



Call for applications for Academic Promotion – 2026

The University of Rwanda is pleased to announce the opening of the 2026 Academic Promotion cycle. Eligible academic staff are hereby invited to submit their applications for academic promotion through the University's Academic Promotion Portal.

The 2026 academic promotion cycle shall be conducted in accordance with the provisions of the University of Rwanda Academic and Research Staff Promotion Policy (2025). This call concerns all academic and research staff who are either permanent, on fixed-term contracts, part-time, seconded from UR, on cabinet appointment, who continue to fulfil their teaching and research obligations at UR.

Applicants are strongly encouraged to familiarise themselves with the eligibility requirements, assessment criteria, and promotion procedures set out in the policy before submitting their applications. The policy is available on the University of Rwanda website.

This call also applies to academic staff who are eligible for automatic promotion to the ranks of Assistant Lecturer and Lecturer, in accordance with the University of Rwanda Academic Promotion Policy (2025). Eligible staff members shall submit their applications electronically through the Academic Promotion Portal following the standard digital application process.

Unlike applications for competitive academic promotion, applications for automatic promotion may be submitted at any time once the applicant satisfies all the prescribed eligibility requirements. Accordingly, the application deadline specified in this call does not apply to automatic promotion applications.

Applicants are advised that the academic promotion process has been fully digitalized. No application letters, supporting documents, or manually completed forms are required to be submitted separately. All required information and evidence shall be completed and submitted directly through the Academic Promotion Portal.

To apply, eligible staff are required only to:

1. Access the Academic Promotion Portal using their university credentials at <https://systems.ur.ac.rw>.
2. Complete all required information and upload necessary supporting evidence in the online application.
3. Review the information entered carefully for accuracy and completeness.
4. Submit the application electronically through the system before the prescribed deadline.

Note: A user guide for the Academic Promotion Portal is attached to this call to assist applicants throughout the application process. Only applications successfully submitted through the portal within the prescribed deadline will be considered.

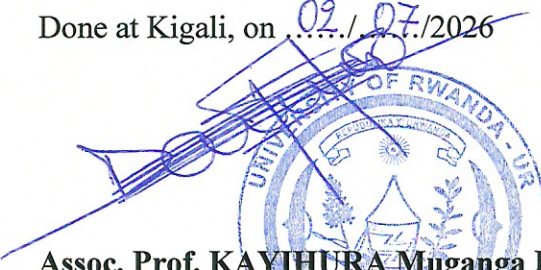
The **deadline for submission of applications is 7 August 2026 at 23:29 (CAT)**. Late submissions will not be captured by the system and will not be considered.

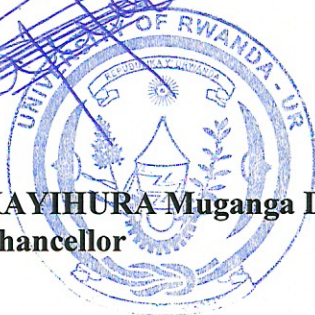


Applicants experiencing technical difficulties in accessing or using the portal should promptly seek assistance from the ICT and HR units at their respective campuses before the application deadline.

The University of Rwanda encourages all eligible academic staff to take advantage of this opportunity and wishes all applicants success in the promotion process.

Done at Kigali, on 02/07/2026


Assoc. Prof. KAYIHURA Muganga Didas
Acting Vice Chancellor



University of Rwanda

Academic Promotion System

User Guide

Management Information System (MIS)

Version 1.0 — April 2026

Based on UR Policy for Promotion of Academic and Research Staff

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1. Introduction

The Academic Promotion System in MIS supports the full lifecycle of promotion applications for academic and research staff at the University of Rwanda. The system implements three distinct promotion workflows depending on the target rank:

- **Automatic promotion** — for Assistant Lecturer and Lecturer positions, based on degree qualification.
- **CTET + CPC workflow** — for Senior Lecturer/Senior Researcher, requiring full technical evaluation at college level.
- **UTET + UPC + BOG workflow** — for Associate Professor and Professor ranks, requiring university-level evaluation and Board of Governors approval (for Professor).

1.1 System Roles and Permissions

Different users have different access levels in the promotion system. The table below summarizes what each role can do:

Role	Capabilities
Academic Staff	Apply for promotion, edit and submit application, manage portfolio and evidence, withdraw application
HoD	View applications in their department
Dean	View applications in their school
Deputy Dean / Registrar	View applications in their scope
Principal (CPC Chair)	View college applications, approve/reject based on CTET reviews, manage CTET teams, assign external examiners
VC (UPC Chair)	View all applications, approve/reject based on UTET reviews, manage UTET/BOG teams, manage external examiners
DVC-AAR / DVC-SPA	View all applications, manage promotion settings (dates, workflow)
HR	View applications in scope, manage evaluation teams (CTET/UTET), manage external examiners, manage settings
CTET/UTET	Review (score and evaluate) assigned applications — granted through team membership
External Examiners	Review (score and evaluate) — granted through examiner assignment
System Admin	Full access to all promotion features

Note: Reviews (scoring and evaluation) are performed only by CTET members, UTET members, and external examiners. CPC and UPC committees approve or reject applications based on those review scores — they do not perform reviews themselves.

2. Automatic Promotion

Automatic promotions apply to the first two ranks in both the academic and research pathways. These promotions are based on degree qualification and do not require committee review or a full portfolio.

