RWANDA POLYTECHNIC

RP ACADEMIC STAFF APPOINTMENT AND PROMOTION POLICY

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ACRONYMS AND ABBREVIATIONS

Acronyms/ abbreviations	Description
ASAP	Academic Staff Appointment and Promotion
ASAPC	Academic Staff Appointment and Promotion Committee
ASAPP	Academic Staff Appointment and Promotion Policy
CSDM	Division Manager in charge of Corporate Services
DM-IDRC	Division Manager in charge of Institutional Development Research and Consultancy
DPAT	Deputy Principal in Charge of Academics and Training
DVCAF	Deputy Vice Chancellor of Administration and Finance
DVC-TIDR	Deputy Vice-Chancellor in Charge of Training, Institutional Development, and Research
HLI	Higher Learning Institution
IPRC	Integrated Polytechnic Regional College
RP	Rwanda Polytechnic
VC	Vice Chancellor

DEFINITION OF KEY TERMS

- **A predatory journal**: A journal that transgresses all the rules of research integrity and exploits the page fee model for self-gain. Predatory publishing is characterized by quick acceptance of articles with little or no peer review or quality control. Predatory journals are also characterized by improper use of ISSN and exhibit fake or non-existing impact factors.

- **Peer-review**: a process of subjecting an author's scholarly work, research or ideas to the scrutiny of others who are experts in the same field". Peer review is intended to serve two primary purposes. Firstly, it acts as a filter to ensure that only high-quality research is published, especially in reputable journals, by determining the validity, significance and originality of the study. Secondly, peer-review is intended to improve the quality of manuscripts that are deemed suitable for publication. Peer reviewers provide suggestions to authors on how to improve the quality of their manuscripts, and also identify any errors that need correcting before publication.

- **Industrial exposure**: Industrial exposure is a process where a staff is put through real-life work situations. A staff can join the industry to further strengthen his capability to perform practical tasks while gaining the hands-on experience on industrial operations.

- **Academic Promotion:** It is the advancement of an academic staff's rank. It does not refer to role changes within a single ranking.

- **Innovation:** Innovation is a process by which a domain, product, or service is renewed and brought up to date by applying new processes, introducing new techniques, or establishing successful ideas to create new value and respond to societal problems.

- **Research:** Research is a creative systematic investigative process undertaken in order to increase or revise the current knowledge on various aspects and domains . It is used to establish or confirm facts, reaffirm the results of previous work, solve new or existing problems, support theories, or develop new theories.

- **Accelerated promotion**: A situation where the academic staff applies for a promotion rank of two or more levels than the staff's current level.

- **Academic staff**: Any person holding a contract of employment with the Higher learning institution (HLI) with the primary responsibilities of teaching and learning, research and innovation and community engagement.
- **Teaching Portfolio:** It is a set of pieces of evidence supporting the teaching philosophy, teaching activities and measure contributions in advancing the teaching profession.

1. POLICY CONTEXT

Since its establishment in 2017 and operationalization in 2018, Rwanda Polytechnic (RP) has been lacking a number of policies and strategies to guide the implementation of skills development for a successful realization of its mandates. An internal policy on the RP academic staff appointment and promotion is therefore identified as a paramount policy to provide a set-up of a standardized and regulated framework to promote all facets of academic excellence for highly skilled and motivated academic members, along with their effective motivation and retention. The policy aims to make the appointment and promotion of all academic staff a fair, transparent, inclusive, and equitable process based on evidence for academic and professional achievements.

This Academic Staff Appointment and Promotion Policy (ASAPP) provides guidelines on the requirements for academic appointment and promotion at different academic ranks and career tracks. The policy recognizes and motivates RP academic staff to demonstrate achievements and excellence in all aspects of teaching and learning, research and innovation, and their engagement in community outreach activities. It takes into account national education law, the Rwandan National Policy on Academic Appointment and Promotion Procedures in Higher Education developed by Higher Education Council (HEC), and other related national policies and strategies.

RP values the primordial role played by the academic staff in achieving its mandate. A proper internal policy on ASAP stands as a high priority, for sustainability, addressing gaps and challenges of staff retention, therefore albeit the rationale behind the existence of this policy.

2. POLICY GOAL

The main goal of this policy is to establish a framework for RP academic staff recruitment, appointment and promotion for inculcating the academic culture at Rwanda Polytechnic and ensure that a career pathway is provided for all academic staff.

The policy provides orientation on:
- all academic ranks for RP academic staff from the lowest to the highest.
- criteria and requirements for RP Academic Staff Appointment and Promotion to the specified academic ranks.
- modalities and procedures for RP Academic Staff Appointment and Promotion.

3. ACADEMIC RANKS AT RWANDA POLYTECHNIC

Rwanda Polytechnic as a technical higher learning institution recognizes two career tracks:

- Practice-oriented career track (Career track A): This career track focuses on applied research and hands-on academic undertakings. The main academic outputs for this career track are applied solutions and industrial exposure/development.

- Theory-oriented career track (Career track B): This career track focuses on fundamental scientific undertakings to drive applied solutions. The main academic outputs for this career track are scientific publications and scientific knowledge advancement.

The two career tracks have different requirements based on the nature of engagements in the academic activities at Rwanda Polytechnic.

