



UNIVERSITY of  
RWANDA

## CALL FOR APPLICATION FOR ACADEMIC PROMOTION, ROUND TWO-2024

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.
- 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 while applications for promotion to Senior Lecturer should be submitted to the College Director for Administration and Human Resources Management with a copy to UR Division Manager for Administration and Human Resources Management. Applications are submitted via the following emails:

1. All Application for <b>Associate Professor and Professor</b> are submitted to the UR Division Manager for Administration and Human Resources Management through the following e-mail address: <b>academic.promotions@ur.ac.rw</b> and copy to: <b>dir.hr@ur.ac.rw</b>	
2. Applications to <b>Senior Lecturer</b> are submitted to the College Director for Administration and Human Resources Management with a copy to UR DM for AHR as follows:	
CASS	Submit to: <b>v.karemera@ur.ac.rw</b> with a copy to: <b>academic.promotions@ur.ac.rw</b>
CAVM	Submit to: <b>j.kayitesi@ur.ac.rw</b> with a copy to: <b>academic.promotions@ur.ac.rw</b>
CBE	Submit to: <b>v.karemera@ur.ac.rw</b> with a copy to: <b>academic.promotions@ur.ac.rw</b>
CE	Submit to: <b>academic.promotions.ce@ur.ac.rw</b> with a copy to: <b>academic.promotions@ur.ac.rw</b>
CMHS	Submit to: <b>academic.promotions.cmhs@ur.ac.rw</b> with a copy to: <b>academic.promotions@ur.ac.rw</b>
CST	Submit to: <b>info.cst@ur.ac.rw</b> with a copy to: <b>academic.promotions@ur.ac.rw</b>



**NB: Noting that evidence placed in the wrong folder won't be considered. The application file should be well organized in six (6) folders and subfolders namely:**

- (i) Folder for evidence on Teaching Portfolio
- (ii) Folder for evidence on Publications
- (iii) Folder for evidence on Supervision
- (iv) Folder for evidence on Grant (where applicable)
- (v) Folder for evidence on Academic Leadership (where applicable)
- (vi) Folder for Other Supporting/Required Documents/Forms not fitting in the previous folders

▪ 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 (appendices 1 to 3).







3. Confirmation statement of the applicant that they do not work for the 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 proceedings published (if any) showing page numbers of the paper and publisher.
6. Copies of proof on patents, impactful innovative solutions, and innovation-based startup companies (read section 14 of the policy for details)
7. Copies of the cover and inside page of books (if any) showing publisher and ISBN;
8. Copies of book chapters (if any) and inside page showing publisher and ISBN;
9. List of supervised post-graduate students signed by the PG coordinator (if any) indicating the completion year and proof of appointment as supervisor or co-supervisor.
10. List of undergraduate supervised approved by his/her HoD.
11. Teaching Portfolio (Refer to University guidelines on Teaching Portfolio and Assessment criteria, see appendix 5).
12. For applicants who want to be promoted basing on academic leadership performance (appendix 4) should mention it clearly in the application letter and send in all proof as specified in the matrix to assess the same.
13. Proof of won research grants through the University of Rwanda, appointment letter as PI/Co-PI and/or Certificate of successful implementation.
14. 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.

**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.*
- For resubmission the Teaching Portfolio (in case it was successful in one of the previous rounds) cannot be use more than one resubmission (see the policy).
- In the context of this policy, “**re-submission**” means that unsuccessful applicants, in addition to what was previously accepted, 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.*



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- A resubmission cannot go along with accelerated promotion.

#### IV. Timeline

Activity		Deadline
1.	The call is open	From 7 <sup>th</sup> August to 6 <sup>th</sup> September 2024
2.	Deadline to submit files to internal and external assessors	25 <sup>th</sup> September 2024
3.	Deadline to receive external and internal assessors' reports	24 <sup>th</sup> October 2024
4.	Meeting of Promotion Committees at University and College levels	5 <sup>th</sup> November 2024
5.	Notification of provisional Academic Promotion <b>outcome</b> (by no later than)	15 <sup>th</sup> November 2024
6.	Deadline for submission of <b>appeals</b>	29 <sup>th</sup> November 2024
7.	Meeting of the Appeal Committee (no later than)	13 <sup>th</sup> December 2024
8.	Outcome of promotion appeals (no later than)	17 <sup>th</sup> December 2024
9.	The final promotion report approved by the Senate (no later than)	23 <sup>rd</sup> December 2024
10.	Issuing letters on final promotion outcome (no later than)	31 <sup>st</sup> December 2024
11.	Closing of the promotion round	31 <sup>st</sup> December 2024

Done at Kigali on.....7...../.....08....., 2024

Assoc. Prof. KAYIHURA Muganga Didas  
Acting Vice Chancellor

