



**PROTESTANT UNIVERSITY OF RWANDA (PUR)**

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## **THE POLICY ON APPOINTMENT AND PROMOTION OF ACADEMIC STAFF AT THE PROTESTANT UNIVERSITY OF RWANDA**

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## AN OVERVIEW OF THE PROTESTANT UNIVERSITY OF RWANDA (PUR)

### 1. Historical background

The Protestant University of Rwanda (PUR) is a non-governmental, accredited higher learning institution owned by various Protestant churches in Rwanda, operating as a faith-based organization. It continues the efforts initiated by the churches through the School of Theology, known as the “École de Théologie de Butare (ETB),” which was established in 1970 by two Protestant churches: the Presbyterian Church in Rwanda (EPR) and the Union of Baptist Churches in Rwanda (UEBR). The school was founded to address the shortage of trained pastors within Protestant churches. Over time, other Protestant churches joined the original two founders. Today, the Protestant University of Rwanda is owned by 16 churches. These are:

1. The Presbyterian Church in Rwanda
2. The Union of Baptist Churches of Rwanda
3. The Free Methodist Church of Rwanda
4. The Anglican Church of Rwanda, Kigali Diocese
5. The Anglican Church of Rwanda, Byumba Diocese
6. The Anglican Church of Rwanda, Kibungo Diocese
7. The Anglican Church of Rwanda, Gasabo Diocese
8. The Anglican Church of Rwanda, Shyogwe Diocese
9. The Anglican Church of Rwanda, Butare Diocese
10. The Anglican Church of Rwanda, Kigeme Diocese
11. The Anglican Church of Rwanda, Shyira Diocese
12. The Anglican Church of Rwanda, Cyangugu Dioceses
13. The Anglican Church, Karongi Diocese
14. The Pentecostal Church of Rwanda-ADEPR
15. Association of Baptist Churches of Rwanda
16. Seira Community Church

The ETB delivered a four-year program awarding a diploma in Theology. In 1990, it was upgraded to the university level and became the Faculty of Protestant Theology of Butare (*Faculté de Théologie Protestante de Butare*, FTPB) with a four-year program awarding a Bachelor of Theology with Honors. The faculty acquired official accreditation in 1993 by convention N° 1552 of December 9, 1993 as a private higher learning institution. In the same



year, the convention N° 1554/09.2/01/02 acknowledged the degrees delivered by the institution.

During the 1994 genocide against Tutsi in Rwanda, the FTPB was seriously affected and suffered the loss of its Dean and four students. In the aftermath of this tragedy, the founders of the institution in collaboration with their partners joined their forces to help FTPB resume its activities in such a way that specific needs of a recovering society could be met. In that perspective, a so-called Special Program was launched in 1995 and lasted till 2001: three successive cohorts of students were trained over two years each in contextual theology. The graduates of this program were awarded a two-year Diploma in Protestant Theology. As of 1999, the FTPB resumed the classical four-year program of Hon. Bachelor's degree in Protestant Theology.

In 2010, two new faculties were opened. These are the Faculty of Education (FED) and the Faculty of Development Studies (FDS). Together with the Faculty of Theology, they formed the new institution that were respectively accredited by the Ministerial Order no 09/11 of November 2009 as "Institut Protestant des Sciences Humaines de Butare (IPSHB)" and later as the Protestant Institute of Arts and Social Sciences (PIASS) through the ministerial order n°29 of 19/07/2010. From its main campus in Huye district PIASS opened a second campus in 2014 in Karongi district. In 2016 the institution applied for a new name, Protestant University of Rwanda (PUR), which was granted by the Rwanda Governance Board on March 29, 2017, with certificate number 102/RGB/RBO/2017, as published in the Official Gazette No. 19 of 08/05/2017. At the moment, PUR counts four faculties: Theology and Religious Studies, Education, Development Studies; Architecture and Green Technologies. Different programs are run in these faculties. Like any other Higher Learning Institution, PUR intervenes in teaching and learning activities, research, consultancy, and community outreach.