Table 1: Academic ranks at RP

#	Career track A	Career track B
1	Assistant Instructor	Tutorial Assistant
2	Instructor	Assistant Lecturer
3	Senior Instructor	Lecturer
4	Chief Instructor	Senior Lecturer
5	Associate Professor of Practice	Associate Professor
6	Professor of Practice	Full Professor

These academic ranks shall guide both RP academic staff recruitment and promotion. Academic staff are expected to engage in the full range of academic activities and provide evidence of achievement where applicable. In principle, all newly recruited staff at RP have to satisfy the conditions of appointment for their academic rank of entry. For the progressive academic promotion, staff must be employed or officially affiliated with RP or one of its Colleges at the time of submitting their applications, as well as at the effective date of the promotion.

4. REQUIREMENTS FOR ACADEMIC STAFF RECRUITMENT AND APPOINTMENT

The recruitment and appointment of academic staff at RP shall take into account the criteria set by this policy for each academic rank.

Table 2: Requirements for Academic Staff Appointment for both Career Tracks A and B

Career track A		
Academic rank	**Minimum requirements**	**Other requirements**
Assistant Instructor	Advanced Diploma with at least Second-Class upper division and practical academic background	• The recruitment and appointment of Assistant Instructor is competitive.
Instructor	Advanced Diploma with at least Second-Class upper division and practical academic background.	• Proof of industrial exposure and work experience of two years.
Senior Instructor	Bachelor's Degree or Bachelor of Technology with at least Second-Class upper division and practical experience.	• Proof of at least One innovation or successful community project with clear evidence. • Proof of industrial exposure of at least 6 months • Teaching experience of Three (3) years.

Academic rank	Minimum requirements	Other requirements
		• Proof of at least One (1) certified professional course • Proof of at least Two (2) innovations
Chief Instructor	Master's degree or MTech with practical experience	• Proof of industrial experience of at least One (1) year • Teaching experience of Five (5) years. • Proof of at least One (2) certified professional course • Proof of at least three (3) innovations. • At least two (2) publications in peer-reviewed indexed journals.
Associate Professor of Practice	PhD degree	• Proof of industrial experience of at least 3 years • Evidence of at least Five (5) publications in peer-reviewed indexed journals. • Evidence of at least Three (3) applied innovations. • Evidence of winning at least two (2) grant incomes. • Evidence of having successfully supervised at least 3 PhD students and graduation proof should be provided.
Professor of the Practice	PhD degree	• Evidence of prior teaching as Associate Professor of Practice; • Evidence of at least Seven (7) publications in peer-reviewed indexed journals. • Evidence of at least Six (6) applied innovations. • Evidence of at least Five (5) grant incomes. • Evidence of having successfully supervised at least 3 PhD students and graduation proof should be provided.
Career track B		
Academic rank	**Minimum requirements**	**Other requirements**
Tutorial Assistant	Bachelor's degree or BTech with at least Second-Class upper division	• The recruitment and appointment of Tutorial Assistant is competitive.
Assistant Lecturer	Master's degree or MTech	• At least One (1) publication in peer-reviewed index Journal.
Lecturer	Ph.D. degree	• At least Two (2) publications in peer-reviewed index journals

Senior Lecturer	Ph.D. degree	• At least three (3) publications in peer-reviewed index journals • Evidence of at least Two (2) innovations • Evidence of at least Two (2) grant incomes • At least Three (3) years of relevant successful teaching experience as a Lecturer or affiliated Researcher in a recognized HLI • Teaching portfolio • Evidence of having successfully supervised at least One (1) Master's student and graduation proof should be provided.
Associate Professor	Ph. D degree	• Evidence of at least Six (6) publications in peer-reviewed index journals • Evidence of at least Four (4) grant incomes; • Evidence of at least Two (2) innovations. • Teaching portfolio. • Evidence of having successfully supervised at least 3 PhD students, and graduation proof should be provided.
Professor	Ph. D degree	• Evidence of at least Nine (9) publications in peer-reviewed index journals. • Evidence of at least Five (5) grant incomes. • Evidence of at least Three (3) innovation solutions. • Teaching portfolio. • Evidence of having successfully supervised at least 3 PhD students, and graduation proof should be provided.

5. REQUIREMENTS FOR ACADEMIC STAFF PROMOTION

The requirements for academic promotions are categorized into minimum and other important information. The minimum conditions are summarized in table 3. The other important information may include but not limited to professional certificates, TVET trainer certificates, and industrial exposure.

Table 3: Requirement for Academic Staff Promotion

			Career Track A
#	From Academic rank of	To Academic Rank of	Minimum requirements
1	Assistant Instructor	Instructor	• Advanced Diploma in relevant field • Assistant Instructor with Two (2) years of working experience in the same field. • Proof of contribution to at least One (1) innovation development • Teaching portfolio assessed as satisfactory
2	Instructor	Senior Instructor	• Bachelor's degree or B-Tech in relevant field and practical academic background. • Proof of completion of at least one (1) professional course certificate in a relevant field. • Teaching portfolio assessed as satisfactory
3	Senior Instructor	Chief Instructor	• Master of Science or MTech in a relevant field • Evidence of at least 1 publication in a peer-reviewed index journal in the relevant field • Proof of teaching experience of at least three (3) years • Proof of contribution to at least Two (2) innovations since last promotion • Proof of completion of at least two (2) professional course certificates in the relevant fields. • Teaching portfolio assessed as satisfactory. • Evidence of having successfully supervised at least 15 Advanced Diploma students since the last promotion, and graduation proof should be provided.
4	Chief Instructor	Associate Professor of Practice	• PhD in relevant field • Evidence of at least Three (3) publications in peer-reviewed indexed journals, published since last promotion • Evidence of contributing to at least Three (3) applied innovation solutions since last promotion. • Evidence of contributing to at least Three (3) grant income. • Teaching portfolio assessed as satisfactory.

