



**MUHABURA INTEGRATED POLYTECHNIC COLLEGE**

**Website: [www.mipc.ac.rw](http://www.mipc.ac.rw)**

**E-mail: [info@mipc.ac.rw](mailto:info@mipc.ac.rw)**

**P.O.Box: 26 Musanze – Rwanda**

**Tel: +250788687033**

*"Accredited by WDA Resolutions of the BoD 1094/17 on 29 June 2017"*

# APPOINTMENT AND PROMOTION POLICY

STRIVING FOR EXCELLENCE COLOSSIANS 3:23

## **List of Abbreviations**

HEC: Higher Education Council

HR: Human Resource

ICT: Information Communication Technology

MIPC: Muhabura Integrated Polytechnic College

RNQF: Rwanda National Qualification Framework

SL: Senior Lecturer

V/PAT: Vice Principal Academics and Training

## Contents

Introduction.....	3
Motto.....	3
Vision.....	3
Mission.....	3
Philosophy .....	3
Values .....	3
Goals .....	4
1. POLICY STATEMENT .....	5
2. PROCEDURE.....	5
3. GRADES OF ACADEMIC POSTS AND CRITERIA FOR APPOINTMENT PROMOTION.....	5
3.1 TUTORIAL ASSISTANT .....	6
3.2. ASSISTANT LECTURER .....	6
3.3. LECTURER .....	7
3.4. SENIOR LECTURER.....	7
4. STEPWISE PROMOTION PROCEDURE .....	7
5. THE APPLICATION PROCESS.....	7
5.1. Applications for promotion to Lecturer .....	8
5.2. Applications for promotion to Senior Lecturer.....	8
6. The Promotion Committee .....	9
7. Notification of Decisions .....	9
8. Appeals Procedure for all Unsuccessful Applications .....	9
9. Academic Promotion Opportunities .....	10
9.1. Application for Promotion to Lecturer/Researcher .....	10
9.1.1 Criteria .....	10
9.2. Application for Promotion to Senior Lecturer/Senior Researcher .....	11
9.2.1 Criteria .....	11

## **Introduction**

Muhabura Integrated Polytechnic College (MIPC) is an institution opened in 2014 by Anglican Church of Rwanda, Diocese of SHYIRA. The idea of creating such kind of Institution is triggered by following objectives

1. To provide technical and professional programs for students who wish to develop competencies in specific career areas or to upgrade their skills.
2. To support economic development by providing job-specific programs for business, industry, hotels, and other organizations.
3. To provide developmental education courses for students who need basic academic skills.

## **Motto**

**“Striving for excellence...”**

And whatever you do, do it heartily as to the Lord and not to men. Colossians 3:23

## **Vision**

To be the Premier Source for education, workforce training, partnerships and economic development.

## **Mission**

To provide innovative educational environments, opportunities, and experiences that enable individuals, communities, and the region to grow, thrive, and prosper.

## **Philosophy**

We act to foster inclusion education and promote excellence in all that we do. We commit to approach all decisions with integrity, kindness and generosity both on and off campus.

## **Values**

1. Commitment
2. Respect
3. Excellence
4. Accountability

**STRIVING FOR EXCELLENCE COLOSSIANS 3:23**

## 5. Diversity

### Goals

1. Ensure the students access and increase enrollment facilities.
2. Inspiring students' success and enabling to achieve their life skills for the labor market and entrepreneurial skills.
3. Ensure high quality programs and services.
4. Sustain environmental relationship in education.
5. Reinforce continuing education and community service.
6. To develop and implement a student welfare policy.
7. To develop and enhance library services.
8. To generate income and develop projects to support smooth learning of the college.
9. To promote a culture of entrepreneurial and business, technical skills among students.
10. Ensure students access to ICT services

## **1. POLICY STATEMENT**

This policy is aligned with the Rwandan National Policy on Academic Appointment and Promotion Procedures as it stated by Higher Education Council (HEC) and aims of this procedure is to provide a fair, transparent and equitable method for the appointment of all categories of Muhabura Integrated Polytechnic College (MIPC) academic staff and for the promotion of those academic staff whose performance and contribution to the institution has been excellent or outstanding. Muhabura Integrated Polytechnic College (MIPC) recognizes the importance of encouraging good performance and enabling all staff to develop their potential and will provide a range of mechanisms to assist staff, such as performance reviews and training and development opportunities, as well as recognizing and rewarding excellence by promotion. It is expected that, in their implementation, these practices will provide equality of opportunity all for Muhabura Integrated Polytechnic College (MIPC) staff.