Promotion	Required Qualification
Tutorial Assistant → Assistant Lecturer	Master's degree in relevant field
Assistant Lecturer → Lecturer	PhD in relevant field
Research Assistant → Assistant Researcher	Master's degree in relevant field
Assistant Researcher → Researcher	PhD in relevant field

2.1 Applying for Automatic Promotion

As an academic staff member, follow these steps to apply:

Step 1: Navigate to the Promotions page — After login, from the main menu, click on "Academic Staff Promotion" card, the click on “Applications” card.

Step 2: Start a new application — You get all ranks and their requirements with a percentage in terms of readiness. Each rank requires adding evidence for its different requirements for its percentage to be updated. If any rank has 100% readiness, click the "New Application" button. The system will automatically determine your eligible next rank based on your current position.

The screenshot displays the Academic Promotion System dashboard. At the top, there is a navigation bar with the MIS logo and menu items: Dashboard, Admin, Marks, Workload, Promotion, and Study Leave. Below the navigation bar, a header section reads "academic ecosystem." The main content area features five cards: Marks (Students, academics, assessment, and grading management), Workload (Academic staff workload calculation and management), Study Leave (Study leave applications and tracking), Academic Staff Promotion (Promotion applications and reviews), and System (System administration and configuration). Below these cards, a section titled "My Applications" includes a "NEW APPLICATION" button and four status cards: My Applications (0), In Progress (0), Approved (0), and Eligibility (0%). At the bottom, a "Promotion Application Eligibility" section shows "0% progress to Assistant Lecturer" and a "Your Current Academic Rank" section showing "Tutorial Assistant" with a "0% to Next Rank" indicator.

Next Rank
Assistant Lecturer 0% Complete

0.0
Your Score

100.0
Required

0
Requirements Met

1
Pending

Progress to Assistant Lecturer 0%

Requirements Breakdown

Masters Qualification 0/1 0/100 pts

Quick Add Evidence

Publication Research Grant Supervision Community Service Innovation Teaching Portfolio

Accelerated Promotion
Skip ranks if you exceed requirements

Lecturer Skip 1 Rank	0% 0/1 met
Researcher Skip 1 Rank	0% 0/2 met
Senior Lecturer Skip 2 Ranks	0% 0/8 met
Senior Researcher Skip 2 Ranks	0% 0/5 met
Associate Professor Skip 3 Ranks	0% 0/7 met
Associate Research Professor Skip 3 Ranks	0% 0/8 met
Professor Skip 4 Ranks	0% 0/7 met

Promotion application page — showing Assistant Lecturer as the next rank which only requires one evidence, master's degree.

Figure 1: Promotion application page — showing different ranks and New Application button

Step 3: Upload degree certificate — Upload a scanned copy of your degree certificate (PDF format recommended). For Assistant Lecturer, upload your master's degree. For Lecturer, upload your PhD degree. Other steps are the same.

The screenshot shows a modal form titled "Quick Upload Qualification" over a background profile page for an "Assistant Lecturer". The form contains the following fields and options:

- Degree Type ***: A dropdown menu with "Master's Degree" selected.
- Document Title**: A text input field containing "e.g., PhD in Computer Science - University of Rwanda (0)".
- Upload Certificate/Document ***: A button labeled "CHOOSE FILE" next to the text "No file chosen". Below this, it lists accepted file types: "Accepted: PDF, JPG, PNG, DOC, DOCX (Max 10MB)".
- UR Policy Qualification Requirements**: A blue box with an information icon and text: "Senior Lecturer & above: PhD required | Associate Professor: Must be from recognized institution. Ensure your degree certificate is clearly visible and legible."
- Buttons**: "CANCEL" and "UPLOAD QUALIFICATION".

The background profile page shows a "Next Rank" of "Assistant Lecturer", a "Your Score" of "0.0", and a "Progress to Assistant Lecturer" bar at 0%. It also includes a "Requirements Breakdown" section with a "Masters Qualification" status of 0% and a "Quick Add Evidence" section with buttons for "Publication", "Research Grant", "Supervision", "Community Service", "Innovation", and "Teaching Portfolio".

Figure 2: Quick upload form. You can also upload it via your profile page but this requires returning to the application page after uploading.

The screenshot shows the "Assistant Lecturer" profile page after a successful upload. The interface is highlighted with a green border. Key elements include:

- Next Rank**: "Assistant Lecturer" with a green "Enable to Apply" button and an "Apply Now" button.
- Score Metrics**: Four cards showing "100.0 Your Score", "100.0 Required", "1 Requirements Met", and "0 Pending".
- Progress to Assistant Lecturer**: A green progress bar at 100%.
- Requirements Breakdown**: A section showing "Masters Qualification" with a green checkmark, "1/1" status, and "100/100 pts".
- Quick Add Evidence**: A row of buttons for "Publication", "Research Grant", "Supervision", "Community Service", "Innovation", and "Teaching Portfolio".

Figure 3: After uploading the degree

Step 4: Submit application — Click on Apply Now.

Figure 4: Select the appropriate target rank, which is marked eligible, then submit the application.

Note: You can save a draft and return later before submitting. Once submitted, you can still withdraw the application if it has not yet been processed.

2.2 Qualification Verification

After submission, the application follows this workflow:

Step	Action	Who
1	Academic staff submits application with degree evidence	Applicant
2	The College HR/Principal verifies the degree qualification and approves it or reject it	HR/Principal (College level)
3	Senate gets informed about the approved degrees at college level, and approves based on verified qualification	Senate

Tip: The applicant can track the status of their application from the Promotions dashboard at any time.