5	Associate Professor of the Practice	Professor of Practice	• PhD in relevant field • Evidence of Four (4) publications in peer-reviewed indexed journals, published since the last promotion. • Evidence of at least Five (5) applied innovation solutions since the last promotion. • Evidence of at contributing to at least Five (5) grant incomes. • Evidence of having successfully supervised at least 3 PhD students since the last promotion, and graduation proof should be provided. • Teaching portfolio assessed as satisfactory.
		Career track B	
1	Tutorial Assistant	Assistant Lecturer	• Direct promotion after completion of a Master's degree or MTech in a relevant field. Valid academic credentials and a copy of the thesis should be presented.
2	Assistant Lecturer	Lecturer	• Direct promotion upon completion of PhD in a relevant field. Valid academic credentials and a copy of the thesis should be presented.
3	Lecturer	Senior Lecturer	• PhD in a relevant field • At least Two (2) publications in peer-reviewed indexed journals, published since the last promotion. • Evidence of contributing to at least One (1) applied innovation solution. • Evidence of contributing to at least One (1) grant income. • Teaching portfolio assessed as satisfactory. • Evidence of having successfully supervised 10 Bachelor students since the last promotion, and graduation proof should be provided.
4	Senior Lecturer	Associate Professor	• PhD in relevant field • Evidence of Three (3) publications in peer-reviewed index journals, published since the last promotion. • Evidence of contributing to at least Four (4) grant incomes. • Evidence of contributing to at least Two (2) innovation solutions. • Teaching portfolio assessed as satisfactory. • Evidence of having successfully contributed to the supervision at least 3 PhD students since last promotion, and graduation proof should be provided.

5	Associate Professor	Professor	- Evidence of Four (4) publications in peer-reviewed index journals, published since last promotion. - Evidence of contribution to at least Five (5) grant incomes. - Evidence of contribution to Three (3) innovation solutions. - Teaching portfolio assessed as satisfactory. - Evidence of having successfully contributed to the supervision of at least 5 PhD students since the last promotion, and graduation proof should be provided.

This policy also covers cases where accelerated promotion is merited, and the applicant must exceed the performance criteria of the level to which he/she wishes to be promoted to. Rwanda Polytechnic shall regularly issue calls for academic promotion, however, academic staff returning from studies shall be directly promoted to the deserved academic rank.

6. ACADEMIC STAFF RECRUITMENT AND APPOINTMENT PROCEDURES AT RP

Academic staff recruitment and appointment at RP is a multistage process that involves different systematic steps to be undertaken by a series of actors. The recruitment and appointment process of RP academic staff shall follow these steps:

Step 1: RP colleges develop their academic staff recruitment needs in line with the requirements of their academic and training programs, the number of students and academic staff workload policy.

Step 2: RP Colleges submit their academic staff recruitment needs to the office of the Deputy Vice-Chancellor in charge of Academic, Research and Institutional Advancement for approval.

Step 3: Upon approval of the recruitement by the competent authority, Colleges publish their vacant positions through different advertising channels and media. The announcement shall indicate the following:

- Title of the position/Academic rank
- Job description and requirements of that position, with consideration of the minimum requirements of related ranks as stipulated in this policy, the approved job description of related posts, and any other specific requirements.
- Deadline and submission process of the application documents.

Step 4: After the set deadline for application, the college will appoint a committee to screen and shortlist the applicants. Only applicants meeting the minimum requirements will be selected. The reasons for shortlisting or not shortlisting each candidate shall be clearly recorded. The dates and timelines for exams shall be communicated to shortlisted candidates.

Step 5: The college management shall appoint the examination panels which will submit a signed report to the Principal of the college

Step 6: After the examination, the Principal of the college shall submit the recruitment report with recommendations of successful candidates for further processing of their appointment by the Vice Chancellor of RP.

7. ACADEMIC STAFF PROMOTION PROCEDURES AT RP

Academic staff promotion at Rwanda Polytechnic shall follow academic ranks provided in this policy in each career track, career track A and career track B. The promotion from one academic rank to another shall be based on a set of criteria that must be fulfilled by each applicant and shall follow these steps:

Step 1: Call for academic promotion
Based on the resolution of the RP senior management, the Vice-Chancellor's office will issue a call for academic promotion stipulating the requirements for application and the application process.

Step 2: Submission of applications
Applicants shall submit a cover letter highlighting the basis for their application, curriculum vitae, and any additional material that demonstrates that they meet the criteria for promotion to the rank they are applying for. Applications for promotion to the ranks below Associate Professor of Practice (for career track A) and Lecturer (for career track B) will be submitted to the Principal of colleges, whereas, other applications will submitted to the Vice Chancellor's office.

Step 3: Assessment of applications
Promotion committees at College and RP levels will be in charge of assessing applications for academic promotion. The College Academic Staff Appointment and Promotion Committee shall assess applications for promotion up to the academic rank of Chief Instructor (for career track A) and Assistant Lecturer (for career track B).

RP Academic Staff Appointment and Promotion Committee shall assess applications for academic ranks from Associate Professor of Practice (for career track A) and Lecturer (for career track B) and above.

All applications will be assessed against the criteria set in this policy.

Step 4. Notification of Decisions
- After the assessment of applications for promotion by concerned committees, depending on academic ranks, assessment reports will be submitted for approval by competent organs.
- All applicants shall receive a decision on their application as an output of the assessment of their applications. Principals shall communicate decisions for applicants assessed by the college ASAPC. The Vice Chancellor shall communicate decisions for applicants assessed by RP ASAPC.