## **2. PROCEDURE**

For all categories of promotion, the guidance recognizes the potential for candidates to demonstrate achievement in one or more of the following five areas of activity:

- ✓ Research
- ✓ Teaching in Higher Education
- ✓ Knowledge transfer/income generation
- ✓ Academic administration/management
- ✓ Outreach to business and community

For the purposes of promotion, all the activity must relate to the candidate's area of academic specialization.

## **3. GRADES OF ACADEMIC POSTS AND CRITERIA FOR APPOINTMENT PROMOTION**

The MIPC appoints staff to the following academic posts:

- Senior Lecturer
- Lecturer
- Assistant Lecturer

**STRIVING FOR EXCELLENCE COLOSSIANS 3:23**

➤ Instructor

All newly appointed staff has to satisfy the conditions of a one-year probationary period, but this may be waived by the Muhabura Integrated Polytechnic College (MIPC) Executive Council on the recommendation of the Appointments Panel.

MUHABURA Integrated Polytechnic College (MIPC) Criteria for Appointment and Promotion comply with the HEC appointment and promotion criteria

The following are the minimum requirements for academic appointments at Muhabura Integrated Polytechnic College:

### **3.1 TUTORIAL ASSISTANT**

- ❖ U2 (2.1), 70% minimum – (Distinction)
- ❖ Degrees in Rwanda are currently classified as:
  - a. 80% and above = 1st, 1, Grand distinction
  - b. 70-79% U2, 2.1, Distinction
  - c. 60-69% L2, 2.2, Satisfaction
  - d. 50-59% Pass, 3, Passable

For academic staff appointed to teach in some professional subjects it may be necessary for them to have had successful professional experience prior to appointment.

### **3.2. ASSISTANT LECTURER**

Minimum requirements for appointment/promotion

- ✓ Masters degree which is a progression qualification, i.e. it must be related to the bachelor degree, and graded at the equivalent of Level 6 in the Rwandan National Qualification Framework (RNQF)
- ✓ Junior Academic Staff (TA, AL, L) who cannot attain higher qualification within 5 yrs should be considered for retrenchment
- ✓ Staff doing PhD straight from Bachelors must first demonstrate capacity to attain an MPhil before transfer to PhD, and the transition between the two can be considered for intermediate promotion.

**STRIVING FOR EXCELLENCE COLOSSIANS 3:23**

### **3.3. LECTURER**

Minimum requirements for appointment to the title of Lecturer at Muhabura Integrated Polytechnic College (MIPC) are:

1. Direct appointment for PhD holders with no prior teaching experience
2. Promotion of Assistant Lecturers who are Masters holders: staff must have been on the AL post for not less than 3 yrs, having demonstrated teaching and research potential through publications, contribution to module and programme specification, production of e-learning materials, etc.
3. ONE unit of publication is considered adequate for the purposes of assessing research and scholarly ability for Lecturer.

### **3.4. SENIOR LECTURER**

Minimum requirements for appointment to the title of senior Lecturer at MIPC are:

- ❖ Possession of PhD
- ❖ Minimum 3 units of publications (Senior Lecturer) 6 Units of research publications (Senior Researcher)
- ❖ Teaching/research experience of not less than 3 years since obtaining PhD.

## **4. STEPWISE PROMOTION PROCEDURE**

Promotion for academic staff will be made based on a consideration of the case made; similarly, promotion from Assistant Lecturer to Lecturer will be automatic on gaining a doctoral degree equivalent to Level Seven of the Rwandan National Qualification Framework.

## **5. THE APPLICATION PROCESS**

### **STAGE 1**

The Muhabura Integrated Polytechnic College HR Manager will circulate information on the Academic Promotion and Procedures along with the closing date for submissions.

Applicants should submit a covering letter highlighting the basis of their application on no

**STRIVING FOR EXCELLENCE COLOSSIANS 3:23**



more than 3 pages, plus a curriculum vitae and any additional material that demonstrates their case that they meet the criteria for promotion. The material submitted must contain the name and contact addresses of referees who can comment authoritatively on the applicant's academic contribution in line with criteria requirements.

Referees should not include Heads of the applicants' Academic Departments, who will contribute to the process by providing a supporting statement for any member of staff in their faculty/department applying for promotion.

Applicants are required to submit three copies of the complete submission, two to the HR Manager and one to the Head of their Faculty. All copies must be submitted by the closing date given in the call for submissions.

