



**EAST AFRICAN UNIVERSITY RWANDA**

*"The Fountain of knowledge and character"*

**ACADEMICSTAFF PROMOTION POLICY**

**Revised and Approved in July, 2023**

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## **PREAMBLE**

To excel in community service, research and academics, EAUR is committed to promote research and support its staff to attain as the highest academic qualification as possible through throughout publications and community to the service. To reach that peak, EAUR complies with laws, rules, regulations and best practices in promoting academic and research staff with reference to the law N° 010/2021 of 16/02/2021 determining the organisation of Education (Official Gazette Special N° of 18/02/2021), especially in its articles 99, and Rwanda national policy on academic policy and promotion procedures in higher education.

It is with that respect that all possible details regarding the academic staff promotion are portrayed in this policy not only to inform the concerned and qualifying staff their requirements to meet for the academic promotion, but also to their rights.

## **1 Historical background of EAUR**

The East African University Rwanda (EAUR) is a private university accredited by the Government of Rwanda. It opened the gates for students since 2015 in NYAGATARE District and it has now extended its campus in Kigali City, Gasabo district, Remera sector (Kisment). The university has unique programs that are seldom not available in other universities operating on Rwandan Territory. EAUR offers bachelor's degree and diploma in "Film Making and Film Production, Leisure, Tourism and Hotel Management, Mass Communication and Journalism, Industrial Arts and Design, Business Studies, and Education. To facilitate the clients, EAUR offers different sessions such as day, evening, and week-end sessions to cater for the needs of the students. East African University is the member of the BDK university network that includes Kampala University (KU) based in UGANDA, and the East African University (TEAU) based in Kitengela, Kenya. This network allows both students and academic staff to gain an international academic exposure through teaching and learning mobility program.

## **1.1 Vision**

East African University Rwanda (EAUR) Vision is to become a leading academic institution of higher learning of first choice in the provision of relevant vocational skills, professionalism and affordable market oriented quality education for sustaining professionals in their various fields.

## **1.2 Mission**

East African University Rwanda (EAUR) mission is to transmit quality knowledge and skills, conduct research, and provide community service to the region and the world at large

## **1.3 Core values**

East African University Rwanda (EAUR)'s core values are follows:

- Excellence,
- Integrity,
- Professionalism,
- Teamwork,
- Diversity,
- Leadership,
- Responsibility and
- Innovation to guide the promotion of student learning and success.

## **1.4 EAUR Accreditation**

The university operates under the charter from the Ministry of Education of the Government of Rwanda, through Higher Education Council (HEC) and as such it is empowered to offer its programs and confer appropriate degrees as stated in the official gazette N° 35/2015 of 30/06/2015. The institution has reciprocal arrangements to recognize its degrees and diplomas from other accredited universities both within the country and elsewhere.

## **1.5 Policy Statement**

The aim of this policy is to provide a fair, transparent and equitable method for the academic promotion of all categories of academic staff. East African University Rwanda (EAUR) recognises the importance of encouraging good performance and enabling all staff to develop their potentials.

Therefore, procedures for recognising and rewarding excellence by ranking staff are developed in this policy.

## **2 POLICY GUIDING PRINCIPLES**

The present policy is constructed on the following guiding principles:

The academic and research community of EAUR should be joined by staff with passion to:

1. Teach, carry out researches, publish and disseminate them, supervise researches, pursue further academic programmes and dedicate their career to the University;

EAUR should have means and ways to:

2. Integrate in its academic and research community policies
3. Determine criteria for staff with outstanding academic performance
4. Feed their passion to work for EAUR through academic ranks promotions corresponding to their educational levels, research records and contribution in the EAUR's impact to the general community.

## **3 ACADEMIC RANKING, APPOINTMENT AND PROMOTION PROCEDURES**

### **3.1 Academic Ranking Procedure**

The ranking procedure is conducted each academic year before the new academic year starts. However, the research committee sits depending on the availability of the applications. The applications are not only made based on the academic rank publication based promotion, but also the official recognition of the academic degree of equivalent ranks with reference to the Law governing the organization and functioning of the higher education in Rwanda (N°01/2017 of 31/01/2017) and or recognition of academic ranks issued by other higher learning institutions in Rwanda or abroad. For the academic rank promotion, the following are procedures to follow:

### **3.2 Academic rank promotion Communique**

Every four months away from the end of the on-going academic year, the chair of the research committee through HR office circulate the call for application. The communiqué is made public to all university staff and it includes the requirements to fulfil for all the academic ranks, duration of application and calendar for this activity.