Step 5: Rights of appeals and procedure
Academic staff not satisfied with the decision on their applications for academic promotion have the right to appeal with a clear explanation of the grounds for their appeal. The appeal should be

based on the initial application document submitted. The right to appeal does not provide an opportunity to update the application file or present new evidence to be considered in the promotion process.

Appeals will be submitted to the Deputy Vice-Chancellor in charge of Academic, Research and Institutional Advancement who will refer them to the concerned committee, College or RP.

Step 6: Approval of successful applicants
The approval of all successful applicants for academic promotion is done by the Board of Governors of RP or other competent organ. After approval, the VC provides confirmation letters to all successful applicants for the effective date of their promotion in writing.

7.1. Composition of Academic Staff Appointment and Promotion Committee (ASAPC)

Two committees shall be established as part of the implementation of this policy. Those committees are: College Academic Staff Appointment and Promotion Committee and RP Academic Staff Appointment and Promotion Committee.

o   The College ASAPC shall be responsible for processing and evaluating all academic staff promotions from Assistant Instructor to Chief Instructor (career track A) and Tutorial Assistant to Assistant Lecturer (career track B) based on guidelines provided in this policy. The committee shall be composed of the Principal (Chairperson), Deputy Principal in charge of Academic and Training, Corporate Services Division Manager, Human Resource Officer, representative of Head of Departments, representative of Academic Staff, College Representative in RP Research and Innovation Committee.
o   The RP ASAPC shall be responsible for processing and evaluating all academic staff promotions from Associate Professor of Practice (career track A) and Lecturer (career track B) and above, based on guidelines provided in this policy. The committee will be composed of the Deputy Vice-Chancellor in charge of Academic, Research and Institutional Advancement (Chairperson), the Deputy Vice-Chancellor in charge of Administration and Finance, the Division Manager in charge of Institutional Development, Applied Research and Consultancy, the Senate representative with at least an academic rank of Lecturer, two representatives of college Principals, two representatives of Deputy Principals in charge of Academic and Training.

The College ASAPC shall be appointed by the Deputy Vice-Chancellor in charge of Academic, Research and Institutional Advancement, whereas, the RP ASAPC shall be appointed by the Vice-Chancellor.

8. ACCELERATED PROMOTION

A candidate with exceptional academic achievements may apply for promotion, two or more levels above his/her current level provided that he/she meets all requirements for promotion to each of the intermediate levels of promotion above his/her level. This implies that assessment of such cases should be made stepwise starting with the level next to the current level of the applicant. The teaching experience should be made less important or not considered.

9. GRANT INCOME-RELATED CRITERIA

One proof of a grant income is used once in the promotion career of the applicant. For example, the applicant cannot use a particular proof of grant proposal writing when applying to the Lecturer and use it again later when applying to the Senior Lecturer position. Various phases of the grant may be assessed and weighted differently as well as the role of the candidate in the grant. The candidate may be involved in grant preparation, submission, or application and implementation. A submission can be successful or not and the output may affect the points of the candidate. The role of the candidate in the grant is another important factor to contribute to the points of the candidate. A candidate may contribute to the grant as PI, CO-PI, or Member.

10. INNOVATION-RELATED CRITERIA

To motivate innovators among the academic staff of RP, and unleash the innovation potential of the institution, RP develops academic promotion criteria for innovation-oriented achievements. It is believed that this consideration will strengthen the innovation spirit at RP and encourage academic staff to invest time in innovative solutions and apply them to real-world situations. Therefore, at least one of the following innovation-oriented indicators will be taken into consideration for academic promotions:

1. Evidence of patent for innovative product or service with a valid certificate provided by a competent authority.
2. Innovative solution that has an impact to the community, including a successful transfer of technology with clear evidence.
3. Innovation-based start-up company witnessed by company registration certificate and operations on the ground.

For both indicators two and three, can sometimes be ascertained by the field Experts. In the context of this policy, and for academic promotion purposes, any of the above innovation-oriented achievements is equivalent to two publications or one successful grant with evidence.

11. POLICY IMPLEMENTATION MECHANISM AND SUPPORT INSTRUMENTS

11.1. RESPONSIBILITIES OF ACTORS IN THE POLICY IMPLEMENTATION

Applicant: It is the sole responsibility of the applicant to prepare all documents requested in the call for application and ensure successful submission.

Applicants are responsible for:

a) Ensuring their applications are lodged on time and in the appropriate manner and form;
b) Ensuring their applications address the relevant criteria for promotion;
c) Ensuring their referees are willing and able to provide reports within applicable timeframes;
d) Responding to requests for further information or clarification within applicable time frames;
e) Complying with this policy and its associated procedures;
f) Refraining from direct or indirect communication with any person involved in consultation about or consideration of their application.

Head of Department (HoD): Applications for promotion are submitted with the endorsement of Head of Department hosting the applicant. Once all comments provided by the HoD are addressed by the applicant, HoD will forward the applications to DPAT for comments and further processing.

DPAT: After receiving the application files, the DPAT will provide his/her comments. DPAT will also elaborate a full list of all applicants along with their application files and forward to CSDM.

CSDM: CSDM will record and submit the application files to the Principal, who will convene the Appointment and Promotion committee for evaluation.

Principal: The Principals of RP-Colleges are responsible for the recruitment process of Academic staff in their colleges, upon approval to start the recruitment process by the DVC AF of RP.

Deputy Vice-Chancellor in charge of Academic, Research and Institutional Advancement (DVC-ARIA): The DVC-ARIA shall ensure the timely issuance of the call for promotion, handle applications for academic ranks to be addressed by the RP Committee, and approve academic staff recruitment needs and profiles.