STAGE 2 (i)

#### **5.1. Applications for promotion to Lecturer**

One copy of the submission should be sent by the applicant to the Dean to provide a supporting statement. The Head should consult with the appropriate College bodies before writing the supporting statement. The whole submission including a supporting statement should then be signed by the Head and forwarded to the Vice Principal Academic, who will chair a specially convened Promotions Committee. Heads of departments are expected to be open with their staff and should supply the applicant with a copy of the supporting statement.

STAGE2 (ii)

#### **5.2. Applications for promotion to Senior Lecturer**

One copy of the submission should be sent by the applicant to the Dean to provide a supporting statement. The Head should consult Faculty council before writing the supporting statement. The whole submission including a supporting statement should then be signed by the Head of Department and forwarded to the Vice Principal Academics and Training who will chair a specially convened Promotions Committee. Heads of Department are expected to be open with their staff and should supply the applicant with a copy of the supporting statement.

**STRIVING FOR EXCELLENCE COLOSSIANS 3:23**

## STAGE 3

### **6. The Promotion Committee**

The Promotion Committee will be a standing committee of the Academic Senate. It will comprise members of the senate and be chaired by the Vice Principal Academics and Training (V/PAT). The committee will consider all cases for promotion. In all cases where the committee agrees that the candidate meets the minimum criteria for promotion, the committee will make a recommendation to the Principal, who will in turn make recommendations to the Board of Directors. The Board of Directors makes a final decision on all promotion application.

### **7. Notification of Decisions**

Successful applicants will be informed in writing of the decision and of the effective date. Post tenure reviews will be conducted every 2 years and following a warning about poor performance, the Promotions Committee may recommend to the Board of Directors that the member of staff reverts to the post of senior lecturer. In reaching such a decision, the committee should consider the management and other responsibilities being undertaken and other contributions being made by the member of staff.

### **8. Appeals Procedure for all Unsuccessful Applications**

Following a written notification/explanation from the Vice Principal Academics and Training on the success or failure of the application for promotion, and a meeting with the principal, applicants will have the opportunity to submit a formal written appeal against an unsuccessful application.

Applicants should note that an appeal is not an opportunity to reconsider the original application. The grounds for appeal should be detailed and fall under one or more of the following headings:

- Information is now available, which was pertinent at the time, but which was not available, for good reason, to the Promotions Committee.
- Procedural error.

**STRIVING FOR EXCELLENCE COLOSSIANS 3:23**

- Mistakes of fact in the original application that can now be corrected.
- The panel misdirected itself in some way (to be defined by the employee appealing).

Applicants should make contact with the Principal Academics and Training, immediately on receipt of the letter informing them of their lack of success, if they wish to take advantage of the opportunity to review the reasons as to why their application was unsuccessful and to focus constructively on development areas. A meeting should normally take place within two weeks of receipt of the unsuccessful letter. Applicants who wish to proceed with an appeal after meeting the Vice Principal must submit it in writing, outlining the grounds

Appeals should be submitted to the HR Manager in the first instance. The appeal will then normally be sent to the appellant's immediate Dean for comment on factual accuracy. A committee made up of appropriate members of Senate who were not substantively involved in the original decision and chaired by the Principal 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, will be final. The decision of the Chair will be final.

## **9. Academic Promotion Opportunities**

### **9.1. Application for Promotion to Lecturer/Researcher**

#### **9.1.1 Criteria**

Applicants at Assistant Lecturer level who are seeking promotion to Lecturer/Researcher must have been awarded a minimum of a progression master's degree at the equivalent of level 6 in the Rwandan Qualifications Framework, have a minimum of one of publication and be able to demonstrate consistently outstanding performance in at least two (including research, for promotion to Researcher) of the areas set out below:

- Research
- Teaching
- Knowledge Transfer/Income Generation
- Administration/Management

**STRIVING FOR EXCELLENCE COLOSSIANS 3:23**

- Outreach

## **9.2. Application for Promotion to Senior Lecturer/Senior Researcher**

### **9.2.1 Criteria**

Applicants at Lecturer/Researcher level who are seeking promotion to Senior Lecturer/Senior Researcher must have been awarded a PhD and be able to demonstrate consistently outstanding performance in at least two of the areas set out below (including research for promotion to Senior Researcher) and have a minimum of two units of high-quality research publications:

- Research
- Teaching
- Knowledge Transfer/Income Generation
- Administration/Management
- Outreach.

Approved by the Academic senate meeting of 05<sup>th</sup> August 2021

Chaired by,

**Rev. Vital MANIRAKIZA**

**Principal**