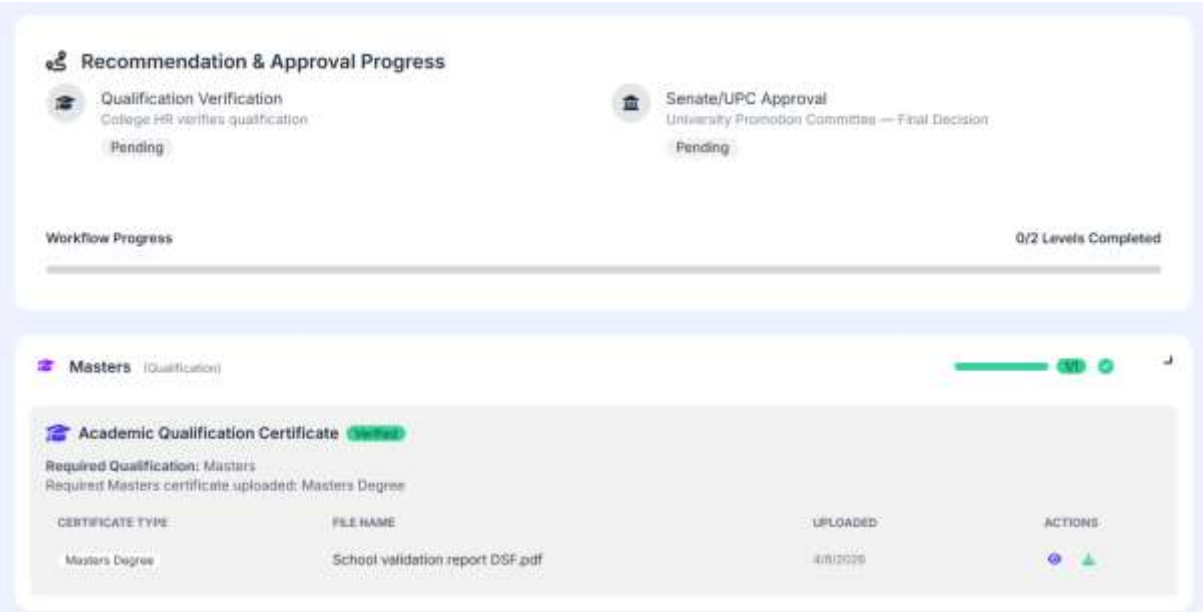


Figure 5: Application Review Page at College level. The Principal can view the Masters degree uploaded and approve or reject it by clicking on Recommend button.

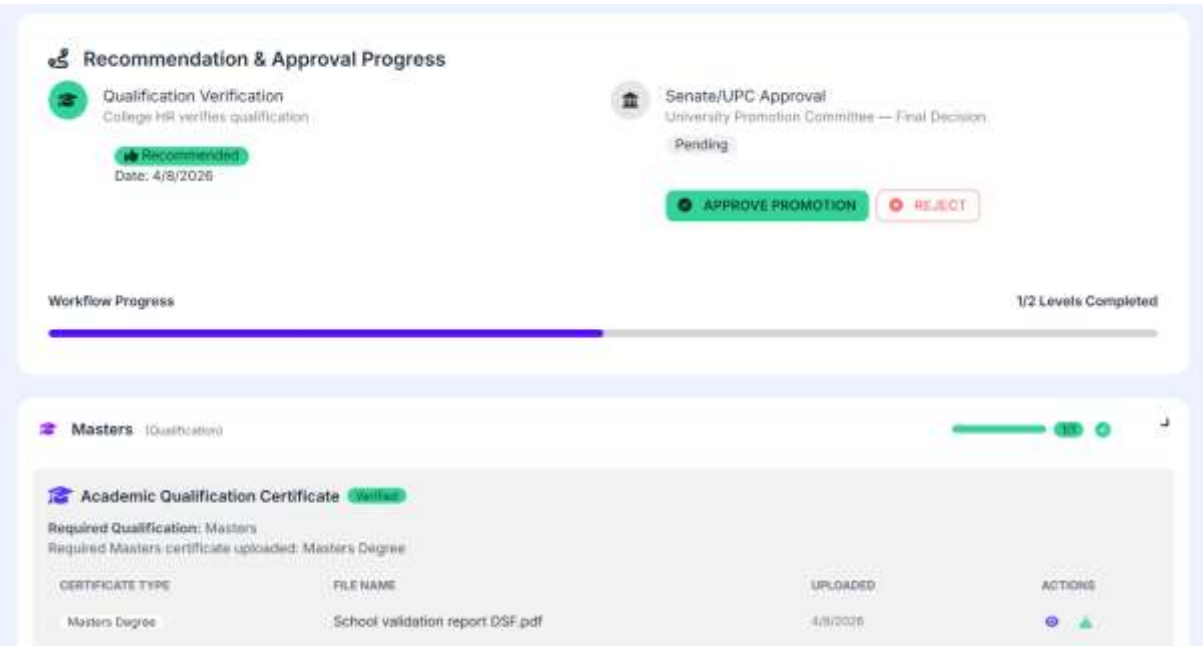


Figure 6: At University level, the Senate can approve or reject which becomes a final decision. The rank is automatically updated when the Approve Promotion button is clicked.

