UNIVERSITY of RWANDA

CALL FOR APPLICATION FOR ACADEMIC PROMOTION, ROUND AUGUST-2023

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 14th 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 through the following e-mail address: **academicprom23@gmail.com** and copy to: **dir.hr@ur.ac.rw**
    - Applications for promotion to Lecturer levels 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 college.

    NB: The application file should be well organized in six (6) folders namely (i) folder for Teaching Portfolio, (ii) Publications, (iii) Supervision, (iv) Grant, (v) Academic Leadership and (vi) Other Supporting/Required Documents/Forms

- 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 <u>exceeds **ALL**</u> the promotion criteria of the next position, and she/he <u>meets **ALL**</u> 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 <u>fully</u> 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 proceedings/publications (if any) showing page numbers of the paper and publisher.
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 signed by PG coordinator (if any) indicating completion status and proof of appointment as supervisor or co-supervisor.
9. List of undergraduate supervised approved by his/her HoD.
10. Teaching Portfolio (Refer to University guidelines on Teaching Portfolio and Assessment criteria).
11. For applicants who want to be promoted basing on academic leadership performance should mention it clearly in the application letter and send in all proof as specified in the matrix to assess the same.
12. Proof of won research grants through the University of Rwanda, appointment letter as PI/Co-PI and/or Certificate of successful implementation.
13. 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 <u>unsuccessful applicants from one of the last promotions rounds</u> 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.*
- A resubmission cannot go along with accelerated promotion.

IV. Timeline

	Activity	Deadline
1.	The call is open	From 1st to 31st August 2023
2.	Deadline to submit files to internal and external assessors	23 September 2023
3.	Deadline to receive external assessors' reports	23 October 2023

4.	Deadline for completion of **assessment** of:
	   - Teaching Portfolios
	   - Research related performance.
	   - Supervision related performance
	   - Grant criteria
	Leadership criteria
		23 October 2023

5.	Meeting of Promotion Committees at University and College levels (by no later than)	05 November 2023
6.	Notification of provisional Academic Promotion **outcome** (by no later than)	10 November 2023
7.	Deadline for submission of **appeals**	24 November 2023
8.	Meeting of the Appeal Committee (must take place by no later than)	30 November 2023
9.	Outcome of promotion appeals	07 December 2023
10.	The final promotion report approved by the Senate/BoG	20 December 2023
11.	Issuing letters on final promotion outcome	30 December 2023
12.	Closing of the promotion round	30 December 2023

Done at Kigali on ...28/07..., 2023

Dr. KAYIHURA Muganga Didas, PhD
Ag. Vice Chancellor