RWANDA POLYTECHNIC

P O Box 164, Kigali
Address: KK 15 Road, Kigali
Website: www.rp.ac.rw
Email: info@rp.ac.rw

Office of the Vice Chancellor

Kigali, 29 / 05 /2024
Ref. No: RP /VC/ 522/2024

CALL FOR PROMOTION APPLICATIONS FOR RP ACADEMIC STAFF - 2024 ROUND

Based on RP Senior Management Committee resolutions of May 21st 2024, the management of Rwanda Polytechnic is pleased to inform all the academic staff that the application for promotion is now open to all interested candidates. Consider sending all the application documents in due time while abiding by the provided guidelines.

I. Introductory Note to the Attention of Applicants

The following remarks are worth mentioning to the academic staff respondents of this call:

- With a progressive institutionalization of our routine practices, the "RP Academic Staff Appointment and Promotion Policy" has been already established. The present call, in its entirety, refers to terms governing the course of actions regarding how and when an academic staff is promoted at Rwanda Polytechnic. Therefore, academic staff are strongly encouraged to read the RP Academic Staff Appointment and Promotion policy before submitting their applications.
- All submissions will be subjected to a specific timeline, as detailed in the five section of this call.

II. Requirements for Academic Promotion

For minimum eligibility criteria at each academic rank; refer to the Academic Staff Appointment and Promotion Policy of Rwanda Polytechnic, section 5 under Table No. 3 titled "Requirement for Academic staff promotion". For your perusal, kindly locate all the detailed information within the Academic Staff Appointment and Promotion policy on the RP website: https://www.rp.ac.rw/publications

III. Application Documents

At first, every applicant will submit a cover letter that briefly expresses the candidate's willingness to apply for further rank promotion, the candidates shall submit hereunder itemized supporting documents:

1. Candidate statement
2. Completed application for personal promotion form
3. Copies of required peer-reviewed publications
4. The Curriculum Vitae in recommended format,
5. List of supervised final year students/projects endorsed by the Head of Department, approved by the Deputy Principal in Charge of Academics and Training, with official appointment letters,
6. Motivation letter.
7. Copies of qualification certificates and HEC equivalence, if obtained abroad,
8. Service certificate,
9. Proof of Industrial Exposure,
10. Teaching portfolio
11. TVET Trainer Certificate, where required

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Besides the above documents, a candidate may append any additional materials to support the promotion criteria fulfillment to the rank applied for. These may include, but not limited to:

- Copies of proof of patents, impactful innovative solutions, professional course certificates.
- Proof of awarded research grants, project appointment letter as PI, Co-PI, or project membership or Certificate of successful completion/implementation,
- Any other supportive material to the eligibility criteria stipulated within the ASAP policy.

IV. Submission procedures

The submission of all the application documents will be processed electronically and the automatic delivery notification will be issued to the sender. The applicant is recommended to keep that delivery feedback and show it in case of need.

Applications for promotion to the higher ranks, i.e. beyond associate professor of practice (for carrier track A) and Lecturer (for carrier track B), will be submitted straight to the Vice Chancellor's office via promotion@rp.ac.rw.

Below said ranks, all applications will be addressed to the Principal of the College. While mandatorily leaving a copy to RP Academic Staff Appointment and Promotion Committee (ASAPC) at promotion@rp.ac.rw; every applicant will use the Email of his respective college's ASAPC, as listed below:

- ➔ RP-Huye College: promotion_huye@rp.ac.rw
- ➔ RP-Ngoma College: promotion_ngoma@rp.ac.rw
- ➔ RP-Tumba College: promotion_tumba@rp.ac.rw
- ➔ RP-Kitabi College: promotion_kitabi@rp.ac.rw
- ➔ RP-Karongi College: promotion_karongi@rp.ac.rw
- ➔ RP-Musanze College: promotion_musanze@rp.ac.rw
- ➔ RP-Kigali College: promotion_kigali@rp.ac.rw
- ➔ RP-Gishari College: promotion_gishari@rp.ac.rw

For the sake of information gathering, the Email subject during the application will start with "Application documents for" followed by "names of the applicant; college name and position you're applying for" (For instance, Application documents of Ruth Mbabazi_IPRC Kitabi_Lecturer). So, appeals will hold a subject themed: "Appeal of" followed by "names of the appealing staff; college name and position you're applying for " (For instance, Appeal of Ruth Mbabazi_IPRC Kitabi_Lecturer). All appeals will be addressed to the Deputy Vice-Chancellor in charge of Academics, Research, and Institutional Advancement via promotion@rp.ac.rw. Each application will have a single submission e-mail, multiple e-mails for one application will not be accepted.

V. Submission timeline

The application will be open from **27/05/2024** until **24/06/2024**. All applications beyond this period shall not be considered.

Done at Kigali, on ..27../..05.../ 2024

Dr. Sylvie MUCYO
Vice Chancellor