

INDEPENDENT INSTITUTE OF LAY ADVENTISTS OF KIGALI

OFFICE OF THE VICE- RECTOR FOR ACADEMICS

CRITERIA FOR PROMOTION IN ACADEMIC RANK

Updated version 2016

1.Introduction

The university of Lay Adventists of Kigali is composed of the following: UNILAK promotion committee Commission

- Vice Rector, Academic , Chairperson
- Director of research and Consultancy (Secretary)
- Director of Quality assurance
- Deans of Faculties
- Director of Library

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1. In the absence of The Deputy Vice Chancellor, the committee is chaired by the Director of Research. The committee then designates other member to become the secretary.
2. If among the candidates for promotion, there is application seeking promotion from Senior Lecturer to associate professor or from Associate professor to Full professor, the Vice Rector for academic invites 2-3 external academicians of the grade of Associate professor or Full professors to participate in the committee
3. The promotion committee is convened 2 times a year if applicable.

2. Criteria for Promotion in Academic Rank

2.1 Procedures for Promotion

- 1.Promotion to a higher academic rank is ordinarily initiated by the faculty member
- 2.The candidate (faculty member) is responsible for the preparation and submission of the following materials:
 - i. The request for promotion in rank/application letter for promotion.
 - ii. A curriculum vitae
 - iii. Faculty member's performance appraisal relatively of the requirements for ranking
 - iv. All supporting documentation that would be helpful in evaluating the request for promotion.
- 3.Application for promotion, together with accompanying documentation, is submitted by the faculty member to the dean (chair of the faculty council), who will invite the faculty council for appraise the applicant.
- 4.If the faculty council decides not to endorse the application, this decision, together with the reasons supporting it, is communicated in writing by the dean to the faculty member.

- 5.If the applicant has met the basic eligibility requirements, the dean will give an appraisal and recommendation report, which, together with the application and accompanying documentation, will be submitted by the dean for endorsement to the chair of the Appointments and Promotion Committee.
- 6.If the Appointments and Promotion Committee does not approve the recommended application, this decision, together with the reasons for it, is communicated in writing by the Vice Rector for Academics to the faculty member.
- 7.If the recommended application is approved by Appointment and Promotion Committee, it is presented to the Rector who will present it to the academic senate and after to the Board of Directors.
- 8.When the promotion has been approved by the Board of Directors, the Rector notifies the faculty member in writing and gives copies to relevant offices.

2.1.1 Tutorial

To be appointed tutorial assistant, a teacher must be a Bachelor degree (with honor) holder in a relevant field with at least distinction (Second Upper class division). After been appointed as tutorial assistant she/he must start the master degree within 2 years, otherwise he will be removed from the teaching staff.

2.1.2 Assistant Lecturer

To be appointed as Assistant lecturer, a teacher must be a master's degree holder in a relevant field.

2.1.3 Lecturer

A PhD holder in the relevant field is recruited as Lecturer.

For a Master's holder to be ranked from Assistant lecturer to Lecturer the following is the basic requirements for Eligibility to Apply:

- Staff must have been in the assistant lecturer post not less than two years;
- Must have demonstrated teaching and research potential through publications, contribution to Development of teaching material, or Consultancy carried out in the community;
- One unit of scientific publication is considered adequate for the purposes of assessing research and scholarly ability or consultancy done or paper presentations in conferences;
- A teaching staff with masters and involved in administrative work in institutions of higher learning may be considered for promotion to lecturer with 2 years of teaching experience

Requirement marks for Promotion (lecturer)

Must have scored a minimum of 16 points (out of maximum of 21 points) in the promotion criteria which include:

1. Undergraduate supervision (1 point)

2. Administrative Responsibility (2 points)
3. Attendance in conferences/seminars/workshops (3 points)
4. Research and Publications (5 points)
5. Quality Teaching Performance (7 points)
6. Service to the institution and to the Community (3 points)

Marking scheme for Lecturer' Ranking (within 2 years since he/she has been appointed assistant lecturer, valid if basic requirements for Eligibility are met)