3. Senior Lecturer Promotion (CTET + CPC Workflow)

Promotion to Senior Lecturer (or Senior Researcher for research staff) requires a comprehensive application including a teaching/research portfolio and supporting evidence. The application goes through technical evaluation by a CTET and external examiners before the CPC decides.

This workflow applies to:

- Lecturer → Senior Lecturer
- Researcher → Senior Researcher

Workflow Summary

Step	Action	Who
1	Submit application with portfolio and evidence	Applicant
2	Create CTET and assign application to team	Principal / HR
3	Assign external examiners (2 required)	Principal / HR
4	CTET members score and evaluate the application	CTET Members
5	External examiners score and evaluate	External Examiners
6	CPC reviews scores and approves or rejects	CPC (Principal as Chair)
7	UPC/Senate final approval	UPC

3.1 Submitting the Application

The applicant prepares and submits a comprehensive application:

Step 1: Navigate to Promotions — Click "Promotion" from the main menu, then click "Applications".

Step 2: Review eligibility — The system checks your eligibility based on your current rank, qualifications, and years of service. Review the requirements summary. Add evidence for each requirement by clicking on the requirement, a dialog box appears to record the evidence. Then Click on Apply Now button when all evidence has been added.

Step 3: Fill in the teaching/research portfolio — Complete all sections of the portfolio including teaching philosophy, research contributions, and professional development.

Step 4: Add supporting evidence — Upload evidence for each promotion requirement (see Section 3.2).

Step 5: Submit — Once all required sections are complete, click "Submit Application".

3.2 Adding Evidence

For each promotion requirement category, the applicant must add supporting evidence. The main categories are:

- **Publications** — journal articles, conference papers, books, book chapters
- **Research Grants** — funded research projects, grant amounts, role (PI, Co-PI)
- **Student Supervision** — PhD, Masters, and undergraduate supervision records
- **Innovations** — such as patents
- **Community Engagement** — outreach activities, professional service, public engagement
- **Teaching Portfolio** — use of the e-learning system, submission of marks on time, ..

The screenshot displays the 'Senior Lecturer' promotion page. At the top, a progress bar shows 17% completion. A modal window titled 'Add Teaching Portfolio Evidence' is centered, with the text 'Select where you'd like to add your evidence:' and a dropdown menu showing 'Teaching Portfolio'. The background interface includes several requirement cards: 'PhD Qualification' (15.0 score), 'Journal Papers Since Last Promotion' (0/3 pts), 'Graduated Master Students' (0/2 pts), and 'Community Service Contributions' (0/3 pts). Below these, a section for '7. Continuous professional development' is shown, featuring a marking rubric and a form to add evidence with a 'Supporting Document' upload button.

Most requirements have a button to click and record its evidence, except those that are auto calculated such as Teaching Experience in Current Rank (Years).

Figure 7: Adding evidence — sample page showing how to complete the teaching portfolio

Note: Each evidence item can include a description, supporting documents (PDF), and links to external resources. Evidence already recorded in MIS (e.g., publications, grants) can be linked directly.

3.3 CTET Review

After the application is submitted, the Principal or HR creates a College Technical Evaluation Team (CTET) who receive all the college applications for review.

Managing CTET Teams (Principal)

Step 1: Navigate to Evaluation Teams — Go to Promotions → Evaluation Teams.

Step 2: Create a new CTET — Click "Create Team", select the type as CTET, and add team members. Members must hold appropriate academic rank.

The screenshot displays the 'Academic Staff Promotion' dashboard within the MIS system. The top navigation bar includes links for Dashboard, Admin, Marks, Workload, Promotion, and Study Leave. The main dashboard area features six modules: Teaching Portfolio, Applications, CTET Management, My Promotion History, Publications, and Research Grants. Below these, the 'CTET Management' section is active, showing a list of teams and a 'CREATE CTET TEAM' button. A modal window titled 'Create Evaluation Team' is open, allowing users to define a new team with specific parameters.

Academic Staff Promotion
Promotion applications and reviews

Teaching Portfolio
Document teaching performance (Annex 2)

Applications
View and manage promotion applications

CTET Management
Manage College Technical Evaluation Teams

My Promotion History
View and record your past promotions

Publications
Manage research publications

Research Grants
Track research funding and grants

Home > Promotions > CTET Management

CTET Management
College Technical Evaluation Teams - evaluates Senior Lecturers/Researcher promotions

ALL TEAMS + CREATE CTET TEAM

Create Evaluation Team

Team Type * Organization *
CTET (College) College of Education

Career Pathway
All Pathways
Select 'All Pathways' for a single team to handle all promotions.

