

Objective: To cultivate future leaders.

Procedures:

1. **Mentorship Programmes**
   - o   Pair junior staff with senior mentors.
2. **Leadership Training**
   - o   Offer targeted workshops on leadership, project management, and grant writing.

3. **Succession Planning**

   o Identify potential leaders and prepare them through targeted opportunities and experiences.

6.6 Recognition and Incentives

Objective: To motivate staff through the acknowledgement of achievements.

Procedures:

1. **Awards and Certificates**

   o Recognise outstanding research, teaching, and service.

2. **Public Acknowledgment**

   o Highlight achievements in meetings, newsletters, or annual reports.

3. **Incentives**

   o Provide financial or non-financial rewards aligned with performance.

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7. Monitoring and Evaluation

- Regularly assess the effectiveness of career development initiatives.
- Collect feedback from staff through surveys and focus groups.
- Adjust policies and programmes based on feedback and changing needs.

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8. Compliance and Ethical Considerations

- Ensure equal opportunity and non-discrimination.
- Maintain confidentiality of personnel information.
- Uphold integrity and transparency in all processes.

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9. Review and Amendments

- These policies and SOPs shall be reviewed every two years or as needed.
- The Center's leadership shall approve amendments.

These SOPs were written, revised and approved by

Written by	Dr Eiman Siddig	*Eiman*
Revised by	Dr Bosina Mamoun	*Bosina*
Approved by	Prof Fahal	*Fahal*

On 07/07/2022