## **2. PUR philosophy**

PUR holds the view that faith and science are indispensable tools for any society to survive and harness the moral obligation of people to creatively improve the socio-economic environment in which they can survive and realize their potential. This can only be achieved through a well-conceptualized educational and scientific package through which everyone must rightfully experience and acquire the tools to facilitate this philosophy.

### **3. PUR vision**

PUR wants to be a reference university, fostering knowledge development and research that is relevant for society and inspired by Christian ethics and values.

### **4. PUR mission**

The mission of PUR is to provide Society and Churches with well-trained personnel who are inquisitive, solution-oriented, committed, and equipped with knowledge and skills that enable them to meet the specific needs of societies that are moving to a global and pluralistic world.

### **5. PUR Moto**

Fides et Scientia

### **6. PUR Objectives**

As an accredited higher learning institution, PUR pursues the following objectives:

- To develop practical and applicable knowledge in arts, social sciences and technology
- To impart high-quality teaching enabling the creation of employment that proves relevant to communities is close to reality and helpful for society.
- To contribute to the positive transformation of society through teaching, research, consultancy, and various projects.
- To contribute to local and national sustainable development by promoting scientific and technological research towards integrated development

### **7. PUR's Beliefs and Ethical Principles**

Ethical principles are ideals that guide and support the thoughts and actions of individuals, groups, communities, or institutions. These principles are not meant to be rigid rules but dynamic guidelines that help everyone fulfil their obligations and enjoy their rights. As a Protestant institution of higher education, PIASS's ethical values are rooted in its statement of faith, which is inspired by the faith of its member churches.

## 7.1 PUR's Statement of Faith

PIASS affirms the following as fundamental to Christian belief, practice, and behavior.

1. The Holy Scriptures of the Old and New Testaments, as the written Word originally given by God through revelation to humans, are inspired, true, and entirely trustworthy in all that it intends to teach, and have supreme authority in all matters of faith and conduct since they contain all things necessary for salvation.
2. There is One God, eternally existent in Three Persons: Father, Son, and Holy Spirit.
3. God is the Creator and Sustainer of the world and of life thanks to His universal sovereignty over all that He has made in heaven and on earth.
4. Our Lord Jesus Christ, incarnated God, was conceived through the Holy Spirit and born of the virgin Mary, true God, and a true man without sin. His bodily resurrection, His ascension, His present mediatorial work, and his personal return in power and glory to judge the living and the dead remain a firm source of our hope for the present and life to come.
5. The Holy Spirit, one of the persons of the Trinity, witnesses to Christ, regenerates and sanctifies us. His indwelling enables us to witness and serve the Triune God and humankind through different spiritual gifts and talents.
6. Man and woman were created by God in his image, free and responsible to choose good or evil. By sin, human beings were corrupted in their nature and were separated from their Creator.
7. Salvation for humans remains the work of God, accomplished through Jesus Christ's expiatory death and bodily resurrection. In his grace, God justifies the sinner through faith alone.
8. The unity of all those who, through believing and confessing that Jesus Christ is the Son of God and the Saviour of the world, form a community of children of God, the Church, the Body of Christ of which He is the Head.
9. The bodily resurrection of all the dead, the final judgment, and the establishment of the eternal kingdom of Christ.

As a Church-owned institution, PUR's overall conviction and calling are to build a world in which the love of God for His creation and that we have for one another is visible and lived in concrete experiences. To stand firm in its faith and succeed in its





mission, the following commitments and strategies are set as safeguards:

1. PUR is committed to reading, teaching, and preaching the Holy Scriptures in their plain and canonical sense through an in-depth analysis, and to applying their message.
2. PUR is committed to promoting Ecumenism within it and among Protestant Churches in Rwanda and beyond as an opportunity and strategy to affirm our Christian witness and fight against separatism, destructive fundamentalism, and any form of extremism.
3. PUR is engaged in the ministry of reconciliation and search for peace within surrounding communities, in the Rwandan society, and in the Great Lakes sub-region.
4. PUR is committed to supporting initiatives likely to improve the living conditions of communities.
5. PUR is committed to supporting the weakest among us and to building healing communities where everyone finds a place.