Deputy Vice-Chancellor in charge of Administration and Finance (DVC-AF): DVC-AF approve the recruitement process and oversees the complience with administrative rules and regulations.

Vice Chancellor (VC): The VC of RP is responsible for appointments and promotion of academic staff upon approval by the Board of Governors or competent organ.

Members of committees are responsible for:

    (a) Ensuring their availability to attend all scheduled committee meetings;

    (b) Declaring any conflict of interests (actual, potential or perceived) to the relevant Chair as soon as they are aware of it;

    (c) Appropriately managing any conflicts of interests;

    (d) Ensuring that they understand and comply with all policy and procedural requirements; and

    (e) Providing all necessary feedback to the Chair of their committee in a timely fashion.

RP and College Promotion Committees:

Chairpersons of committees are responsible for:
   a) Arranging and conducting committee meetings;
   b) Distributing working documents and files to the committee members as required;
   c) Ensuring that the committee follows all required policies and procedures and that all members are aware of them;
   d) Proposing replacement committee members when required;
   e) Preparing and submitting necessary reports and forms;
   f) Providing feedback to unsuccessful applicants if requested.

11.2. TOOLS TO BE USED IN THE POLICY IMPLEMENTATION PROCESS

A. Academic staff post profiles for recruitment

CAREER TRACK A

Post profile
1. Post Title: **Assistant Instructor**
2. Location: **Department**
3. Responsible to: **Head of Department**
4. Main Purpose of the Post:
   To facilitate the instructors during training and give all necessary equipment, tools and materials
5. Duties and Responsibilities:
- Assist in arrangement of tools and equipment for the practical session;
- Facilitate students practical training;
- Facilitate practical session assessments;
- Support the development of training materials;
- Maintaining and reporting tools and equipment with defects;
- Undertake self- professional development;
- Engage in professional and personal development;
- Participate in community outreach activities;
- Participate in income generating activities of the institution;
- Assist students to perform the necessary tasks while working in the workshop;
- Perform all other tasks assigned by her/his supervisors.

Candidate's profile
Qualifications:
Basic: Advanced Diploma in relevant TVET program with at least Second-Class upper division

Key competencies, technical skills and Knowledge
- Knowledge of practical teaching methodology
- Tools and equipment handling skills
- Creativity and innovation skills;
- Strong knowledge in TVET Policies
- Strong Communication skills;
- Strong Interpersonal skills;
- Team work skills;
- Strong Analytical skills;
- Strong presentation skills;
- Digital literacy skills;
- Results oriented

Post profile
1. Post Title: **Instructor**
2. Location: **Department**
3. Responsible to: **Head of Department**

4. Main Purpose of the Post:
   Assist with teaching of hands-on skills
5. Duties and Responsibilities:
- Teach/Train students in their field of study;
- Assist students in portfolio building;
- Conduct practical session planning and preparation;
- Engage in professional and personal development;
- Participate in community outreach activities;
- Participate in research activities
- Supervision of student innovation projects;
- Conduct practical examination and assessment;
- Participate in income-generating activities of the institution;
- Conduct training needs assessment in line with curriculum;
- Assist students to perform the necessary tasks while working in the workshop;
- Prepare an inclusive workshop;
- Provide professional and technical advice to the institution;
- Perform all other tasks assigned by her/his supervisors.

Candidate's profile
Qualifications:
Basic: Advanced Diploma in relevant TVET program with at least Second-Class upper
 division and with 3 years of experience in teaching and 1
 year of industrial exposure.

Key competencies, technical skills and Knowledge
- Knowledge of practical teaching methodology
- Tools and equipment handling skills
- Creativity and innovation skills;
- Strong knowledge in TVET Policies;
- Strong Communication skills;
- Strong Interpersonal skills;
- Team work skills;
- Strong Analytical skills;
- Strong presentation skills;
- Digital literacy skills;
- Results oriented

Post profile
1. Post Title: **Senior Instructor**
2. Location: **Department**
3. Responsible to: **Head of Department**
4. Main Purpose of the Post:
   To deliver teaching and learning activities, engage in research and innovation and undertake related activities.
5. Duties and Responsibilities:
- Teach/Train students in practical sessions in their areas of specialization;
- Contribute in the development, planning and implementation of high-quality curriculum;

- Conduct practical sessions planning and preparation;
- Conduct and contribute in innovative projects;
- Engage in professional and personal development;
- Conduct training needs assessment in line with curriculum;
- Participate in community outreach activities;
- Prepare list and specifications of tools, equipment, materials, and consumables for tender purposes;
- Conduct supervision of student innovation projects;
- Conduct practical examination and assessment;
- Contribute to consultancy and other income generating activities including short courses;
- Participate in income generating activities of the institution;
- Provide professional and technical advice to the institution;
- Managing projects funded through research grants
- Perform all other tasks assigned by her/his supervisors.

Candidate's profile
Qualifications:
Basic: Bachelor's degree or BTech in relevant program with at least Second-Class upper division with 3 years' experience in teaching and 1 year of Industrial exposure;

Key competencies, technical skills and Knowledge
- Knowledge of practical teaching methodology
- Tools and equipment handling skills
- Research skills;
- Creativity and innovation skills;
- Strong knowledge in TVET Policies;
- Strong Communication skills;
- Strong Interpersonal skills;
- Team work skills;
- Strong Analytical skills;
- Strong presentation skills;
- Digital literacy skills;
- Results oriented

Post profile
1. Post Title: **Chief Instructor**
2. Location: **Department**
3. Responsible to: **Head of Department**
4. Main Purpose of the Post:
   To deliver teaching and learning activities, engage in research and innovation and undertake related activities.
5. Duties and Responsibilities:
- Teach/Train students in practical sessions in their areas of specialization;
- Integration of technology in teaching learning and assessment, including offering online modules
- Participating in continuous professional development.