### **3.3 Applications submission**

The interested candidates submit all required documents to the HR's office who collaborate with the Chairperson of the research committee ( Director of Research) for further assessment of application in a research committee meeting. Thereafter, the chair convenes the committee meeting to peruse all the applications not later than in two weeks after the application deadline.

### **3.4 Application results publication**

Within the period not exceeding one week after the research committee meeting gathered for the above purpose, the research committee should communicate the results to individual persons who applied for promotion. However, the official communiqué is made public to inform the availability of the results to the candidates within a period two weeks following the research committee meeting. In the same period, the candidate not satisfied with the result can appeal to the senate organ. The candidate whose application is not considered should be notified in writing to be informed of why his/her application did not pass.

### **3.5 Appeal for dissatisfaction of the results**

The candidate not satisfied with the results published by the research committee may appeal in writing to the chairperson of the senate (Vice Chancellor), who later consult the research committee before the research committee decisions are submitted to the senate. The appeal should be done within one week following his/her acknowledgement of receipt of the research committee notification.

### **3.6 Submission of the results by research committee to the senate**

The research committee should submit to the chairperson of the senate, the list of all candidates who applied for academic rank promotion recognition and their application files. This should be done in a period not exceeding three weeks after the research committee has made the publication of the results.

### **3.7 Academic senate meeting**

The academic senate meeting should be convened at least in two weeks following the reception of research committee results on academic rank promotion. Decisions of the senate are communicated to the candidates in an official communiqué and those who failed to pass are notified in writing to be informed the reasons why their applications did not pass. The candidate not satisfied may appeal to the board of directors, and the duration for appeal, publication of the results remain the same as the one indicated the appeal against research committee decision section. Likewise the time it takes for research committee to submit its decision to senate, the same duration applies for senate decision submission to the board of governors.

### **3.8 Board of governors meeting**

The board meeting for academic rank promotion should be convened every academic year before the new academic year starts. After the evaluation of the application process, decisions of research committee and senate on academic rank promotion, the board of governors takes decision case by case and award the applicants who met the required standards with the “ promotion Act” signed by the director of the board of governors. It is preferably recommended to issue those act of promotion before the new academic years starts for allowing the entitlement of financial rights and benefits related to the rank in the following academic year.

### **3.9 Qualification of candidates**

The qualified candidates are those who meet the criteria of academic rank promotion related to publications, and scientific works and those who have acquired an advanced degree than the one they have submitted when applied for job or those acquired after he/she has joined EAUR.

### **3.10 Academic rank time distance**

The staff whose previous academic rank was issued by EAUR will have right to apply for the next academic rank promotion after three years. The same time distance applies for those who were promoted by other higher learning institutions where EAUR considers the time the previous degree was issued.

### **3.11 Retroactivity of the policy**

Cases before the policy is approved are not considered with this policy.

## **4 ACADEMIC RANK PROMOTION CRITERIA AND APPLICATION FILE DOCUMENTS**

### **4.1 TUTORIAL ASSISTANT/ RESEARCH ASSISTANT A**

#### **Promotion criteria and Documents required**

The applicant for the rank of Tutorial Assistant shall fulfil the following criteria:

- Having completed bachelor degree with at least Upper second Class Division
- Notified Bachelor Degree and Equivalence ( Where applicable)
- Cumulative Transcript
- Curriculum Vitae
- Appointment letter
- Application letter

### **4.2 ASSISTANT LECTURER/ RESEARCH ASSISTANT B**

#### **Promotion Criteria and documents required**

The applicant for the rank of assistant lecturer shall fulfil the following criteria:

- Having completed Master's degree in the area related with his/her bachelor degree
- Having published at least one research paper in Peer reviewed Journal (**Scopus, Web of Science, Scimago**)
- Notified Bachelor and Master's degree certificates and equivalences ( Where applied)
- Application letter
- Curriculum Vitae
- Appointment letter