## 7.2 PUR's ethical principles

PUR's convictions and commitments are focused on promoting Christian and positive values among its staff, students, and all its partners. These values include, but are not limited to:

- **Liberation:** as the Gospel of Christ liberates from sin and all other human alienations and forms of evil here and now, being witness to it cannot be successful without running social dialogue with society and serving the poor people in the society.
- **Relevance:** higher education has received considerable interest due to its potential contribution to the construction and development of accountability, equitability, and stability of society *via* the training of committed, responsible, professional, and competent citizens.
- **Unity in Diversity:** open and respectful exchange of ideas and discussion along with evidence-based documentation is essential to Higher Learning Education in contributing positively to a pluralistic society.
- **Effectiveness and efficiency:** finding out the optimal effort and cost-effective way to reach objectives in a changing environment and society and keep on

being result and solution-oriented should be applied at all levels of the institution in order to achieve the goals set by the institution.

- **Quality Service Delivery:** training, research, and services to both national and international communities must be qualitative and competitive.
- **Innovation:** teaching and learning processes are taken into consideration in changing the needs of the churches and society. Therefore, programs are continually assessed and accordingly improved in a spirit of creativity and entrepreneurship at all levels.
- **Responsibility:** administrative staff, lecturers and students are expected to make positive and peaceful decisions for the community upon their choice without a special supervisor or delegate.
- **Solidarity:** promoting the unity between administrative staff, lecturers and students as a community with a common interest is the responsibility of each PIASS member. Gender balanced culture

especially in both administrative staff and lecturers will continue to be taken into account at all levels of the institution.

- **Collaboration:** fostering team spirit and looking for win-win partnerships with other national and international institutions of higher learning education are promoted to all levels of the institution.
- **Transparency:** managing resources of the institution in a rigorous, integrity, and transparent manner.
- **Good Governance:** fairness, equity without discrimination, clear delegation, facilities for people with disability, decentralization, and respecting human rights are adopted at all levels of the institution.
- **Prayerful life:** Prayer as a conversation with God and a means for self-examination can bring about a sense of inner peace, spiritual refreshment, and more commitment to serve God, fellow humans, and the whole creation.
- **Hard work:** the necessity for hard work is not only a way to attain prosperity and wealth for oneself and society, but it also remains a calling to fulfil the mandate given to human beings to take care of creation and fructify it in a sustainable way.
- **Equality and Inclusivity:** All members of the PIASS community are equal.

We believe in a fair and respectful manner so that each member of the PIASS community has an equal opportunity to contribute to the University's operations. We promote the safety, security, and well-being of society and our environment by acting in accordance with the University's equality and diversity policy.

## **CHAPTER I: GENERAL FRAMEWORK OF THE POLICY**

This policy outlines the general framework and regulations on the appointment and promotion of academic staff at PUR.

### **Article 1: Definition of technical terms**

- (i) **Research:** The process of conducting original investigations aimed at acquiring new knowledge and understanding. This includes scholarly work, the creation and development of ideas, performances, and artifacts, such as designs, that result in new or significantly enhanced insights. Additionally, it involves applying existing knowledge in experimental settings to generate new knowledge. However, it excludes the development of teaching materials or reference works, like dictionaries, scholarly editions, consultancy reports, catalogs, and contributions to major research databases that do not involve original research.
- (ii) **Teaching:** The process of facilitating knowledge acquisition and integration, development of skills and critical thinking abilities among students within a formal educational setting, such as a school, college, or university. Academic teaching involves designing and facilitating lessons, and delivering lectures, seminars, or practical sessions that cover subject-specific content and broader intellectual development. Teaching is enhanced by activities such as research, scholarship, consultancy, and professional practice. To demonstrate teaching effectiveness, a teaching portfolio must be submitted, which includes student feedback as well as evaluations from peers or supervisors. This evidence should highlight the quality and breadth of responsibilities for undergraduate and postgraduate teaching, research supervision, contributions to curriculum development or review, and innovations in teaching or assessment methods. Additionally, teaching can be assessed through scholarly publications in peer-reviewed journals, particularly those that explore pedagogy, new advancements in teaching, and evaluations of



innovative approaches to teaching, learning, and assessment

**(iii) Academic staff:** PUR staff appointed as teachers or researchers. Administrative staff are not part of the academic staff except if they have been initially appointed as teaching staff or have applied for that status and approved by the PUR Academic Senate.