- Contribute in the development, planning and implementation of high-quality curriculum;
- Conduct practical sessions planning and preparation;
- Conduct and contribute to innovative projects;
- Engage in professional and personal development;
- Conduct training needs assessments in line with curriculum;
- Participate in community outreach activities;
- Prepare lists and specifications of tools, equipment, materials, and consumables for tender purposes;
- Conduct the supervision on student innovation projects;
- Contribute to consultancy and other income-generating activities including short courses.
- Conduct practical examinations and assessments;
- Participate in income-generating activities of the institution;
- Provide professional and technical advice to the institution;
- Managing projects funded through research grants;
- Perform all other tasks assigned by her/his supervisors.

Candidate's profile
Qualifications:
Basic: Master's degree or Mtech in relevant program with at least second-class upper division with 3 years' experience in teaching and 2 years of industrial exposure

Key competencies, technical skills and Knowledge
- Knowledge of practical teaching methodology
- Tools and equipment handling skills
- Strong research skills;
- Creativity and innovation skills;
- Strong knowledge in TVET policies;
- Strong communication skills;
- Strong interpersonal skills;
- Team work skills;
- Strong analytical skills;
- Strong presentation skills;
- Digital literacy skills;
- Results oriented

Post profile
1. Post Title: **Associate Professor of Practice**
2. Location: **Department**
3. Responsible to: **Head of Department**
4. Main Purpose of the Post:
   To deliver teaching and learning activities , engage in research and innovation and undertake related activities.
5. Duties and Responsibilities:
- Teach/Train students in practical sessions in their areas of specialization;
- Integration of technology in teaching learning and assessment, including offering online modules

- Participating in continuous professional development.
- Contribute in the development, planning and implementation of high-quality curriculum;
- Conduct practical sessions planning and preparation;
- Conduct and contribute in TVET innovative projects;
- Engage in professional and personal development;
- Conduct training needs assessment in line with curriculum;
- Participate in community outreach activities;
- Conduct the supervision on student innovation projects;
- Consultancy and other income-generating activities including short courses.
- Conduct practical examination and assessment;
- Participate in income-generating activities of the institution;
- Develop institutional development projects and programs
- Provide professional and technical advice to the institution;
- Managing projects funded through research grants;
- Perform all other tasks assigned by her/his supervisors.

Candidate's profile
Qualifications:
Basic: PhD in relevant program and at least 3 years of teaching and 1 year of industry experience.

Key competencies, technical skills and Knowledge
- Knowledge of practical teaching methodology
- Tools and equipment handling skills
- Strong research skills;
- Creativity and innovation skills;
- Strong knowledge in TVET policies;
- Strong communication skills;
- Strong interpersonal skills;
- Team work skills;
- Strong analytical skills;
- Strong presentation skills;
- Digital literacy skills;
- Results oriented

Post profile
1. Post Title: **Professor of Practice**
2. Location: **Department**
3. Responsible to: **Head of Department**
4. Main Purpose of the Post:
   To deliver teaching and learning activities , engage in research and innovation and undertake related activities.
5. Duties and Responsibilities:
- Teach/Train students in practical sessions in their areas of specialization;
- Integration of technology in teaching learning and assessment, including offering online modules
- Participating in continuous professional development.

- Contribute in the development, planning and implementation of high-quality curriculum;
- Conduct practical sessions planning and preparation;
- Conduct and contribute in TVET innovative projects;
- Engage in professional and personal development;
- Conduct training needs assessment in line with curriculum;
- Participate in community outreach activities;
- Conduct the supervision of student innovation projects;
- Contribute to consultancy and other income-generating activities including short courses.
- Conduct practical examination and assessment;
- Participate in income-generating activities of the institution;
- Develop institutional development projects and programs
- Provide professional and technical advice to the institution;
- Managing projects funded through research grants;
- Perform all other tasks assigned by her/his supervisors.

Candidate's profile
Qualifications:
Basic: PhD in relevant program with 5 years of teaching experience and two years of industry experience.

Key competencies, technical skills and Knowledge
- Knowledge of practical teaching methodology
- Tools and equipment handling skills
- Strong research skills;
- Creativity and innovation skills;
- Strong knowledge in TVET policies;
- Strong communication skills;
- Strong interpersonal skills;
- Team work skills;
- Strong analytical skills;
- Strong presentation skills;
- Digital literacy skills;
- Results oriented

CAREER TRACK B

Post profile
1. Post Title: **Tutorial Assistant**
2. Location: **Department**
3. Responsible to: **Head of Department**
4. Main Purpose of the Post:
   Assist in teaching and learning process, research and innovation and related activities.
5. Duties and Responsibilities:
- Undertake such activities in support of teaching and learning as may be allocated by the Head of Department.
- Advise and supervise students' assignment;
- Invigilate test and exams;
- Conduct lab experiments;
- Assist senior lecturer and lecturer in marking;
- Support in the development of training materials;
- Undertake professional and self-development;
- Engage in professional and personal development;
- Participate in community outreach activities;
- Participate in income generating activities of the institution;
- Perform all other tasks assigned by her/his supervisors.

Candidate's profile
Qualifications:
Basic: Bachelor degree with at least second-class upper division

Key competencies, technical skills and Knowledge
- Strong communication skills;
- Knowledge in TVET policies;
- Interpersonal skills;
- Team work skills;
- Knowledge of teaching methodology;
- Computer skills;
- Leadership and organizational skills;
- Time management skills;
- Fluent in English or any other language of medium of instruction.