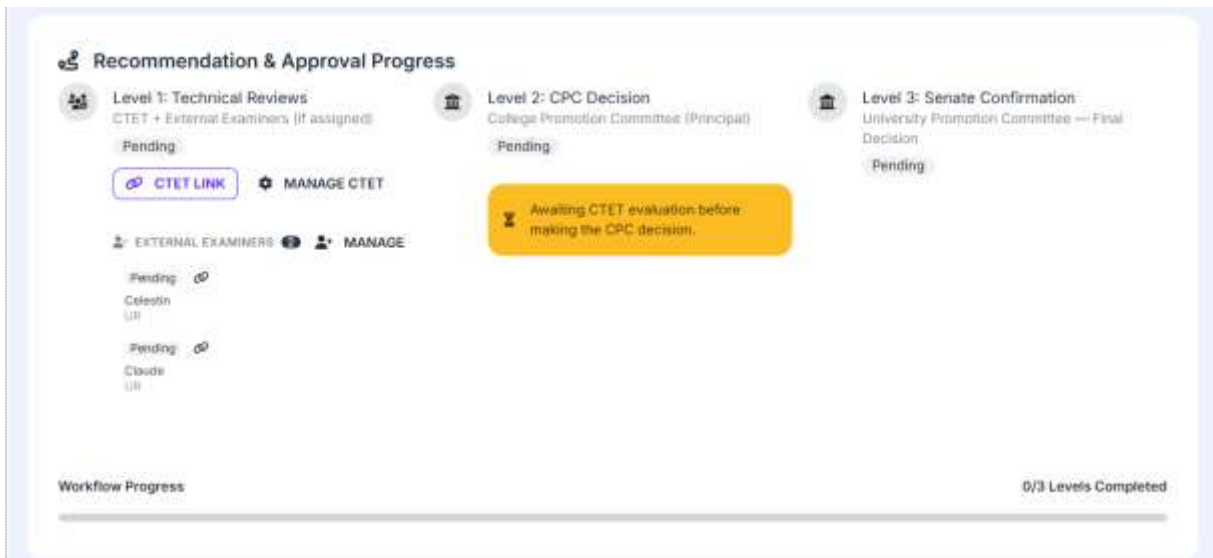
Team Representative

The representative will receive a link to submit the team's evaluation decision.

Representative Name * Representative Email *
Dr. John Smith secretary@sur.ac.rw

CANCEL SAVE TEAM

+ CREATE TEAM



Managing evaluation teams — creating and configuring a CTET

Figure 8: Managing evaluation teams — creating and configuring a CTET

Step 3: Assign application to CTET, the created CTET gets automatic access to all college applications that require CTET review. Clicking on the particular application details allows to copy the link of the created CTET team. The link can be sent to the team representative.

Step 4: Assign external examiners — 2 external examiners are required (minimum rank: Associate Professor). Add their details and send review invitations. You can also generate a link and manually send the link to each external examiner.

CTET Review Process

Step 1: Access the shared link. The link is protected and requires the representative to send a verification code to his email address

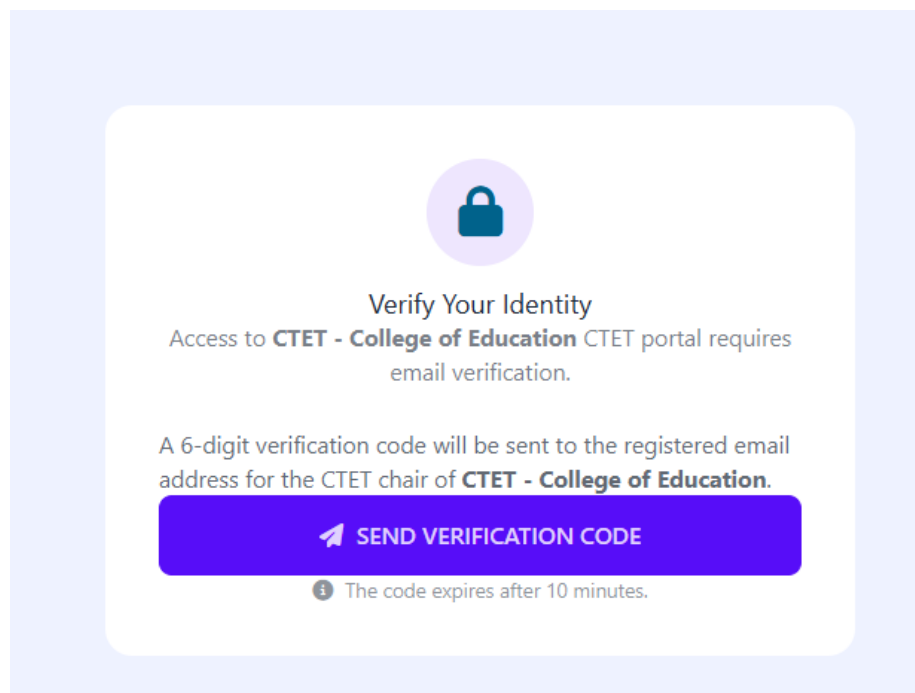


Figure 9: CTET review page is protected by OTP.