### **4.3 LECTURER / RESEARCHER**

#### **Promotion Criteria and documents required**



The applicant for the rank of lecturer shall fulfil the following criteria:

- Having completed PhD in field related to his/her master degree in last three years
- Proof of having published at least 1 article as first author/ 2 co-authored articles/one book/ 3 book chapters in peer reviewed journal (**Scopus, Web of Science, Scimago**), excluding those considered for previous promotion.
- Proof of having presented at least four Research papers in National/ International conference
- Proof of having supervised at least 4 PhD Students
- Notified Bachelor, Master, PhD certificates and equivalences ( Where applied)
- Application letter
- Curriculum Vitae
- Appointment letter
- Proof of previous academic rank promotion of 3 last years

#### **4.4 ASSOCIATE PROFESSOR / ASSOCIATE RESEARCH PROFESSOR**

##### **Promotion Criteria and Documents required**

The applicant for the rank of Senior Lecturer shall fulfil the following criteria:

- Having completed PhD in field related to his/her master degree in last three years
- Proof of having published at least 3 article as first author/ 3 co-authored articles/one book/ 3 book chapters in peer reviewed journal (**Scopus, Web of Science, Scimago**), excluding those considered for previous promotion
- Proof of having presented at least three research papers in National/International conference
- Proof of having supervised at least 2PhD Students
- Proof of having conducted or participated and won at least one research grant or consultancy service
- Notified Bachelor, Master, PhD certificates and equivalences ( Where applied)
- Application letter
- Curriculum Vitae
- Appointment letter
- Proof of previous academic rank promotion of 3 last years

#### **4.5 FULL PROFESSOR / FULL RESEARCH PROFESSOR**

##### **Promotion Criteria and Documents required**

The applicant for the rank of Associate professor should fulfil the following criteria:

- Having completed PhD in field related to his/her master degree in last three years
- Proof of having published at least 3 article as first author/ 5 co-authored articles/one book/ 3 book chapters in peer reviewed journal (**Scopus, Web of Science, Scimago**), excluding those considered for previous promotion Proof of having supervised at least 4PhD Students
- Proof of having presented at least Four research papers in National/International conference

- Proof of having conducted or participated and won at least one research grant or consultancy service
- Notified Bachelor, Master, PhD certificates and equivalences ( Where applied)
- Application letter
- Curriculum Vitae
- Appointment letter
- Proof of previous academic rank promotion of 3 last years
- 

## **5 RECOGNITION OF ACADEMIC RANK ISSUED BY OTHER HIGHER LEARNING INSTITUTIONS**

The staff who shall join EAUR from other higher learning institutions will apply for the recognition of their academic ranks. They shall not be issued with new letter of academic rank promotion by EAUR, senate and board of governors will officially approve or not consider those ranks in their minutes based on whether the applicants meets criteria or not. The criteria for the recognition of a given academic rank issued by other higher learning institutions must be similar or higher than those of EAUR respectively to the rank that the applicant is applying for.

### **5.1 Promotion Finance Impact and promotion time frame**

Each academic rank has assigned benefits and remunerations which are automatically applied as defined in (**Finance policy**). The university shall constantly promote staff every three years.

#### **5.1.1 Policy effectiveness**

Generally, the present policy becomes effective immediately after being approved by the Board of Governors and signed by both the Vice Chancellor and the Chairperson of EAUR Board of Governors.



East African University Rwanda  
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## APPLICATION FORM FOR THE RANK OF TUTORIAL ASSISTANT

Name of the Staff:

Date of appointment:

Department:

Degree held:

Educational field:

Date of last appointment:

Current academic Rank:

Academic Rank Applied for:

Application date:

No	Promotion Criteria	Score	Comments
1	Having completed bachelor degree with at least Upper second Class Division	...../10	
	<b>Documents required</b>		
1	Notified Bachelor Degree and Equivalence ( Where applicable)	...../	
2	Cumulative Transcript	...../0.5	
3	Curriculum Vitae	...../0.5	
	Appointment letter	...../0.5	
	Application letter	...../0.5	
	Proof of previous academic rank promotion	...../0.5	
	Total	...../10	

Applicant name and Signature.....

Date:.....

Acknowledge of reception

HR's signature.....

Date:.....

Action of the research committee:

Chairperson's signature:

Date:.....

