

KIGALI INDEPENDENT UNIVERSITY ULK



P.O. BOX. 2280

Tel. KIGALI CAMPUS: 0788304081, 0788303667, 0788304086, 0788303670

Tel. GISENYI CAMPUS: 0788303704, 0788304173

E-mail : info@ulk.ac.rw; vc@ulk.ac.rw

Website : www.ulk.ac.rw

ACADEMIC APPOINTMENT AND PROMOTION POLICY

May, 2022

CREATION, VISION, MISSION, PHILOSOPHY, MOTTO, VALUES, OBJECTIVES, RESPONSIBILITIES AND POWERS

Article 1: Creation

Kigali Independent University ULK is a private Institution of higher learning founded on 15th March, 1996 and now governed by the new Law n° 010/2021 of 16/02/2021 determining the organization of education, Ministerial Order determining standards in education N° 003/MINEDUC/2021 of 20/10//2021, Ministerial Order determining Rwanda qualifications framework N° 003/MINEDUC/2021 of 20/10//2021, the ULK statutes, the present Internal Regulations and other academic regulations.

Article 2: Vision

Kigali Independent University ULK has a Vision to stand out as a remarkable university for excellence at the heart of Africa with highly motivated students and highly qualified personnel endowed with elevated ethical values.

Article 3: Mission

The Mission of ULK is: to educate, teach, conduct research and serve the community. The fundamental mission of ULK is to provide the students with a training which will enable them to become actors and organizers of a complete development of the nation.

Article 4: Philosophy

The philosophy of Kigali Independent University ULK is based on four fundamental principles:

- To have faith in God;
- To know one's mission on earth;
- To live ethical values;
- To have positive thoughts.

Article 5: Motto

The motto of Kigali Independent University ULK is "Science and Conscience".

Article 6: Objectives

Kigali Independent University ULK has the following objectives:

- Providing a solid scientific, intellectual and professional training to the students;
- Promoting research in order to meet the community needs;
- Providing services to the community;
- Creating a competent human resources potential and endowed with moral and civic values;
- Organizing conferences and seminars to reinforce its teachings and research;
- Etc...

Article 7. Responsibilities of ULK

The main responsibilities of Kigali Independent University ULK are the following:

1. to develop a curriculum to be approved by the agency in charge of the institutions of higher learning;
2. to offer higher education courses leading to the award of certificates or degrees that it is authorized to award;
3. to carry out and promote research in all scientific and technological disciplines and on different issues at the national, regional and global level;
4. to publish and disseminate research findings;
5. to impart knowledge and skills through face-to-face learning, distance learning or both and promote technology for job creation purposes;
6. to promote education, Rwandan culture and values;
7. to contribute in solving other national development related issues.

Article 8: Powers of Kigali Independent University ULK

Kigali Independent University ULK has the following powers:

1. to award degrees at cycles of education it offers in accordance with relevant laws;
2. to award certificates to candidates who successfully complete short-time training courses;
3. to conclude partnership and cooperation agreements with different organs in charge of education and with other national and foreign institutions of higher learning in accordance with relevant laws;

4. to award merit titles and awards that recognize exemplary achievements;
5. to promote their lecturers, researchers and staff in accordance with relevant laws and ULK Regulations;
6. to award an honorary degree in accordance with relevant laws and ULK Regulations.

Article 9: Founder and President's Office

The Founder and President's Office comprises:

- Founder and President of the University;
- Advisors;
- The Committee of Auditors.

Article 10: Attributions

The attributions of the Founder and President are:

- to represent legally the university;
- to designate the Chancellor to be approved by the Governing Body;
- to appoint and cancel the appointment of any member of the Governing Body;
- to designate members of Executive Organ to be approved by the Governing Body;
- to appoint and dismiss ULK authorities;
- to appoint and dismiss members of the auditors committee;
- to appoint and dismiss his advisers;
- to ratify activities programmes and the University budget;
- to decide about the University investments and extension;
- to decide about the strategic plan of the University.

Article 11: Committee of Auditors

The Committee of financial Auditors carries out the financial control of financial statements, bank accounts, and the quality of services provided by the Kigali Independent University ULK establishments. Its members shall check all accounting documents without moving them from the place where they are kept.

The Committee of Academic Auditors carries out the academic control of the content of module syllabus and notes, the veracity of marking, students' marks, etc.

Article 12: Type of Institution

ULK is a private education institution complies with education standards in Rwanda and is subject to regular inspection by the National agency in charge of the inspection of education institutions for the category to which such an education institution belongs.