**(iv) Promotion:** The process by which an academic staff member advances to a higher academic rank or position, based on criteria such as teaching performance, research achievements, publications, service to the community, and professional development. The promotion process often involves peer evaluation and a review of scholarly work.

**(v) Promotion Procedures:** The formal processes by which faculty members are evaluated and considered for advancement to higher academic ranks. Promotion for academic staff shall be made on the basis of the application and evidence submitted.

**(vi) Accelerated Promotion:** The advancement of a faculty member to a higher academic rank in a shorter-than-normal time frame, based on outstanding achievements. Accelerated promotion is often subject to stringent evaluation criteria and is typically reserved for faculty members whose achievements far exceed the standard expectations for their current rank.

**(vii) Academic Leadership:** Academic leadership refers to the ability to guide, influence, and inspire individuals and teams within an academic environment to achieve educational, research, and institutional goals. It encompasses a wide range of roles, responsibilities, and behaviors aimed at advancing academic excellence, fostering collaboration, and creating an environment conducive to learning, innovation, and growth in contributing substantially to university governance.

**(viii) Assessor:** In the context of academic promotion, an **assessor** is an independent person, an expert in the applicant's general field of expertise, external to the University proposed by the Vice Chancellor and approved by the senate responsible for evaluating a candidate's qualifications, achievements, and suitability for promotion to a higher academic rank. The assessor's role is crucial in ensuring that

the promotion process is fair, objective, and based on merit.

**(ix) Peer- Review:** The process used primarily in academic and scientific contexts to evaluate the quality, validity, and relevance of research or scholarly work. It involves experts in the relevant field assessing the work before it is published or accepted by an institution. Peer review serves two main objectives. First, it functions as a screening mechanism to guarantee that only high-quality research is published, particularly in esteemed journals, by evaluating the study's validity, significance, and originality. Second, it aims to enhance the quality of manuscripts that are considered fit for publication. Reviewers offer feedback to authors on how to refine their manuscripts and point out any errors that need to be addressed before publication.

**(x) Predatory Journal:** A predatory journal is a type of publication that exploits the open-access model of academic publishing for financial gain without providing the editorial and publishing services expected of legitimate academic journals. Predatory publishing is characterized by the quick acceptance of articles with little or no peer review or quality control. Predatory journals are also characterized by improper use of ISSN and exhibit fake or non-existent impact factors.

**(xi) Monograph:** A scholarly work that provides a detailed and comprehensive analysis of a single subject or aspect of a field. It is typically a standalone publication, presenting original research or analysis. Master's and PhD theses edited and published by high caliber academics are also considered monographs.

**(xii) Unit of publication:** A unit of publication is a scientific article of more than 5000 words published in a peer-reviewed journal or in another scientific platform that PUR recognizes as academic. For a published book or monograph, each chapter (introduction and conclusion excluded) is considered as a unit of publication. Unpublished Thesis are not considered.

## **Article 2: Review of the 2013 PUR Academic Promotion Policy**

The review of the 2013 PUR academic promotion policy aims to ensure its alignment with contemporary educational, professional, and institutional objectives and standards. The

institution's long-term goals, such as becoming a research hub, enhancing teaching quality, and achieving international recognition, may necessitate adjustments to promotion criteria.

This policy review will:

- **Clarify and Streamline Criteria:** Ensure that promotion criteria are clear, consistent, and understandable, thereby minimizing biases.
- **Enhance Staff Engagement:** Create a framework that fosters greater engagement of academic staff in all aspects of PUR's activities. This will ensure that their multidimensional contributions are recognized and valued.

