



## CALL FOR ACADEMIC PROMOTION, 2021 ROUND

Applications for academic promotion are now open; interested academics are advised to send in their applications.

### I. Note to the applicants

Applicants are requested to take special note of the following:

- The current call for academic promotion follows provisions of the “2020 Revised Academic Promotion and Appointments Policy” approved by the Board of Governors on 14<sup>th</sup> October 2020. Thus, applicants are strongly advised to read and understand it; it is downloadable from the University of Rwanda (UR) website.
- Particularly and in line with the above, applicants are advised to take note of the following new provision of the new policy: “*Assistant Lecturer will not be promoted to the next position unless they get a PhD*”. This implies that possession of a PhD (or professional doctorate) is the minimum criteria to be promoted to Lecturer position.
- Failure to submit the required documents on time and in the prescribed formats (see below) will result in the application not being processed.
- Application files should be submitted electronically as follows:
  - Applications for professorial positions should be submitted to the UR Division Manager for Administration and Human Resources Management through the following e-mail address: **academicpromotion2021@gmail.com** and copy to: **dir.hr@ur.ac.rw**.
  - Applications for promotion to Senior Lecturer level should be submitted to the College Director for Administration and Human Resources Management. Colleges are requested to put in place electronic channels allowing electronic submission and inform academic staff within their Colleg.
- Applications for “**accelerated promotion**”:
  - Accelerated promotion refers to cases “*where a candidate applies for promotion to a level that is two or more levels higher than the candidate’s current level*”. (Refer to the current policy, Section 1, page 4).
  - The applicant should make sure, before applying that she/he exceeds ALL the promotion criteria of the next position, and she/he meets ALL the promotion criteria for the level to which she/he wishes to be promoted.
  - Applicants are strongly advised to adhere to the above (prior self-assessment) and apply for accelerated promotion when fully justified and aligned with the provisions of the current policy.
  - Failure to get accelerated promotion does not necessarily mean that the applicant will be promoted to the position (level) next to her/his current position unless policy criteria are fully met.



## II. Requirements for Academic Promotion

Refer to section 12, 13, 14 and 15 of the above-mentioned policy.

## III. Application documents

### a) New Applicants

New applicants will submit the following documents:

1. A covering letter highlighting the basis for the application of no more than 3 pages.
2. Application forms duly filled as per the policy (all forms are found in the new policy):
  - Template for provision of applicant's personal information
  - Template to be completed by the Candidate's line manager
  - Curriculum vitae Template
  - Application checklist

Applicants are requested to adhere strictly to the above application forms.

3. Confirmation statement of the applicant that they do not work for second institution (unless they have a written agreement that allows them to do so in which case, the proof should be submitted)
4. Copies of peer reviewed journal publications (if any)
5. Copies of peer reviewed conference publications (if any). showing page numbers of the paper, publisher, and ISBN number;
6. Copies of cover and inside page of books (if any) showing publisher and ISBN number;
7. Copies of book chapters (if any) and inside page showing publisher and ISBN number;
8. List of supervised post-graduate students (if any) indicating completion status and proof of appointment as supervisor or co-supervisor;
9. Teaching Portfolio (Refer to University guidelines on Teaching Portfolio and Assessment criteria);
10. Any additional material that demonstrates that the applicant meets the criteria for promotion, provided that the material being submitted is in line with provisions of the UR promotion policy.
11. For applicants who want to be promoted basing on academic leadership performance should send in all proof as specified in the matrix to assess the same

### b) Resubmission (see section 7 of above-mentioned policy; Stage 2 -*Submission of applications*-)

- Re-submission concerns unsuccessful applicants from one of the last promotions rounds who fell short of points in one or two of the following promotion areas:
  - Publications, and
  - Supervision.
- Resubmission **does not concern teaching portfolio**. In case promotion was denied because of inadequate teaching portfolio, it should be fully re-constituted and be re-submitted when a new call is launched. *Please refer to the same policy section mentioned above for additional details.*



- In the context of this policy, “**re-submission**” means that unsuccessful applicants will only submit supplementary documents and proofs for one or two of the concerned areas (publications, supervision). *Please refer to illustrative examples for resubmission provided in the same policy section mentioned above.*
- A resubmission can not go along with accelerated promotion

#### IV. Timeline

Activity		Deadline
1.	Deadline for submission of applications	30 December 2021
2.	Deadline to submit files to external assessors	17 January 2022
3.	Deadline to receive external assessors’ reports	17 February 2022
4.	Deadline for completion of <b>assessment</b> of: - Teaching Portfolios - Research related performance - Supervision related performance - Grant criteria - Leadership criteria	17 February 2022
5.	Meeting of Promotion Committees at University and College levels (by no later than)	24 February 2022
6.	Notification of provisional Academic Promotion <b>outcome</b> (by no later than)	28 February 2022
7.	Deadline for submission of <b>appeals</b>	11 March 2022
8.	Meeting of the Appeal Committee (must take place by no later than)	16 March 2022
9.	<b>Outcome</b> of Promotion Appeal	21 March 2022
10.	The Final Report on Promotion approved by the Academic Senate and the Board of Governors (Not later than)	6 April 2022
11.	Issuing of Final Academic Promotion <b>outcome</b> (by no later than)	13 April 2022
12.	<b>Closing</b> of the Promotion round	13 April 2022

Done at Kigali on November 30, 2021

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