Post profile
1. Post Title: **Assistant Lecturer**
2. Location: **Department**
3. Responsible to: **Head of Department**
4. Main Purpose of the Post:
   Assist in the teaching and learning process, research and innovation and related activities.
5. Duties and Responsibilities:

- Teach/Train students in his/her areas of specialization;
- Conduct lecture planning, preparation, and research.
- Engage in professional and personal development.
- Participate in income-generating activities of the institution.
- Supervision and facilitation of students' projects;
- Facilitate students in industrial attachment;
- Provide professional and technical advice to the institution;
- Conduct training needs and assessment in line with curriculum;
- Perform all other tasks assigned by her/his supervisors.

Candidate's profile
Qualifications:
Basic: Master's degree with at least second-class upper division.

Key competencies, technical skills and Knowledge
- Strong communication skills;
- knowledge of TVET policies;
- Analytical skills Interpersonal skills;
- Teamwork skills;
- Knowledge of teaching methodology;
- Computer skills;
- Leadership and organizational skills;
- Time management skills;
- Fluent in the medium of instruction

Post profile
1. Post Title: **Lecturer**
2. Location: **Department**
3. Responsible to: **Head of Department**
4. Main Purpose of the Post:
   To participate in teaching and learning and related activities, conduct research and innovation activities, and assist in new curriculla development.
5. Duties and Responsibilities:
- Teach/Train students in his/her area of specialization;
- Conduct lecture planning, preparation, and research;
- Contribute in the development, planning, and implementation of high-quality curriculum;
- Engage in professional and personal development;
- Engage with broader scholarly and professional community outreach activities;
- Contribute in research and publications;
- Mentor junior teaching staff;
- Participate in income-generating activities of the institution;
- Supervision and facilitation of student's projects;
- Conducting training needs assessment in line with curriculum;
- Facilitate students in the industrial attachment;
- Provide professional and technical advice to the institution;

- Perform any other tasks assigned by her/his supervisors.

Candidate's profile
Qualifications:
Basic: PhD in relevant field **Key Competencies, technical skills and Knowledge**

Key competencies, technical skills and Knowledge
- Strong communication skills;
- Creativity and innovation skills;
- Strong research skills
- Strong knowledge in TVET Policies;
- Interpersonal skills;
- Analytical skills
- Team work skills;
- Knowledge of teaching methodology;
- Strong computer skills;
- Leadership and organizational skills;
- Time management skills;
- Strong presentation skills;
- Fluent in Kinyarwanda and English.

Post profile
1. Post Title: **Senior Lecturer**
2. Location: **Department**
3. Responsible to: **Head of Department**
4. Main Purpose of the Post:
   To deliver teaching and learning activities, engage in research and innovation and undertake related activities.
5. Duties and Responsibilities:
- Teach/Train students in his/her area of specialization;
- Conduct and supervise TVET research and publications;
- Contribute in the development, planning and implementation of high quality curriculum;
- Conduct lecture planning, preparation and research;
- Engage in professional and personal development;
- Engage with broader scholarly and professional community outreach activities;
- Participate in income generating activities of the institution;
- Conducting training needs and assessment in line with curriculum;
- Conduct examination and assessment;
- Conduct training of trainers;
- Mentor junior academic staff and participate in their evaluation when is requested by the institution;
- Provide professional and technical advice to the institution;
- Lead and develop the external network with the institution;
- Perform any other tasks assigned by her/his supervisors.

Candidate's profile
Qualifications:
Basic: PhD in relevant field With 3 years of teaching experience in HLIs and at least two publications in peer-reviewed journal

Key competencies, technical skills and Knowledge
- Strong research skills;
- Creativity and innovation skills;
- Analytical skills
- Strong knowledge in TVET policies;
- Strong communication skills;
- Strong interpersonal skills;
- Team work skills;
- Strong analytical;
- Strong presentation skills;
- Knowledge of teaching methodology;
- Strong computer skills;
- Leadership and organizational skills;
- Time management skills;
- Fluent in Kinyarwanda and English

Post profile
1. Post Title: **Associate Professor**
2. Location: **Department**
3. Responsible to: **Head of Department**
4. Main Purpose of the Post:
   To deliver teaching and learning activities, engage in research and innovation and undertake related activities.
5. Duties and Responsibilities:
- Teach/Train students in his/her area of specialization;
- Conduct and supervise research and publications;
- Contribute to the development, planning and implementation of high quality curricula;
- Conduct lecture planning, preparation and research;
- Engage in professional and personal development;
- Engage with broader scholarly and professional community outreach activities;
- Participate in income-generating activities of the institution;
- Conducting training needs assessment in line with curriculum;
- Conduct examination and assessment;
- Conduct training of trainers;
- Mentor junior academic staff and participate in their evaluation when is requested by the institution;
- Provide professional and technical advice to the institution;
- Lead and develop the external network with the institution;
- Perform any other tasks assigned by her/his supervisors.