GENERAL CRITERIA	SPECIFIC CRITERIA	POINTS
Undergraduate Supervision	Evidence of on-going supervision	1
	Successful supervision of at least 3 undergraduate students	1
	Successful supervision of more than 4 undergraduate students	1
Administrative Responsibility	Module leader and member of moderation team	1
	Attendance in the faculty and other institution' meetings	1
	Successfully accomplishment of administrative responsibilities	1
	Active participation in the monitoring and supporting of the students	1
Conference/seminars/workshops	Participation in extra academic conferences	1
	Participation in scientific conferences/seminars/workshops at least 2	2
Research and Publications (Should show evidence of continuous research and publications since being appointed lecturer)	<i>Submit 1 unit of scientific research publication in national, regional and/or international conference or journal</i>	5
Quality Teaching and Performance	A copy of course outline available in the course file and given to the students before starting to teach	1
	<i>A copy of notes/attendance list / other teaching materials available in the course file</i>	1
	<i>Set and invigilate examinations based on learning on time</i>	2
	<i>All marks are recorded correctly according to the institution's standards- no missing marks and not later than 30 days after exam date</i>	1
	Student's appreciation	1
Service to the institution and to the Community	Participation in the elaboration of new programs/projects	1
	Internal/External Examiner/Evaluator/Accreditor	1

	Active involvement in community service/consultancy	1
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Senior Lecturer

A teacher to be promoted from Lecturer to Senior lecturer the following are the basic requirements for Eligibility to Apply:

When he/she is a PhD holder in a relevant field:

- A minimum of three (3) years of successful university teaching as full time lecturer
- At least two (2) units of publication in refereed journal since the last promotion as lecturer,
- Active in services to INILAK and the community
- A teaching staff with PhD and involved in administrative work in institutions of higher learning may be considered for promotion to senior lecturer with 3 years of teaching experience

Requirement marks for Promotion (Senior lecturer)

Must have scored a minimum of 20 points (out of maximum of 25 points) in the promotion criteria which include:

1. Undergraduate and Graduate Students Supervision (2 points)
2. Administrative Responsibility (4 points)
3. Attendance in conferences/seminars/workshops (4 points)
4. Research and Publications (6 points)
5. Quality Teaching Performance (5 points)
6. Service to the institution and Community (4 points)

Marking scheme for ranking senior lecturer (within 3 years since he/she has been appointed lecturer valid if basic requirements for Eligibility are met))

GENERAL CRITERIA	SPECIFIC CRITERIA	POINTS
Undergraduate and/or Graduate Students Supervision	Successful supervision of 8 students (undergraduate or graduate) in the two previous years)	2
Administrative Responsibility	Member of a standing committee	1
	Module leader	1
	Successfully accomplishment of administrative responsibilities	1
	Active participation in the monitoring and supporting of the students	1
Conference/seminars/workshops/colloquiums	Participation in extra-academic conferences	1
	Participation in at least 2 scientific conferences/seminars/workshop/colloquiums since being appointed lecturer	1
	Convening, organizing and coordinating scientific	1

	conferences/seminars/workshops/colloquiums	
	Networking and collaborating with national, regional or international organizations/institutions	1
Research and Publications	2 units of publication or 4 units of publication if the applicant is a Masters holder	6
Quality Teaching and Performance	<i>A copy of course outline available in the course file and given to the students before starting to teach</i>	1
	<i>A copy of notes/attendance list / other teaching materials available in the course file</i>	1
	<i>Set examinations based on learning on time</i>	1
	<i>All marks are recorded correctly according to the institution's standards- no missing marks and not later than 30 days after exam date</i>	1
	Student's appreciation	1
Service to the Institution and to the community	Participation in the elaboration of new programs/projects	2
	Internal/External Examiner/Evaluator/Accreditor	1
	Active involvement in community service/consultancy	1

Associate Professor

To be ranked from Senior lecturer to Associate professor these are the basic requirements for Eligibility to Apply:

When he/she is a PhD holder:

- A minimum of 3 years of successful university teacher as a senior lecturer
- Applicant must have a minimum of five research publications/outputs , three of which are since the last promotion as senior lecturer.
- Active involvement in research and evidence of ability to supervise masters students.

