



Ref No: A&HR~~62~~/2019

Date: ..~~3~~../~~05~~./2019

### CALL FOR PROMOTION OF ACADEMIC STAFF, 2019

Applications for academic promotions are now open. Interested applicants are advised to send in their applications not later than the **31 MAY 2019**.

Applicants are requested to take special note of the following:

- Academic Promotion Timelines for 2019 (attached); academics are to ensure timeous submission of documents;
- Adhere strictly to the CV format (attached);
- Application Form
- Application Checklist

For further information the following documents are attached.

1. Policy and procedures on academic staff appointments and promotions
2. Academic promotion appendixes
3. Promotion time table 2019

Application comprising of all the items listed below, should be submitted electronically as well as in hard copy as follows:

- Up to Senior Lecturer level they will send their applications to the respective College Directors of Administration and Human Resource Management;
  - For Associate Professors and Professors, applications to be submitted to the Acting Administration and Human Resource Division Manager through the following dropbox link, <https://www.dropbox.com/request/ONlxOmsnXMcjHlcd3cR>
1. Completed Application for Personal Promotion form;
  2. Candidate's Statement not exceeding 4,000 words showing clearly what has been done since last promotion/ appointment including details on how shortcomings have been addressed from previous unsuccessful application;





3. Curriculum Vitae in the prescribed format;
4. Certified copies of certificates for qualifications, programmes or courses completed (if applicable);
5. Copies of peer reviewed journal publications;
6. Copies of peer reviewed conference publications showing page numbers of the paper, publisher and ISBN number;
7. Copies of inside page of the books showing publisher and ISBN number;
8. Copies of books chapters and inside page showing publisher and ISBN number;
9. List of supervised post-graduate students indicating completion status and proof of appointment as supervisor;
10. Teaching Portfolio

The necessary forms for application and UR Policy and Procedures on Academic Staff Appointments and Promotions can also be obtained from UR website, [www.ur.ac.rw](http://www.ur.ac.rw) and respective College Websites.

Failure to submit documents and templates as outlined above may lead to the application not being processed.

Candidates are strongly advised to read and understand the UR Policy and Procedures on Academic Staff Appointments and Promotions for further details.

The outcome of the promotion process will be effected in **January 2020**.

**Mrs Immaculate Mukamuhizi**  
**Ag. Administration and Human Resources Division Manager**  
**University of Rwanda**