Candidate's profile
Qualifications:
Basic: PhD in relevant field with at least 5 years teaching experience and 6 publications in peer-reviewed journal

Key competencies, technical skills and Knowledge
- Strong research skills;
- Creativity and innovation skills;
- Strong knowledge of TVET policies;
- Strong communication skills;
- Strong interpersonal skills;
- Teamwork skills;
- Strong analytical skills;
- Knowledge of teaching methodology;
- Strong computer skills;
- Leadership and organizational skills;
- Time management skills;
- Fluent in Kinyarwanda and English

Post profile
1. Post Title: **Full Professor**
2. Location: **Department**
3. Responsible to: **Head of Department**
4. Main Purpose of the Post:
   To deliver teaching and learning activities , engage in research and innovation and undertake related activities.
5. Duties and Responsibilities:
- Teach/Train students in his/her area of specialization;
- Conduct and supervise research and publications;
- Contribute in the development, planning and implementation of high quality curriculla;
- Conduct lecture planning, preparation and research;
- Engage in professional and personal development;
- Engage with broader scholarly and professional community outreach activities;
- Participate in income-generating activities of the institution;
- Conducting training needs assessment in line with curriculum;
- Conduct examination and assessment;
- Conduct training of trainers;
- Mentor junior academic staff and participate in their evaluation when is requested by the institution;
- Provide professional and technical advice to the institution;
- Lead and develop the external network with the institution;
- Perform any other tasks assigned by her/his supervisors.

Candidate's profile
Qualifications:
Basic: PhD in relevant field with 7 years teaching experience in HLIs and 9 publications in peer-reviewed journals.
Key Competencies, Technical Skills and Knowledge
- Strong research skills;
- Creativity and innovation skills;
- Strong knowledge of TVET policies;
- Strong communication skills;
- Strong interpersonal skills;
- Teamwork skills;
- Strong analytical skills;
- Knowledge of teaching methodology;
- Strong computer skills;
- Leadership and organizational skills;
- Time management skills;
- Fluent in Kinyarwanda and English

Promotion Request Form

Name of Candidate:			
Title [Prof/Ass. Prof/Dr./Mr./Mrs./Miss./Ms.			Staff NO.:
Email:			Phone NO.:
Current Designation			
Field of Study			
Department			
College/IPRC			
Date of last promotion			

Application: Please tick the appropriate box

career track A		career track B	
.....	Assistant Instructor	.....	Tutorial Assistant
.....	Instructor	.....	Assistant Lecturer
.....	Senior Instructor	.....	Lecturer
.....	Chief Instructor	.....	Senior Lecturer
.....	Associate Professor of Practice	.....	Associated Professor
.....	Professor of Practice	.....	Professor

Full Name [Candidate]:	
Signature:	

Promotion Timeline

s/n	Activity	Timing/Dates
1	Call for applications for Academic Promotions	............../.................../................
2	Submission of Applications	............../.................../................
3	Compilation of lists of Applicants	............../.................../................
4	Reception of Assessors Reports	............../.................../................
5	Meetings for the Promotion committee	............../.................../................
6	Communication of Outcomes	............../.................../................
7	Consideration of possible appeals	............../.................../................

Promotion Timeline

s/n	Activity	Timing/Dates
1	Call for applications for Academic Promotions	............../.................../................
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3	Compilation of lists of Applicants	............../.................../................
4	Reception of Assessors Reports	............../.................../................
5	Meetings for the Promotion committee	............../.................../................
6	Communication of Outcomes	............../.................../................
7	Consideration of possible appeals	............../.................../................

Curriculum Vitae Template

Personal identification	
Item	**Description**
First Name	
Family Name	
Date of Birth	
Nationality	
Place of residence	
Institution	
Faculty	
Department	
Grade/Academic rank	

Education

Institution	Date from	Date to	Academic qualification obtained

Working experience

Institution/Company	Date from	Date to	Main duties

Professional Training

Institution/Company	Date from	Date to	Training Title

Language skills: Indicate competence on a scale of 1 to 5 (1 – excellent; 5 – basic):

Language	Reading	Speaking	Writing
Kinyarwanda			
English			
French			
Swahili			

 # Peer-reviewed publications (in chronological order with latest dates first)

1
2
3

 # Applied Innovations (in chronological order with latest dates first)

1
2
3

 # Grant writing proposals (in chronological order with latest dates first)

1
2
3

Promotion check-list

S/N	Item	Yes	No	N/A
	Please tick [Candidate]			
1	Candidate statement completed, submitted			
2	Completed application for personal promotion form			
3	Copies of required publications submitted			
4	CV is in the recommended format			
5	Line Manager's report submitted			
6	List of supervised final year students (with official appointment letter)			
7	List of supervised innovation projects (with official appointment letter)			
8	Motivation letter			
9	Notified/Certified copies of Certificates for qualification submitted & HEC Degree equivalence if obtained from abroad			
10	Service certificate			
11	Proof of Industrial Exposure submitted			
12	Teaching portifolio			
13	TVET Trainer Certificate submitted			

Sample-Academic Promotion Letter

Date: ..../......../........
Ref.: ..../.........

Name of the Applicant:
Current Academic Year:
IPRC:
Rwanda Polytechnic:
P.O.Box:
Kigali-Rwanda.

Dear Dr./Mr./Mrs./Ms./,

Subject: Feedback on your application for academic promotion

Reference is made to your application for academic promotion to the rank of .... Reference is also made to the RP Academic Staff Appointment and Promotion policy of ....../....../...... and to the minutes of the RP Academic Staff Appointment and Promotion Committee held on ..../......../........

I would like to inform you that the RP Academic Staff Appointment and Promotion Committee has approved your promotion to the rank of .... or resolve that you don't meet the criteria for promotion to the rank of ....

The above decision was mainly based on the following reasons:

1. Reason-1: ....
2. Reason-2: ....

Your academic title will therefore be ...., with effective from ...../......./......./ .

I would like also to use the opportunity to appreciate your tireless contribution towards a successful realisation of our mandate.

Best regards,

VC-Rwanda Polytechnic

Cc:

- DVC-ARIA
- DVC-AF
- IPRC Principals (All)

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