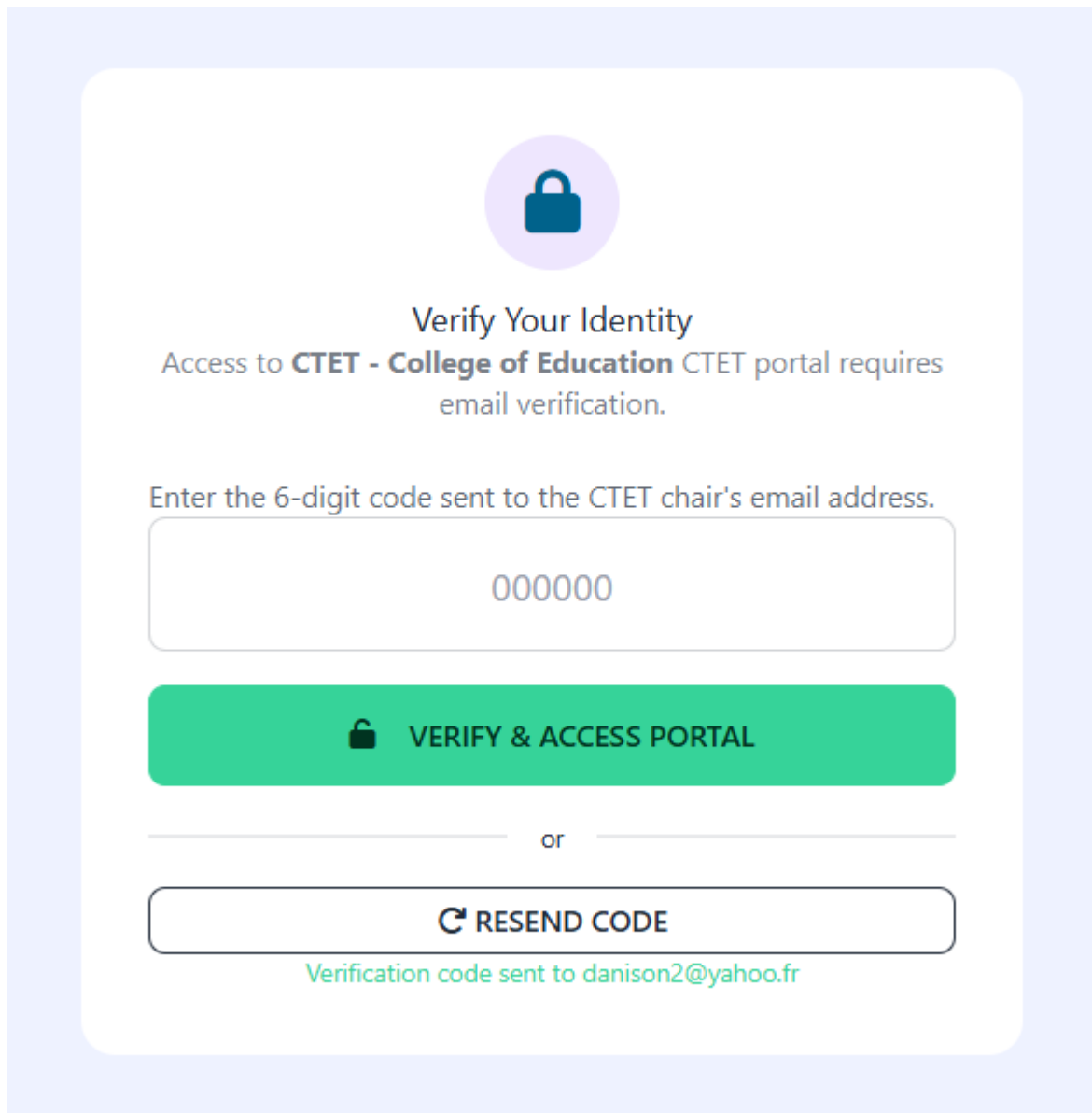
The image shows a verification screen with a light blue background. At the top center is a purple circle containing a dark blue padlock icon. Below this, the text 'Verify Your Identity' is centered in a bold, dark blue font. Underneath, a line of text reads 'Access to **CTET - College of Education** CTET portal requires email verification.' Below this is a prompt: 'Enter the 6-digit code sent to the CTET chair's email address.' This is followed by a white rectangular input field with rounded corners, containing the text '000000'. Below the input field is a green rectangular button with rounded corners, featuring a dark blue padlock icon and the text 'VERIFY & ACCESS PORTAL'. Below the button is a horizontal line with the word 'or' centered. Underneath the line is a white rectangular button with rounded corners, containing a dark blue circular arrow icon and the text 'RESEND CODE'. At the bottom, a line of text in green reads 'Verification code sent to danison2@yahoo.fr'.

Figure 10: Enter the OTP sent to the email to access the review page.

Step 2: Score each requirement — For every promotion requirement, evaluate the evidence and assign a score based on the criteria.

Step 3: Add comments — Provide written feedback for each category.

Step 4: Submit the review — Once all sections are scored, submit your review.

CTET - College of Education
College Technical Evaluation Team

Welcome, Team Representative
Review the applications below and record the team's collective recommendation after your committee meeting.

Total Applications
1
Returning CTET review

Pending Evaluation
1
100% awaiting review

Submitted
0
0% completed

Analytics & Charts

By Target Rank

By School
School of Mathematics

Applications for Evaluation
Filter by: All Schools/Departments

Applicant	School/Department	Current Rank	Target Rank	Submitted	Status	Actions
Dany Karrahenda d.karrahenda@un.ac.nz	Department of Mathematics and Computer Science Education	Lecturer	Senior Lecturer	08 Apr 2026	Not Started	EVALUATE

Team's Recommendation
As a technical evaluation team, your recommendation will be forwarded to the promotion committee. Provide detailed feedback to support your assessment.

Recommendation *
Select recommendation
 Select recommendation
 Strongly Recommend for Promotion
 Recommend for Promotion
 Recommend with Conditions (Requires Improvements)
 Do Not Recommend for Promotion

Requirements Score: 100.0%
Total Points: 30.0 / 30

SAVE EVALUATION SUBMIT EVALUATION CANCEL

CTET/UTET review page — clicking on Evaluate renders a full review page

Figure 11: CTET review page to access all college applications. Once a particular application is reviewed, click on Submit Evaluation.

3.4 CPC Decision

After all CTET members and external examiners have submitted their reviews, the College Promotion Committee (CPC) makes a decision.

