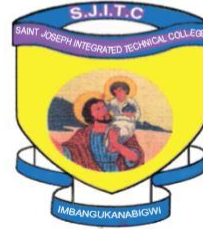


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IMBANGUKANABIGWI
TOP PRACTICAL SKILLS OUR GOAL

SJITC ACADEMIC PROMOTION POLICY

March 2023

SJITC Vision

To be a regionally - engaged Rwandan Technical Institute delivering programmes of academic learning to the highest international standards, to be responsive to the needs of Rwanda and the Great lakes region.

SJITC Mission:

- ✓ To equip students with advanced skills with a view to increasing manpower and capacity for national development.
- To provide consultancy services to the Government, industry, private sector and the community at large.
- To contribute to the cultural, civic and moral training of its students and to participate actively in the economic and socio cultural development of the country.
- To collaborate with other academic, professional, technical, and research institutions in and outside of Rwanda for educational and technological development.
- To make provision for the advancement, transmission and preservation of knowledge and to sustain intellectual life in Rwanda.
- To develop and promote close collaboration with the private sector and the community.
- To award diplomas of the quality categories of the courses it offers and certificates concluding short period courses.

Policy Statement

The policy aligns with the Rwandan National Policy on Academic Appointment and Promotion Procedures in Higher Education and aims at providing a fair, transparent, an equitable method for the appointment of all categories of Saint Joseph Integrated Technical College academic staff and for the promotion of these academic staff.

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:

- 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 specialisation.

Grades of Academic Posts and Criteria for Appointment Promotion

Saint Integrated Technical College appoints staff to the following academic posts:

- Senior Lecturer
- Lecturer
- Assistant Lecturer
- Tutorial Assistant

2.1 Criteria for Appointment and Promotion

The following are the minimum requirements for academic appointments at Saint Joseph Integrated Technical College:

TUTORIAL ASSISTANT

- 70% minimum - (Distinction)
- Degrees in Rwanda are currently classified as:
 - 80% and above= 1st, 1, Grand distinction
 - 70-79% U2, 2.1, Distinction
 - 60-69% L2, 2.2, Satisfaction
 - 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.

ASSISTANTLECTURER

Minimum requirementsfor appointment/promotion

- Bachelor's 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.

- d. Junior Academic Staff who cannot attain higher qualification within 5 years should be considered for retrenchment.

LECTURER

- Direct appointment for Master's holders with no prior teaching experience

SENIOR LECTURER

Minimum requirements for appointment

- 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.

Minimum requirements for Promotion:

- Possession of a PhD
- Minimum of 2 units of high-quality research publications since last promotion
- Teaching experience, minimum of three years as Lecturer with evidence of teaching excellence, or minimum of three years' research experience as a Researcher.

5. 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.

5.1. THE APPLICATION PROCESS

STAGE 1

The Saint Joseph Integrated Technical College HR Manager (DAF) will circulate (a) information on the Academic Promotion

Procedures along with the closing date for submissions.

Applicants should submit a cover letter highlighting the basis of their application on no 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 College's Administrations/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 (DAF) and one to the HoD of their Department. All copies must be submitted by the closing date given in the call for submissions.

STAGE 2 (i)

Applications for promotion to Lecturer

One copy of the submission should be sent by the applicant to the HoD to provide a supporting statement. The HoD 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 HoD and forwarded to the Deputy Principal Academic, who will chair a specially convened Promotions Committee. HoDs are expected to be open with their staff and should supply the applicant with a copy of the supporting statement.

STAGE2 (ii)

Applications for promotion to Senior Lecturer

One copy of the submission should be sent by the applicant to the College's Administration to provide a supporting statement. The Deputy Principal Academic should consult with the applicant's Head of Department before writing the supporting statement. The whole submission including a supporting statement should then be signed by the Deputy Principal Academic and forwarded to the Deputy Principal who will chair a specially convened Promotions Committee. HoDs are expected to be open with their staff and should supply the applicant with a copy of the supporting statement.

STAGE 3

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 Deputy Principal Academic. 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.

5.2 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.

5.3 Appeals Procedure for all Unsuccessful Applications

Following a written notification/explanation from the Deputy Principal Academic on the success or failure of the application for promotion, and a meeting with the Principal Academic, 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:

1. Information is now available, which was pertinent at the time, but which was not available, for good reason, to the Promotions Committee.
2. Procedural error.
3. Mistakes of fact in the original application that can now be corrected.
4. The panel misdirected itself in some way (to be defined by the employee appealing). Applicants should make contact with the Principal Academic, 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 Deputy 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 College's Administration 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.

6. Academic Promotion Opportunities

(a) Application for Promotion to Lecturer/Researcher

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
- Outreach

(b) Application for Promotion to Senior Lecturer/Senior Researcher

(i) 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 (SL)

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

Reverend Brother Pie SEBAKIGA

Principal