



THE UNITED REPUBLIC OF TANZANIA
THE LOCAL GOVERNMENT TRAINING INSTITUTE
DEPARTMENT OF RESEARCH AND PUBLICATIONS



MEMO:

FROM: DEPARTMENT OF RESEARCH AND PUBLICATIONS

TO: ALL ACADEMIC STAFF

RE: SUBMISSION OF ACADEMIC MATERIALS FOR PROMOTION

Academic staff scheduled for promotion based on publications for the financial year 2025/2026 are required to submit their scholarly materials for evaluation.

Submission tips:

- i. A cover letter expressing the intent for submission.
- ii. **Two (2) printed sets** of scholarly materials for aspirants up to **Senior Lecturer**.
- iii. **Three (3) printed sets** of scholarly materials for aspirants of **Associate Professor and Professor**.
- iv. The submission should be processed through a normal file system.
- v. The deadline for submission is **7th March, 2026**.
- vi. If you applied last year but fell short of the promotion standards, please submit only the materials required to bridge that gap.

Dr Rogers L. Rugeiyamu
Head-DRP

11th February 2026