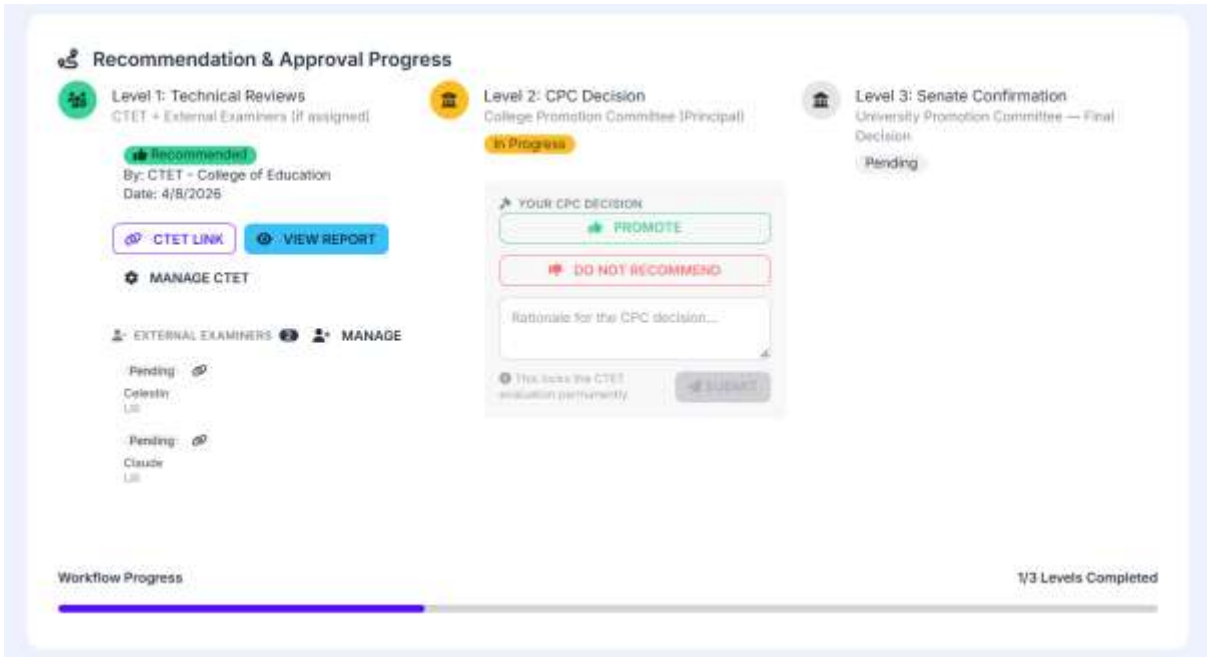
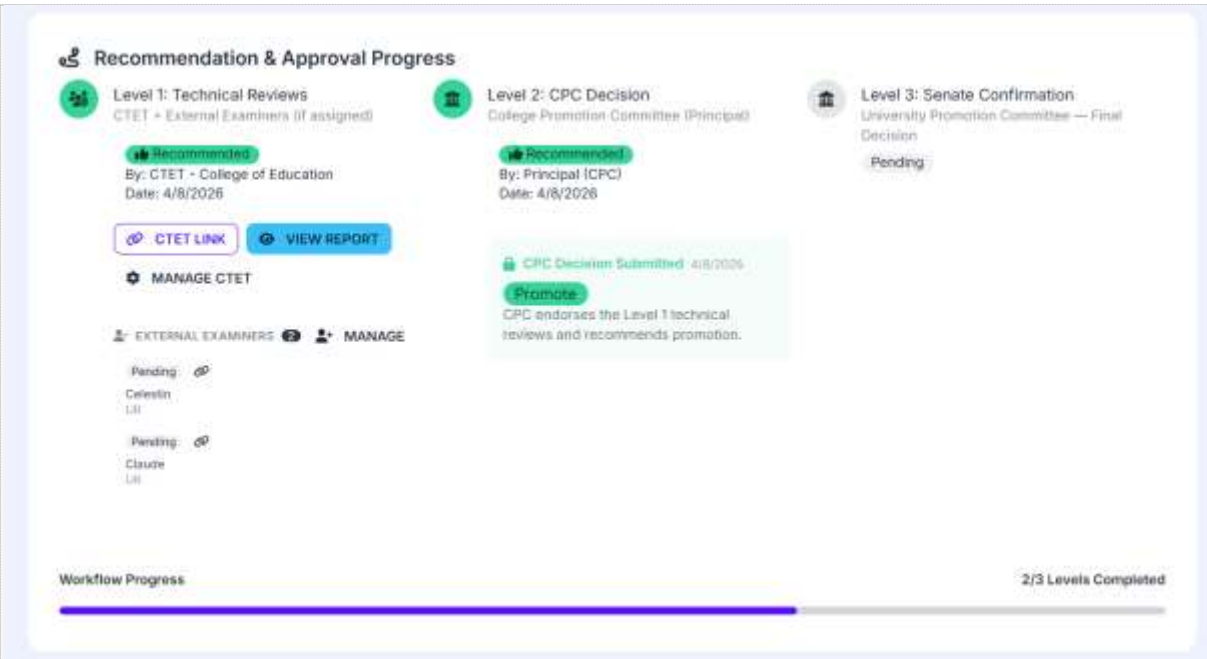


Figure 12: CPC Decision after CTET review

Step 1: Review CTET and external examiner scores — The CPC Chair (Principal) views the reports.

Step 2: Make CPC decision — Based on the review scores, the CPC approves or rejects the application.