- A teaching staff with PhD and involved in administrative work in institutions of higher learning may be considered for promotion to Associate professor with 5 years of teaching experience

Requirement marks or Promotion associate professor

Must have scored a minimum of 26 points (out of a maximum of 31 points) in the promotion criteria which include:

1. Graduate Student Supervision (4 points)

2. Administrative Responsibility (5 points)
3. Attendance in conferences /seminars/workshops, colloquiums (5points)
4. Research and Publications (7 Marks)
5. Quality Teaching and Performance (5 points)
6. Service to the Institutions and the Community (5 points)

PROMOTION CRITERIA FOR ASSOCIATE PROFESSOR (within 3 years since he/she has been appointed senior lecturer, valid if basic requirements for Eligibility are met))

GENERAL CRITERIA	SPECIFIC CRITERIA	POINTS
Undergraduate and/or Graduate Students Supervision	Successful supervision of 20 students (undergraduate or graduate) in the two previous years	4
Administrative Responsibility	Dean of a school , director or other high responsibilities	1
	Chairperson of a department or equivalent	1
	Module leader	1
	Successfully accomplishment of administrative responsibilities	1
	Active participation in the monitoring and supporting of the students	1
Conference/seminars/workshops/Colloquium (Participation within the past 3 years)	Participation at extra academic conferences	1
	Presentation of 2 papers at scientific or professional conferences/seminars/workshop/colloquiums since being appointed senior lecturer	1
	Convening, organizing and coordinating academic and professional conferences, seminars, colloquiums	2
	Networking and collaborating with national, regional or international organizations/institutions	1
Research and Publications	3 units of publication or 6 units of publication if the applicant is a Masters holder	6
	Member of research committee or research team	1
Quality Teaching and Performance	<i>A copy of course outline available in the course file and given to the students before starting to teach</i>	1
	<i>A copy of notes/attendance list / other teaching materials available in the course file</i>	1
	<i>Set examinations based on learning on time</i>	1
	<i>All marks are recorded correctly according to the institution's standards- no missing marks and not later than 30 days after exam date</i>	1
	<i>Student's appreciation</i>	1

Service to the Institution and the Community	Participation in the elaboration of new programs/projects	1
	Internal/External Examiner/Evaluator/Accreditor	1
	Active involvement in the community service/consultancy	1
	Chair of 1 or more adhoc committees within three academic years	1
	Initiating or leading research project and consultancy project	1

Professor

To be ranked from Associate professor to Professor the basic requirements for eligibility to apply are the following:

Must have earned a doctorate degree in relevant field and

1. Must have served as an associate professor for three (3) years
2. At least five (5) units of publications since the last promotion as associate professor
3. A teaching staff with PhD and involved in administrative work in institutions of higher learning may be considered for promotion to Associate professor with 7 years of teaching experience

Requirement marks for Promotion Professor

Must have scored a minimum of 29 points (out of 33 points) in the promotion criteria which include:

1. Thesis Supervision (5 points)
2. Administrative Responsibility (5 points)
3. Attendance in conferences/seminars/workshops (4 points)
4. Research and Publications (9 points)
5. Quality Teaching and Performance (5 points)
6. Service to the University and community and Recognition (5 points)

PROMOTION CRITERIA FOR PROFESSOR (within 3 years since he/she has been appointed associate professor, valid if basic requirements for Eligibility are met))

GENERAL CRITERIA	SPECIFIC CRITERIA	POINTS
Undergraduate and/or Graduate Students Supervision	Successful supervision of 20 students (undergraduate or graduate) in the two previous years	2
	Successful supervision of 10 graduate students) in the two previous years	2
	Supervision of at least one doctoral student	1
Administrative Responsibility	Dean of a school , director or other high responsibilities	1

	Chairperson of a department or equivalent	1
	Module leader	1
	Successfully accomplishment of administrative responsibilities	1
	Active participation in the monitoring and supporting of the students	1
Conference/seminars/workshops/Colloquium (Participation within the past 3 years)	Participation at extra academic conferences	1
	Presentation of 2 papers at scientific or professional conferences/seminars/workshop/colloquiums since being appointed senior lecturer	1
	Convening, organizing and coordinating academic and professional conferences, seminars, colloquiums	1
	Networking and collaborating with national, regional or international organizations/ institutions	1
Research and Publications	5 units of publication or 8 units of publication if the applicant is a Masters holder	7
	Member of research committee or research team	2
Quality Teaching and Performance	<i>A copy of course outline available in the course file and given to the students before starting to teach</i>	1
	<i>A copy of notes/attendance list / other teaching materials available in the course file</i>	1
	<i>Set examinations based on learning on time</i>	1
	<i>All marks are recorded correctly according to the institution's standards- no missing marks and not later than 30 days after exam date</i>	1
	Student's appreciation	1
Service to the Institution and the Community	Participation in the elaboration of new programs	1
	Internal/External Examiner/Evaluator/Accreditor	1
	Active involvement in the community service/consultancy	1
	Chair of 1 or more adhoc committees within three academic years	1
	Initiating or leading research project and consultancy project	1