Article 13. Cycles in each category of education

The general education at ULK is comprised of the following cycles:

Kigali Independent University ULK has two cycles. The first cycle (Bachelor degree with honours) and the second cycle (Graduate studies)

Article 14. Establishment

ULK is an established private education institution undertaking the education development with a focus on courses (Economic and Business studies, Computer Social sciences, and law. These courses are needed in the country and on the labour market in Rwanda

Article 15. Management

ULK is managed by the owner through the established organs in accordance with education law, ministerial orders, education policies and other relevant laws in managing private organisations without prejudice to the interests of Education.

Article 16: Management organs

ULK management organs are the following:

1. The chancellery
2. The Governing Body
3. Executive organ
4. Academic Senate

5. Senior management committee

The chancellor of ULK is designated by the owner and approved by the Governing Body.

The chancellor of ULK is responsible for presiding over the academic year opening ceremonies, graduation ceremonies and awarding of other merit titles and may also attend other events or meetings if necessary.

Article 17. Purpose

This Policy recognises and rewards the achievements of academic staff by providing promotion pathways. It also provides the framework and principles, underpinning the promotion of academic staff. Recognise and reward academic staff for sustained excellence across the areas of academic activity, and support the University to meet the strategic priorities of its Agenda

It is expected that applications for Academic Advancement and Promotion should be the result of an ongoing process of staff development and performance review between the individual member of staff and their Head of Department/Dean. Therefore, applicants are encouraged to seek guidance and support on their application from their Heads of Department/Dean in advance of making a submission.

Article 18. Academic promotion application process

- i) The Deputy Vice Chancellor Research and consultancy will circulate (a) information on the Academic Promotion Procedures (b) a criteria and Applicant Guidance Document along with the closing date for submissions.
- ii) Applicants are required to submit three copies of the complete submission
- iii) One copy of the submission should be sent by the applicant to the Dean to provide a supporting statement. The Dean should consult with the Faculty Council before writing the supporting statement. The whole submission including a supporting statement should then be signed by the Dean and forwarded to the Vice chancellor Academic, who will chair a specially convened Promotions Committee. Deans are expected to be open with their staff and should supply the applicant with a copy of the supporting statement.
- iv) For the application of Associate Professor and Full professor, one copy of the submission should be sent by the applicant to the Dean to provide a supporting

statement. The application and the supporting statement should then be forwarded to the Deputy Vice chancellor research and consultancy for consideration by convened Promotion Committee.

- v) In all cases where the committee agrees that the candidate meets the minimum criteria for promotion, the committee will make a recommendation to the Vice Chancellor, who will in turn make recommendations to the senate for approval and after to the Governing Body for their decision. The Chair of the Governing Body will communicate the recommendation on promotion to Founder of ULK, who will make a final determination on all promotions
- vi) Successful applicants will be informed in writing of the decision and of the effective date by the Chairman of the Governing Body.

Article 19. Eligibility

Kigali Independent University appoints staff to the following academic posts:

- Professor, Associate Professor, Senior Lecturer, Lecturer and Assistant Lecturer.

All academic staff (Full-time and Part-time) is eligible to apply for promotion. Only Part-time teaching staff who worked progressively with ULK for 3 years is eligible.

Academic rank	Criteria
1. Application for Promotion to Assistant Lecturer	-Master's degree in the related to field;
2.Application for Promotion to Lecturer	- 3 years as Assistant lecturer (with formal appointment Act by the relevant organ) - Hold a Master's degree for 3 years -2 articles published in the international recognized peer review journals, published in the name of ULK (Affiliation) - Demonstrate consistently outstanding performance in at least three years (3 years) teaching at Kigali Independent University

<p>2. Application for Promotion to Senior Lecturer</p>	<ul style="list-style-type: none"> - Have been awarded a PhD for the last 3 years - 3 years serving as the lecturer (with formal appointment Act by the relevant organ) -3 articles published in the international accepted peer review journals after his/Last academic promotion. - Demonstrate consistently outstanding performance in at least three years (3 years) teaching at Kigali Independent University
<p>3.Application for Promotion of Associate Professor</p>	<ul style="list-style-type: none"> - 3 years serving as the Senior lecturer (with formal appointment Act by the relevant organ) -5 articles published in the international accepted peer review journals after his/Last academic promotion (using ULK as his affiliation) - Demonstrate consistently outstanding performance in at least three years (3 years) teaching at Kigali Independent University
<p>4. Application for Promotion of Full Professor</p>	<ul style="list-style-type: none"> - 3 years serving as Associate Professor (with formal appointment Act by the relevant organ) -5 articles published in the international accepted peer review journals after his/Last academic promotion (using ULK as his affiliation) - Demonstrate consistently outstanding performance in at least three years (3

	years) teaching at Kigali Independent University
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NB. -A published book is equivalent to three units of research publications.