Action of senate:

Chairman's signature

Date:.....

Action of the BOG

Chairman's signature

Date.....



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## APPLICATION FORM FOR THE RANK OF ASSISANT LECTURER

Name of the Staff:

Date of appointment:

Department:

Degree held:

Educational field:

Date of last appointment:

Current academic Rank:

Academic Rank Applied for:

Application date:

No	Promotion Criteria	Score	Comments
1	Having completed Master's degree in the area related with his/her bachelor degree		
2	Having published at least one research paper in Peer reviewed Journal	...../10	
	<b>Documents required</b>		
3	Notified Bachelor and Master's degree certificates and equivalences ( Where applied)		
4	Application letter		
5	Curriculum Vitae		
6	Appointment letter		
7	Proof of previous academic rank promotion		
	Total	...../10	

Applicant name and Signature.....

Date:.....

Acknowledge of reception

HR's signature.....

Date:.....

Action of the research committee:

Chairperson's signature:

Date:.....

Action of senate:

Chairman's signature

Date:.....

Action of the BOG

Chairperson's signature

Date:.....



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### APPLICATION FORM FOR THE RANK OF LECTURER

Name of the Staff:

Date of appointment:

Department:

Degree held:

Educational field:

Date of last appointment:

Current academic Rank:

Academic Rank Applied for:

Application date:

N o	Promotion Criteria	Score	Comments
1	Having completed PhD in field related to his/her master degree in last three years		
2	Proof of having published at least 1 article as first author/ 2 co-authored articles/one book/ 3 book chapters in peer reviewed journal	...../8	
3	Proof of having presented at least four Research papers in National/ International conference	...../1	
	Proof of having supervised at least 4 PhD Students	...../1	
	<b>Documents required</b>		
2	Notified Bachelor, Master, PhD certificates and equivalences ( Where applied)		
3	Application letter		
4	Curriculum Vitae		
5	Appointment letter		
6	Proof of previous academic rank promotion of 3 last years		
	Total		

Applicant name and Signature.....

Date:.....

Acknowledge of reception

HR's signature.....

Date:.....

Action of the research committee:

Chairperson's signature:

Date:.....

Action of senate:

Chairman's signature:

Date:.....

Action of the BOG

Chairman's signature

Date.....



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## APPLICATION FORM FOR THE RANK OF SENIOR LECTURER

Name of the Staff:

Date of appointment:

Department:

Degree held:

Educational field:

Date of last appointment:

Current academic Rank:

Academic Rank Applied for:

Application date:

N o	Promotion Criteria	Score	Comments
1	Having completed PhD in field related to his/her master degree in last three years		
2	Proof of having published at least 2 article as first author/ 2 co-authored articles/one book/ 3 book chapters in peer reviewed journal	...../5	
	Proof of having supervised at least 3 Master or PhD Students	...../1.5	
	Proof of having conducted or participated and won at least one research grant or consultancy service	...../1.5	
	Proof of having presented at least two research papers in national/International conference	1	
	Proof of having supervised at least 3 Master or 1 PhD students	1	
	<b>Documents required</b>		
2	Notified Bachelor, Master, PhD certificates and equivalences ( Where applied)		
3	Application letter		
4	Curriculum Vitae		
5	Appointment letter		
6	Proof of previous academic rank promotion of 3 last years		
	Total		

Applicant name and Signature.....

Date:.....

Acknowledge of reception

HR's signature.....

Date:.....

Action of the research committee:

Chairperson's signature:

Date:.....

Action of senate:

Chairman's signature

Date:.....

Action of the BOG

Chairman's signature

Date.....



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## APPLICATION FORM FOR THE RANK OF ASSOCIATE PROFESSOR

Name of the Staff:

Date of appointment:

Department:

Degree held:

Educational field:

Date of last appointment:

Current academic Rank:

Academic Rank Applied for:

Application date:

N o	Promotion Criteria	Score	Comments
1	Having completed PhD in field related to his/her master degree in last three years		
2	Proof of having published at least 3 article as first author/ 3 co-authored articles/one book/ 3 book chapters in peer reviewed journal excluding those considered for previous promotion	...../6.5	
	Proof of having presented at least three research papers in National/International conference	...../1.5	
	Proof of having supervised at least 2PhD Students	...../1	
	Proof of having conducted or participated and won at least one research grant or consultancy service	...../1	
	<b>Documents required</b>		
2	Notified Bachelor, Master, PhD certificates and equivalences ( Where applied)		
3	Application letter		
4	Curriculum Vitae		
5	Appointment letter		
6	Proof of previous academic rank promotion of 3 last years		
	Total	...../10	

Applicant name and Signature.....

