



UNIVERSITY *of*
RWANDA

Policy and Procedures for Honorary Appointments

Approved by the Board of Governors of August 9, 2024.

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1. INTRODUCTION

In order to achieve its core mission in the areas of teaching, research and community outreach, the University of Rwanda has significantly expanded its pool of partners from various sectors including the academia as well as the public and private sectors, both locally and internationally. Building on the assessment of the UR policy and procedures for honorary appointments adopted in 2014, the present revised policy and procedures for honorary appointments aim at providing the framework for honorary appointments to individuals whose achievements in their academic and professional activities are expected to materially and notably add value to the scholarship and prestige of the University of Rwanda as a whole. Therefore, Honorary Appointments intend to enable UR to:

- Tap onto externally based expertise to complement its internal staff capacity;
- Retain the services of the excellent researchers through the appointment of scholarly and professionally competent individuals, including the expertise of retirees UR academic staff;
- Enable distinguished people who are in a position to substantially contribute to teaching, research, and supervision of postgraduate students, as well as community outreach;
- Attract a broad pool of scholars and professional who will play an important role in strengthening UR collaborations with both internal and external stakeholders.

The Honorary status is, in principle, awarded in recognition of an individual's contribution to teaching, research, and scholarship in the University, as well as community outreach. The appointment is based upon:

- Duration in service
- Participation in academia both within and outside of Rwanda
- Research Productivity
- Advocacy for education
- Leadership and scholarship in his field of expertise
- Substantive achievements with an impact to the society

An honorary member of staff will have therefore demonstrated a notable contribution to teaching they undertake with undergraduate or postgraduate students. They are experienced, committed teachers, researchers, or knowledgeable professionals and represent excellence in their field of competence. They also demonstrate sound ability to support impactful community outreach activities in which the UR is involved. Retiring staff with exceptional research and teaching, as well as outstanding professional achievements and record, may have honorary titles bestowed on them to facilitate their continued contributions to the institutional academic endeavors, research, and service to the community.

2. TITLES AND ELIGIBILITY

2.1. Honorary Appointments

2.1.1. Titles for Honorary

Honorary appointments may be made to academics or individuals with outstanding professional experience relevant to the realization of the University's mission, who are not members of UR staff, and the following titles used:

- Honorary Professor
- Honorary Associate Professor
- Honorary Senior Lecturer
- Honorary Lecturer
- Honorary Assistant Lecturer

Honorary appointments whose contributions are predominantly oriented towards research will be given the following titles:

- Honorary Research Professor
- Honorary Associate Research Professor
- Honorary Senior Research Fellow
- Honorary Research Fellow

2.1.2. Eligibility for honorary appointments

The academic qualifications, teaching and research profile as well as experience for the appointments at the different levels shall be equivalent to those for appointment to the corresponding substantive post, as stipulated in the UR Academic Promotion and Appointments Policy.

a) Honorary Professor

To qualify for this level the individual must demonstrate an outstanding level of research, making substantial contributions to the advancement of knowledge in their field, recognized internationally. She/he shall also have experience of, and a demonstrated commitment towards fostering excellence in undergraduate and postgraduate education.

b) Honorary Associate Professor

This title may be conferred on an individual who satisfies the requirements specified below for the category of Honorary Senior Lecturer but is subject to the following additional conditions. The individual will normally have several years of experience at the highest level and/or have achieved considerable distinction in their field. The individual will also normally have experience of, and a demonstrated commitment towards fostering excellence in research as well as undergraduate and postgraduate education.

c) Honorary Senior Lecturer

Honorary Senior Lecturers should be able to contribute at an appropriately high level to teaching or research, or otherwise make a special contribution to the academic work of the University.

d) Honorary Lecturer

Honorary Lecturers must contribute to teaching or research at an appropriate level, or otherwise make a special contribution to the academic work of the University.

e) Honorary Assistant Lecturer

Normally this title is given to professionals affiliated with established professional bodies such as a general practitioner-level doctor or community-based health professional, a qualified engineer, an architect, a lawyer, or business administration, whose contribution is limited to the delivery of teaching. This level of appointment may be suitable for someone who has a contribution to teaching based on his or her professional experience in the public and private sectors, in community development, or an NGO.

f) Appointments of Honorary Research Positions

Appointment of Honorary Research Professor, Honorary Research Associate Professor, Honorary Senior Research Fellow, or Honorary Research Fellow, shall be bestowed to an academic engaged, at more than 80% of their workload, in collaborative research at UR for not less than one year (e.g. a regular visiting researcher) and whose research profiles are equivalent to those of substantive positions at the level, respectively, of Professor, Associate Professor, Senior Lecturer, and Lecturer.

2.2. Retiree Appointments

2.2.1. Titles for Retiree Appointments

- a) Emeritus Professor
- b) Honorary Professor
- c) Honorary Associate Professor
- d) Honorary Senior Lecturer

2.2.2. Eligibility for Retiree Appointments

a) Emeritus Professor

The Board, on the recommendation of the Senate, may confer the title on retiring Professors. They must be deemed to have made significant contributions in terms of service and knowledge production to the University.

To be eligible, the candidate must have held a full professorship position at the University of Rwanda or the former constituent institutions, for at least ten (10) years. Under exceptional circumstances, a retiring professor who has made a significant contribution, but held the professorship for less than ten (10) years may also be recommended for appointment as an Emeritus Professor.

b) Honorary Professor, Honorary Associate Professor, Honorary Senior Lecturer

These titles are awarded to a senior member of staff with the academic rank of, respectively, Senior Lecturer, Associate Professor or Professor, or equivalent, at the time of retirement from a remunerative post, if they are continuing to contribute to research and/or teaching.