-An article co-authored will be given 50% of the award marks during the evaluation

Article 20: Application requirements

1. Completed Application for Personal Promotion form
2. Last promotion/appointment act
3. The updated Curriculum Vitae;
4. List of published articles in the international recognized peer review journal publications;
5. List of conference attended
6. Copy of Published books showing publisher and ISBN number;
7. Copy of Published book chapters with the publisher and ISBN number;
8. List of post-graduate supervision (if applicable);
9. Line Manager's academic performance Report;
10. Teaching evaluation portfolio (Quality assurance evaluation report)
11. Participation in Program review and Program development at ULK or outside the ULK

Article 21: Scope

The policy applies to all academic staff employed by the University who meets the eligibility requirements for promotion stated in the policy.

Article 22: Academic Promotion Committee

The Promotion Committee, which is a standing committee of the university will comprise of:

1. The Deputy Vice chancellor, Research and Consultancy (the chair)
2. All Deans of Schools
3. Academic Promotion Committee is appointed and at the discretion of the Vice Chancellor

Article 23: Call for Academic Promotion Application

The Deputy Vice Chancellor, Research and Consultancy will normally issue a call for submission of applications in June each year and maintain application records for the evaluation. A submission after the deadline will be rejected. The candidate will be advised to apply in the next session. During the call for application, a period of one month is given to the candidate to prepare the submission documents.

Article 24: Appeals Procedure for all Unsuccessful Applications

Following a written notification/ explanation from the Deputy Vice chancellor, Research and Consultancy on the success or failure of the application for promotion, the applicants will have the opportunity to submit a formal written appeal indicating reasons against an unsuccessful application to the Vice Chancellor.

A meeting should normally take place within two weeks of receipt of the unsuccessful letter. The appeal will then be sent to the appellant's immediate supervisor for comment on factual of the unsuccessful. A committee made up of appropriate members of Senate who were not substantively involved in the original decision and chaired by the Vice Chancellor will consider appeals.

The decision of the Appeal Panel in the case of applications for promotion to Lecturer/Senior Lecturer, which will be communicated in writing, as final and disregard the first decision.

In the case of those appealing against the promotion for the Associate Professor and Professor, and the appeals committee is of the view that there is a case to be considered, the appeal will be forwarded to the Founder/Owner who will advise on the decision to appoint the Associate Professor and Full Professor.

Done at Kigali on 26th May, 2022

Prof. Dr Karangwa Chrysologue
Chairperson of ULK Governing Body

APPENDIX1: PROMOTION APPLICATION FORM

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

Name of the Candidate _____ Tel _____

Date of employment/.....

Department _____ Email: _____

Current Academic rank _____

Rank applied for _____

Highest Degree Qualification _____

Specialization _____

Status of the Contract (Fulltime/Part time) _____

Year of the Degree Award _____

Year of Previous Appointment (If any) _____

Cite the recent published articles in the international recognized peer review journal or book/book chapter

- 1. _____

- 2. _____

- 3. _____

- 4. _____

- 5. _____

Teaching: List the modules taught in the last 3 years at Kigali Independent University

Module title	Teaching year	Department

Name of the Candidate _____

Date _____ Signature _____

APPENDIX 2: Academic Promotion submission checklist

Promotion File	Date	Signature
1. Application form		
2. Update Curriculum Vitae		
3. Recommendation by the Dean for appointment		
4. Teaching evaluation (Quality assurance Director)		
5. List of publications (articles) published in the international recognized peer review journals with their ISSN and accessible link		

6. Academic Performance evaluation form by the Immediate supervisor		
7. Previous Academic Promotion Act		
8. Evidence of review or programme development		
9. Attendance/Presentation in the conference.		

Appendix 3: Evaluation Form

Name of Candidate

Department

School

Present Rank.....

Academic Year.....

Rank applied For.....

Overall Assessment

S/N	Area of Consideration	Committee observation	Points obtained
1	Teaching Evaluation(Quality assurance)	/20
2		/40

	Published articles 3 or 5 or books are relevant and in the recognised international peer review Journals with ISSN		
3	Programme development and Review	/15
4	Academic Performance (Immediate Supervisor)	/10
5	Attending conferences	/15
	Total Points	/100

APPENDIX 4: RECOMMENDATIONS BY EVALUATORS

Do a narrative conclusion

Recommendation:

Promoted _____

Not Promoted _____

Academic Promotion Committee signature

1. Name _____ Date ____ / ____ / ____ Signarue _____
2. Name _____ Date ____ / ____ / ____ Signarue _____
3. Name _____ Date ____ / ____ / ____ Signarue _____
4. Name _____ Date ____ / ____ / ____ Signarue _____
5. Name _____ Date ____ / ____ / ____ Signarue _____
6. Name _____ Date ____ / ____ / ____ Signarue _____