### **Article 3: Academic Positions**

Academic appointments and promotions pertain to the following academic positions:

- Professor
- Associate Professor
- Senior Lecturer
- Lecturer
- Assistant Lecturer
- Tutorial Assistant

When necessary and based on the applicant's contributions to PUR, appointments may also be made to the following research academic levels:

- Research Professor
- Associate Research Professor
- Senior Researcher
- Researcher
- Research Assistant

Academic staff are expected to participate in a variety of academic activities and demonstrate accomplishments in one or more of these areas. Employment contracts may be either permanent or fixed-term. To be eligible for promotion, staff must be employed by the university at both the time of their application and the effective date of the promotion.



#### **Article 4: Appointment and Promotion Criteria**

At the Protestant University of Rwanda (PUR), the appointment and promotion of academic staff will be based on the following criteria:

- **Qualifications:** Academic credentials, including degrees, certifications, and relevant professional experience.
- **Teaching Excellence:** Demonstrated effectiveness in teaching, including student evaluations, course development, and contributions to curriculum improvement.
- **Research Achievements:** Contributions to research, including publications, grants, and scholarly activities.
- **Service to the Community:** Involvement in university service, community outreach, and professional development activities.
- **Contribution to institutional leadership and development**

#### **Article 5: Evidence for Teaching and Learning**

Evidence for Teaching and Learning are assessed based on a Teaching Portfolio made by all or some of the following:

1. Successful completion of teaching workload for two consecutive years
2. Successful coordination of modules
3. Successful supervision of students' research works and internship
4. Effective participation in at least two program developments/reviews
5. Evidence of using active teaching methods and providing feedback to students on time
6. Module files of all taught modules including during the academic year of application (Modules description, study guide, students' attendance list, teaching reports signed by class representatives)
7. Evidence of effective use of PUR digital platforms.
8. Appointment to Course/Program Advisory Committees of other educational institutions or education committees of professional associations.
9. Evidence of participation in internal exam moderation
10. Evidence of transparent marking of student's works and submission of marks and uploading them in MIS.

NB: Each point scores 1/1. Teaching Portfolio is considered as satisfactory when it scores at least 7/10.

#### **Article 6: The Academic Promotion Commission**

The Academic Promotion Commission at PUR shall consist of the following members:

- Chairperson: The PUR Vice-Chancellor
- Reporter: The PUR Deputy Vice-Chancellor for Academic Affairs
- Members:
  - The PUR Vice-Chancellor in charge of Administration and Finance
  - The Director of Quality Assurance
  - The Director of Research
  - A representative of Full Professors elected by their colleagues
  - A representative of Associate Professors elected by their colleagues
  - A representative of Senior Lecturers elected by their colleagues
  - A representative of Senior Researchers elected by their colleagues
  - Two external full or associate professors nominated by the PUR Vice-Chancellor and approved by the Academic Senate.

The rate of at least 30% should be respected for female members.

The representatives elected by their colleagues serve a three-year term, which can be renewed once.

#### **Article 7: Duties and responsibilities of the PUR Promotion Commission**

The PUR Promotion Commission shall:

- Assess academic promotion files.
- Ensure compliance with this policy
- Make clear recommendations regarding whether each applicant should be promoted and, if so, to which rank.
- To report the results of an assessment of academic promotion to the senate.

#### **Article 8: Duties and responsibilities of the Chair of the PUR Promotion Commission**

The Chair of the PUR Promotion Commission shall:

- Call for academic promotions once in an academic year.
- Organize and chair committee meetings.
- Provide necessary working documents to committee members.
- Ensure that all academic staff are aware of the promotion policy.
- Ensure that the committee adheres to PUR promotion policy and other relevant laws and procedures.
- Provide necessary reports and tools.
- Provide provisional promotion report to the Senate
- Provide feedback to both successful (provisional notification) and unsuccessful applicants within 15 working days following the meeting.
- Provide final promotion report to the Senate
- Provide report to the PUR Council for final decision.

#### **Article 9: Duties and Responsibilities of Members of the PUR Promotion Commission**

Members of the PUR Promotion Commission shall:

- Attend all scheduled meetings.
- Declare any conflicts of interest to the chairperson of the PUR promotion commission.
- Strive to understand and comply with this policy.

