



## 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.*





UNIVERSITY of  
RWANDA

- 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

Prof Nosa O. EGIEBOR  
Deputy Vice Chancellor for Academic Affairs and Research  
University of Rwanda



## APPENDIX 1:

### ACADEMIC STAFF PROMOTION PROCEDURES & GUIDELINES: APPLICATION CHECK LIST

Candidates to tick	YES	NO
1. Completed Application for Personal Promotion form (Annexure 2)		
2. Candidate's Statement not exceeding 4000 words		
3. Curriculum Vitae is in the prescribed format		
4. Application clearly shows the date of last promotion and what has been done since last promotion / appointment or details on how shortcomings have been addressed from previous unsuccessful application		
5. Certified copies of certificates for qualifications, programmes or courses completed (if applicable)		

### TEACHING/RESEARCH CHECK LIST

Candidates to tick	YES	NO
1. Copies of peer- reviewed journal publications (since last promotion)		
2. Copies of peer-reviewed conference publications (since last promotion)		
3. Copies of books published (since last promotion)		
4. Copies of books chapters (since last promotion)		
5. Copies of other publications to be assessed as research output		
6. Table of post-graduate supervision (if applicable) with letters of appointments		
7. Table of under-graduate supervision (if applicable) approved by the HoD		
8. Student evaluation reports by the Quality Assurance Unit (at least 3)		
9. Performance evaluation report		
10. Copy of Postgraduate Certificate in Teaching and Learning in Higher Education		
11. Copy of Certificate for Postgraduate Supervision		
12. Teaching Portfolio evaluation report		

College Administrator to tick for documentation to CPC	YES	NO
1. Completed candidate's Application for Academic Promotion (Annexure 3)		
2. Candidate's statement		
3. Curriculum Vitae of the candidate (Showing date of last promotion)		
4. Line Manager's Report		
5. Assessors' Reports		
6. Copies of publications and other supporting documents		
7. Policy and Procedures on Academic Staff Appointments and Promotions		

## APPENDIX 2:

### APPLICATION FOR PERSONAL PROMOTION

Candidates must complete Sections 1-6 of this form and submit:

- the original application form
- candidate's statement
- candidate's curriculum vitae in prescribed format
- certified copies of originals of all degree or diploma certificates.

<b>1. PERSONAL DETAILS OF THE CANDIDATE</b>	
Name of Candidate (in full):	
Title: Mrs./Miss/Ms./Mr./Dr./Professor	Staff No:
Email:	Phone No:
Present designation:	
Field of study:	
School/Department:	
College:	Centre:
Date of last promotion:	

<b>2. APPLICATION FOR: Please mark appropriate box with a cross.</b>							
<input type="checkbox"/>	Lecturer	<input type="checkbox"/>	Senior Lecturer	<input type="checkbox"/>	Associate Professor	<input type="checkbox"/>	Professor

### 3. ASSESSORS (Proposed by the Candidate)

Please list the details of 5 potential assessors to assist the Dean of School in identifying suitable assessors in your discipline. The persons ultimately approached may not necessarily be selected from those provided below. Assessors currently employed at higher education institutions must be at a level equivalent to or higher than that for which you wish to be assessed.



**1.**

**Name:**

**Address:**

**Telephone:**

**Fax:**

**E-Mail Address:**

**Relationship:**

**Reason for nomination:**

**2.**

**Name:**

**Address:**

**Telephone:**

**Fax:**

**E-Mail Address:**

**Relationship:**

**Reason for nomination:**

**3.**

**Name:**

**Address:**

**Telephone:**

**Fax:**

**E-Mail Address:**

**Relationship:**

**Reason for nomination:**

**4.**

**Name:**

**Address:**

**Telephone:**

**Fax:**

**E-Mail Address:**

**Relationship:**

<b>Reason for nomination:</b>
<b>5.</b> <b>Name:</b>  <b>Address:</b>  <b>Telephone:</b> <b>Fax:</b> <b>E-Mail Address:</b>  <b>Relationship:</b>  <b>Reason for nomination:</b>
<b>6.</b> <b>Name:</b>  <b>Address:</b>  <b>Telephone:</b> <b>Fax:</b> <b>E-Mail Address:</b>  <b>Relationship:</b>  <b>Reason for nomination:</b>
<b>7.</b> <b>Name:</b>  <b>Address:</b>  <b>Telephone:</b> <b>Fax:</b> <b>E-Mail Address:</b>  <b>Relationship:</b>  <b>Reason for nomination:</b>
<b>8.</b> <b>Name:</b>  <b>Address:</b>