Date:.....

Acknowledge of reception

HR's signature.....

Date:.....

Action of the research committee:

Chairperson's signature:

Date:.....

Action of senate:

Chairperson's signature

Date:.....

Action of the BOG

Chairman's signature

Date.....



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## APPLICATION FORM FOR THE RANK OF FULL PROFESSOR

Name of the Staff:

Department:

Educational field:

Current academic Rank:

Application date:

Date of appointment:

Degree held:

Date of last appointment:

Academic Rank Applied for:

N o	Promotion Criteria	Score	Comments
1	Having completed PhD in field related to his/her master degree in last three years		
2	Proof of having published at least 3 article as first author/ 5 co-authored articles/one book/ 3 book chapters in peer reviewed journal excluding those considered for previous promotion	...../7.5	
	Proof of having presented at least Four research papers in National/International conference	...../1	
	Proof of having supervised at least 4PhD Students	...../1	
	Proof of having conducted or participated and won at least one research grant or consultancy service	...../0.5	
	<b>Documents required</b>		
2	Notified Bachelor, Master, PhD certificates and equivalences ( Where applied)		
3	Application letter		
4	Curriculum Vitae		
5	Appointment letter		
6	Proof of previous academic rank promotion of 3 last years		
	Total	...../10	

Applicant name and Signature.....

Date:.....

Acknowledge of reception

HR's signature.....

Date:.....

Action of the research committee:

Chairperson's signature:

Date:.....

Action of senate:

Chairman's signature

Date:.....

Action of the BOG

Chairman's signature

Date.....





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## **ACADEMIC RANK PROMOTION**

### **The Preamble**

Pursuant to the Law N° 010/2021 of 16/02/2021 determining the organisation of Education (Official Gazette Special N° of 18/02/2021), especially in its articles 73 and 99 (12<sup>0</sup>) on the appointment and promotion of research and academic staff;

Referring to EAUR's Internal Rules and Regulations, EAUR's HR Policy and Staff Rules of Procedure and EAUR's Academic and Research Staff Appointment and Promotion Policy;

Given recommendations of EAUR Academic Senate, in its meeting of 16/06/2023

Referring to the Resolutions of EAUR Board of Governors of 05/07/2023

Given that the candidate has fulfilled the conditions to be promoted to the rank of (.....);

### **Article 1: Appointment**

Mr/Mrs..... is hereby promoted as a (.....) of the EAUR effective from July 5<sup>th</sup>, 2023.

### **Article 2: Associated benefits**

The staff benefits associated with this rank will be applied with immediate effect

Done at Kigali, on 05/07/2023

**Prof. Eugene NDABAGA (PhD)**

Chairman of the EAUR Board of Governors



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## **LETTER OF ACADEMIC RANK APPOINTMENT**

### **The Preamble**

Pursuant to the Law N° 010/2021 of 16/02/2021 determining the organisation of Education (Official Gazette Special N° of 18/02/2021), especially in its articles 73 and 99 (12<sup>0</sup>) on the appointment and promotion of research and academic staff;

Referring to EAUR's Internal Rules and Regulations, EAUR's HR Policy and Staff Rules of Procedure and EAUR's Academic and Research Staff Appointment and Promotion Policy;

Given recommendations of EAUR Academic Senate, in its meeting of 16/06/2023

Referring to the Resolutions of EAUR Board of Governors of 05/07/2023

Given that the candidate has fulfilled the conditions to be appointed to the entry rank of (.....);

### **Article 1: Appointment**

Mr/Mrs.....is hereby appointed as a (..... ) of the EAUR effective from July 5<sup>th</sup>, 2023.

### **Article 2: Associated benefits**

The staff benefits associated with this rank currently in practice at EAUR shall apply.

Done at Kigali, on 05/07/2023

**Prof. Eugene NDABAGA (PhD)**

Chairman of the EAUR Board of Governors