#### **Article 10: Duties and Responsibilities of Applicants**

Applicants shall:

- Submit their applications on time, in the appropriate format, and following the prescribed procedures.
- Ensure that their applications meet the promotion criteria.
- Gather and submit required proof and supporting documents.
- Be prepared to provide further information or clarification when requested by the promotion committee.
- Refrain from direct or indirect influence on any person involved in the assessment of



their application (lobbying).

#### **Article 11: The Appeal Committee**

The Academic Senate of PUR shall appoint an appeal committee consisting of five individuals from PUR staff who are not members of the promotion commission. The Senate shall also appoint the Chair and the Rapporteur of that committee. It shall be composed as follows:

- One full professor
- One associate Professor
- Two Senior Lecturers

The members of the appeal committee shall serve a three-year term, which can be renewed once.

#### **Article 12: Duties and Responsibilities of the Appeal Committee**

The appeal committee shall review claims submitted by unsuccessful applicants and report its findings to the Academic Senate of PUR.

### **CHAPTER II: REQUIREMENTS FOR APPOINTMENT AND ACADEMIC PROMOTION**

#### **Section 1: Appointment**

##### **Article 13: Appointment of Tutorial Assistant**

A Tutorial Assistant shall be appointed on the basis of a Bachelor's degree with honours with at least 70% of the cumulative average. The position of Tutorial Assistant is a contractual post. Recruitment and appointment are conducted through a competitive process and are time-bound, as per the terms of the contract. Tutorial Assistants are not eligible for academic promotion. After getting a master's degree, he/she shall be appointed as Assistant Lecturer.

#### **Article 14: Appointment of Assistant Lecturer**

An Assistant Lecturer shall be appointed on the basis of a Master's degree in a relevant field. Assistant Lecturers are eligible for promotion to the rank of Lecturer when they fulfill the required criteria (see Article 16):

#### **Article 15: Appointment of Lecturer**

PUR shall appoint PhD holders at the rank of Lecturer. If PhD holders meet the criteria for promotion to the rank of Senior Lecturer, they may apply for academic promotion prior to their appointment. However, newly recruited PhD holders are not eligible for accelerated promotion.

#### **Article 16: Recognition of Academic Ranks Issued by other Higher Learning Institutions**

Staff joining PUR from other higher learning institutions must apply for recognition of their academic ranks to determine if they meet PUR criteria. The criteria for recognizing a given academic rank issued by other higher learning institutions must be similar to or higher than PUR's criteria for the rank the applicant is applying for.

#### **Article 17: Professional development of junior academic staff**

Junior Academic Staff (Tutorial Assistant / Research Assistant, Assistant Lecturer/ Researcher Assistant, Lecturer/ Assistant Researcher) who cannot attain higher qualifications within five (5) years should be considered for retrenchment. However, those with successful admission for higher qualifications but unable to secure scholarship/funds shall not be considered for retrenchment. Alternatively, PUR shall facilitate such staff to pursue their studies if the means allow.

### **Section 2: Academic promotion**

#### **Article 18: Eligibility**

All PUR permanent teaching and research staff fulfilling the requirements shall be eligible for promotion. Administrative staff are only eligible for promotion when they have been recruited as academic staff or changed their status from

administrative staff to academic staff upon approval of the Academic Senate of PUR-

#### **Article 19: Criteria for assessing publications for promotion**

- Papers in peer-reviewed journals (non-predatory) are rated at 1.00 unit each (e.g., a journal publication is rated as 1.00 or 0)
- Conference proceedings in non-predatory journals (peer-reviewed indexed journals) are rated at 0 to 0.5 units each (Attention: Conference abstracts are not included)
- Books and monographs that have been published by a reputable publisher are rated at 0 to 6.00 units or each chapter is rated at 1.0 unit.
- In Co-authored publications, units are shared among the authors.
- Master's theses and PhD dissertations are not counted for promotion.