<b>Telephone:</b>	<b>Fax:</b>	<b>E-Mail Address:</b>
<b>Relationship:</b>		
<b>Reason for nomination:</b>		

It is the responsibility of the candidate to ensure that their application is completed in full and submitted with all the relevant documentation (Use checklist in Appendix 2) within the deadline for submissions.

I hereby confirm that all information provided in this application form, my curriculum vitae and statement are true and accurate.

**Full Name of Candidate:**

**Signature:**

**Date:**



**THIS SECTION IS TO BE COMPLETED BY THE CANDIDATE'S LINE MANAGER**

**NAME**

**OF**

**CANDIDATE:**

Please note that assessors should be sufficiently detached from the candidate and of such high academic standing as to provide objective assessment, and **must be external to the University.**

Where a candidate is applying for promotion to the post of Associate Professor or Professor, **three of the assessors** should be **external to the country.**

Referees currently employed at higher education institutions must be at an equivalent or higher academic rank than that being sought by the candidate.

**7. DETAILS OF ASSESSORS PROPOSED BY LINE MANAGER:**

**1.**

**Name:**

**Address:**

**Telephone:**

**Fax:**

**E-Mail Address:**

**2.**

**Name:**

**Address:**

**Telephone:**

**Fax:**

**E-Mail Address:**

**3.**

**Name:**

**Address:**

**Telephone:**

**Fax:**

**E-Mail Address:**

**4.**

**Name:**

**Address:**

**Telephone:**

**Fax:**

**E-Mail Address:**

**5.**

**Name:**

**Address:**

**Telephone:**

**Fax:**

**E-Mail Address:**

Line Managers are requested to ensure that application forms (the checklist in Appendix 2, the candidate's statement and curriculum vitae) are complete before submitting them to the University Director of Human Resources by the date stipulated in the call.

By signing here, the line manager confirms that she/he has verified the accuracy of information in the candidate's statement and supporting documents.

**NAME OF LINE MANAGER:.....**

**SIGNATURE:..... DATE:.....**

### APPENDIX 3:

#### CURRICULUM VITAE

SCHOOL:

COLLEGE:

---

#### CURRICULUM VITAE

Follow this format strictly

<b>NAME:</b>		<b>Academic Rank:</b>	
<b>E-mail:</b>			
<i>EDUCATION/TRAINING (Begin with baccalaureate or other initial professional education and include postdoctoral training.)</i>			
INSTITUTION AND LOCATION	DEGREE (If applicable)	YEAR(s)	FIELD OF STUDY

**A. Positions and Honours.** List in chronological order previous positions, concluding with your present position. List any honours. Include membership, over the last five years, on any national or international advisory or professional committee.

**B. Peer-reviewed publications** (in chronological order with latest dates first). Do not include publications submitted or in preparation. Please highlight publications since previous promotion or appointment into current position. If publications are included that have been accepted for publication, proof must be attached. Entries should be numbered and co-authors shown, where applicable. The length of the various publications should be indicated by means of the inclusion of page numbers. Candidates should quantify their individual contribution to any joint publications. List teaching/learning publications under heading D. Publications in Predatory Journals shall not be considered.



- C. Research Support.** List selected ongoing or completed (during the last five years) research projects. Briefly indicate the overall goals of the projects and your role in the research project.
- D. Teaching.** Indicate experience of curriculum and programme development and evaluation, undergraduate and post-graduate teaching and post-graduate research supervision over the last three years or since last promotion. List any honours or achievements in the field of teaching. List any publications in the field of teaching/learning under this heading.