2.3. Visiting Appointments

2.3.1. Objective

The objective of the appointments is to accord lecturers and researchers who are visiting the University for not more than one year, affiliation with the University, while they are undertaking teaching and/or research, for the period they are with the University

2.3.2. Titles for Visiting Appointments

- a) Visiting Professor
- b) Visiting Associate Professor
- c) Visiting Senior Lecturer
- d) Visiting Lecturer

2.3.3. Eligibility for the Visiting Appointments

- A Visiting Appointee (Visiting Professor, Visiting Associate Professor, Visiting Senior Lecturer, Visiting Lecturer) will normally come from a higher education or research environment and hold a comparable status at his/her home institution.
- The expectation is that the Visiting Appointee will maintain a significant presence in the University, delivering lectures and seminars and collaborating in research activities.

3. TERMS AND CONDITIONS FOR APPOINTMENT

3.1. All Honorary appointments are for a maximum period of three years, which can be renewed subject to satisfactory performance. It is the Honorary's responsibility to keep an accurate record of his/her activities and to meet the criteria for eligibility for renewal of term. An agreement stipulating the duties and responsibilities shall be signed between the honorary appointees and the University of Rwanda.

3.2. The appointment for the Emeritus Professor is for life unless rescinded by the appointee or the University.

- 3.3. All honorary appointees shall be issued with special ID cards entitling them access to the following:
 - 3.3.1. Library facilities and services, including electronic databases
 - 3.3.2. IT services (internet and emails)
 - 3.3.3. Parking space where applicable
 - 3.3.4. Office space, laboratory space, computer, and research facilities as appropriate
- 3.4. Honorary appointees can have the privilege of being invited to official University functions and any other privileges as determined by the University
- 3.5. Honorary appointees can apply for research and other grants in the name of the University and can be PIs
- 3.6. Emeritus Professors and other honorary appointees are expected to undertake research and publish in the name of the University as well as supervise postgraduate students
- 3.7. The Honorary appointment has no remuneration, but the honorary appointee can be assigned responsibilities for which he/she may be remunerated
- 3.8. The Honorary may, at the request of the Principal, Dean, Head of Department, Director of Research Center or Director of Research Institute, be involved in additional reasonable teaching activity, such as: marking, examining, coursework, assignments, mentorship and other section activities
- 3.9. Honorary appointees shall be listed in the College Handbooks under appropriate Schools and Departments.
- 3.10. It is the responsibility of all Honorary Status Holders to inform their affiliated School, Research Center or Institute representative if their correspondence address, telephone and fax number, or email address changes.
- 3.11. Honorary status holders should inform the affiliated School, Research Center, or Institute representative, in writing, if they move to a different post or retire, since this may affect their eligibility for honorary status.
- 3.12. Honorary appointees may voluntarily rescind their honorary status at any time by informing the Dean, Director of the Research Center, or Director of the Research Institute in writing. They may wish to do so if they feel their teaching commitments have changed for the time being, and this will not affect consideration of future honorary status

- 3.14. The University reserves the right to rescind the Honorary or Visiting appointment if the appointee is deemed to engage in activities that are not in line with the core values of the institution

4. APPOINTMENT PROCEDURE

- 4.1. The Dean of School, Director of Centers, or Director of Institutes, requests for the appointment, in writing, to the College Principal after approval by their respective councils.
- 4.2. The requests shall be accompanied by supporting evidence, which shall include a full curriculum vitae and a detailed motivation indicating the standing of the nominee in the field.
- 4.3. Honorary appointees may be appointed at a higher level than initially granted if their contribution to teaching and research warrants this. This is normally done at a 3-yearly renewal but can be done within a 3-year term if the Dean of the School wishes a case to be considered by the College Promotions Committee. Honorary appointments are an 'honor' and as such appointees cannot apply for promotion in the usual way for substantive appointees. Nevertheless, any honorary appointment to a higher level than initially granted shall meet the same criteria in terms of academic credentials and achievements associated with the substantive academic rank.
- 4.4. The requests for appointments, except Retiree Appointments and Honorary Professorial Appointments shall be forwarded to the College Promotions Committee.
- 4.5. The requests for the Emeritus Professor, Honorary Professor, Honorary Associate Professor, Honorary Research Professor, Honorary Associate Research Professor, and Honorary Senior Research Fellow shall be forwarded to the University Promotions Committee, upon endorsement and recommendation by the College Promotion Committee.
- 4.6. The Committees shall consider a) the suitability and academic standing of the nominee to be appointed at the motivated level; b) whether the role of the nominee in teaching and/or research would justify the appointment and c) whether the appointment would enhance the academic prestige of the University. If need be, the Committee can call for referees' reports.
- 4.7. Recommendations from the College Promotions Committee with a motivation and an abridged CV for each nominee shall be forwarded to the College Academic Council for approval.

- 4.8. Recommendations from the University Promotions Committee with motivation and an abridged CV for each nominee shall be forwarded to the Senate for approval. The nomination for the Emeritus Professor shall be for recommendation by the Senate to the Board for approval.
- 4.9. The appropriate Human Resources Departments shall notify the appointees of their appointments. An induction session shall be organized to ensure that the honorary appointee is acquainted with relevant UR policies, rules, and regulations.
- 4.10. Appointees shall use the honorific appointment under their names on business cards along with the University logo. This should cease once the appointment lapses.
- 4.11. Honorary Professors can style themselves as 'Professors' whereas Associate Professors should not use the style 'Professor'.

Done at Kigali on ²⁴...../...../2024



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