CPC decision page

Figure 13: CPC approved

Step 3: Application forwarded to University level — If approved by CPC, the application is forwarded to the University Promotion Committee (UPC/Senate) for final approval.

Recommendation & Approval Progress

Level 1: Technical Reviews
CTET + External Examiners (if assigned)

Recommended
By: CTET - College of Education
Date: 4/8/2026

[CTET LINK](#) [VIEW REPORT](#)

EXTERNAL EXAMINERS

Pending [🔗](#)
Celestin [🔗](#)
Pending [🔗](#)
Claude [🔗](#)

Level 2: CPC Decision
College Promotion Committee (Principal)

Recommended
By: Principal (CPC)
Date: 4/8/2026

Level 3: Senate Confirmation
University Promotion Committee — Final Decision

Pending

College-Level Decision (CPC)
Recommended 4/8/2026

APPROVED

[REVOKE APPROVAL](#)

Workflow Progress 3/3 Levels Completed

This application has been **APPROVED and the lecturer's rank has been updated.**

Note: The CPC and UPC do not perform own review or scoring — they make decisions based on the technical teams and external examiners review scores.

4. Professor Promotion (UTET + UPC + BOG Workflow)

Promotion to Associate Professor, Professor (and equivalent research ranks) requires university-level evaluation. These ranks bypass the college-level CTET/CPC process and go directly to the University Technical Evaluation Team (UTET).

This workflow applies to:

- Senior Lecturer → Associate Professor
- Associate Professor → Professor
- Senior Researcher → Associate Research Professor
- Associate Research Professor → Research Professor

The only difference with application to Senior Lecturer is the addition of UTET at university level that acts as CTET (that is used at college level for senior lecturer positions).

Workflow Summary

Step	Action	Who
1	Submit application with portfolio and evidence	Applicant
2	Create UTET and assign application to team	VC / HR
3	Assign external examiners (3 required)	VC / HR
4	UTET members score and evaluate the application	UTET Members
5	External examiners score and evaluate	External Examiners
6	UPC reviews scores and approves or rejects	UPC (VC as Chair)
7	BOG final approval (Professor/Research Professor only)	Board of Governors

4.1 Application and Evidence

The application process for these ranks is the same as for Senior Lecturer (see Sections 3.1 and 3.2). The applicant applies with a complete portfolio and supporting evidence for all requirement categories.

Note: Associate Professor and Professor ranks have higher evidence thresholds. For example, Professor typically requires more publications and PhD supervisions completed. Research staff require double the publications/grants compared to academic staff (UR Policy).

4.2 UTET Review

The University Technical Evaluation Team (UTET) is managed at university level by the VC or HR, following the same process as CTET at college level.

Step 1: Create UTET — The VC or university-level HR creates a UTET from Promotions → Evaluation Teams (same interface as CTET management).

Step 2: Assign application and external examiners — 3 external examiners are required (minimum rank: Professor). The team is assigned the application for review.

Step 3: UTET members review — The UTET scores the application following the same process as CTET review (see Section 3.3).

Note: The UTET review interface is the same as the CTET review interface shown in Section 3.3. The only difference is team composition and the rank of external examiners required.

4.3 UPC and BOG Decision

After UTET and external examiner reviews are complete:

Step 1: UPC reviews scores — The UPC (chaired by the VC) reviews the aggregated UTET and external examiner scores.

Step 2: UPC decides — The UPC approves or rejects the application based on the review scores. The decision interface is the same as the CPC decision page (see Section 3.4).

Step 3: BOG approval (Professor only) — For Professor and Research Professor ranks, the approved application is forwarded to the Board of Governors for final approval.

Note: Like the CPC, the UPC does not perform its own review — it makes its decision based on the UTET and external examiner scores.

5. Viewing Applications

Different users can view applications based on their role and organizational scope:

- **Academic Staff** — can view their own applications and track status from the Promotions dashboard.
- **HoD / Dean** — can view applications of staff in their department or school respectively.
- **Principal / VC / HR / DVC** — can view applications across their organizational scope (college or university level).

6. Appeals

If a promotion application is rejected, the applicant may submit an appeal.

Step 1: View the rejection — From the Promotions dashboard, open the rejected application to see the rejection reason and review scores.

Step 2: Submit an appeal — Click Resubmit and mark it as "Appeal" and provide a justification for the appeal.

Step 3: Appeal review — The appeal is reviewed. It may be still rejected or the decision may be reversed.

Tip: Refer to Video 4 (Rejecting an application and Appeal) and Video 5 (Reviewing the appeal) for a walkthrough of the appeals process.

Appendix: Workflow Summary by Rank

Target Rank	CTET	CPC	UTET	UPC	BOG	External Examiners
Assistant Lecturer	—	—	—	Yes	—	0
Lecturer	—	—	—	Yes	—	0
Senior Lecturer	Yes	Yes	—	Yes	—	2 (Assoc Prof+)
Associate Professor	—	—	Yes	Yes	—	3 (Professor)
Professor	—	—	Yes	Yes	Yes	3 (Professor)
Assistant Researcher	—	—	—	Yes	—	0
Researcher	—	—	—	Yes	—	0
Senior Researcher	Yes	Yes	—	Yes	—	2 (Assoc Res Prof+)
Assoc Research Prof	—	—	Yes	Yes	—	3 (Res Prof)
Research Professor	—	—	Yes	Yes	Yes	3 (Res Prof)