#### **Notes on the supervision of academic works**

- Three undergraduate dissertations are equivalent to one master's thesis
- Supervision of five Master's theses is equivalent to one PhD

#### **Article 20: Promotion to the rank of Lecturer**

For an Assistant Lecturer/ Research Assistant to be promoted to **the rank of Lecturer/ Researcher**, he/she must fulfill the following conditions:

- To hold a Master's degree with three **years of teaching or research experience within PUR** after being appointed as Assistant Lecturer
- To have published a minimum of two (2) units of publications in peer-reviewed journals (non-predatory) or/or/another scientific platform recognized by PUR as academic since her/ his appointment to the position of Assistant Lecturer. The Research Assistant shall be required to publish 3 academic papers.
- To have a good teaching portfolio with relevant supporting documents (workload, syllabus, participation in the development and review of academic programs, production of teaching materials, development of e-learning materials, active participation in the management of PUR, quality



of teaching, students' feedback and appraisal of his/ her direct supervisor).

- Have demonstrated effective contribution to the community.
- Contribution to institutional leadership and development
- Must have supervised at least **five (5)** undergraduate dissertations
- Organization/ participation and presentation in research seminars/ conferences/ workshops at national and international levels (at least one for each: organization, participation and presentation).

#### **Article 21: Promotion to the rank of Senior Lecturer/ Senior Researcher**

For a Lecturer/ Researcher to be promoted to **the rank of Senior Lecturer/ Senior Researcher**, he/she must fulfill the following conditions:

- To hold a PhD degree with three years of teaching or research experience within PUR. For the lecturers who have been teaching prior to embarking on a PhD, this teaching experience shall be considered in addition to the experience following the acquisition of a PhD. For the Lecturers who have no teaching experience prior to embarking on a PhD, their post-PhD teaching experience shall only be considered. Three years after the last promotion
- To have published a minimum of three (3) units of publications in peer-reviewed journals or/or/another scientific platform recognized by PUR as academic since his appointment to the position of Lecturer or since his/her last promotion. The Researcher shall be required to publish 4 units of publications since his/ her last promotion
- To have a good teaching portfolio with relevant supporting documents (workload, syllabus, participation in the development and review of academic programs, production of teaching materials, development of e-learning materials, active participation in the management of PUR, quality of teaching, students' feedback and appraisal of his/ her direct supervisor)
- Have demonstrated effective contribution to the community
- Must have supervised at least ten (10) undergraduate dissertations or 3 completed master's dissertations since his appointment or his last promotion
- Contribution to institutional leadership and development

- Organization, participation and presentation in research seminars/ conferences/ workshops at national and international levels

**Article 22: Promotion to the rank of Associate Professor / Associate Researcher Professor**

For a Senior Lecturer/ Senior Researcher to be promoted to **the rank of Associate Professor / Associate researcher Professor**, he/she must fulfil the following conditions:

- To hold a PhD degree with three **years of successful teaching or research experience within PUR** after being promoted to the rank of Senior Lecturer.
- To have published a minimum of four (4) units of publications in peer-reviewed journals or/or/another scientific platform recognized by PUR as academic since his last promotion to the rank of Senior Lecturer. The Senior Researcher shall be required to publish five (5) academic papers since his/ her last promotion.
- One research grant as Principal Investigator or Co-Principal Investigator.
- To have a good teaching portfolio with relevant supporting documents (workload, syllabus, participation in the development and review of academic programs, production of teaching materials, development of e-learning materials, active participation in the management of PUR, quality of teaching, students' feedback and appraisal of his/ her direct supervisor).
- Have demonstrated effective contribution to the community, institutional leadership and development
- Must have supervised at least fifteen (15) undergraduate dissertations or 5 Master's theses.
- Serve as the main supervisor or co-supervisor of at least one PhD dissertation
- Organization/ participation and presentation in research seminars/ conferences/ workshops at national and international levels



**Article 23: Promotion to the rank of full Professor/researcher Professor**

For **Associate Professor / Associate Researcher** to be promoted to the rank of **Full Professor / Full Researcher Professor**, he/she must fulfill the following conditions:

- To hold a PhD degree with **three years of successful teaching or research experience within PUR** after being promoted to the rank of **Associate Professor / Associate Researcher Professor**
- To have published a minimum of five (5) units of publications in peer-reviewed journals or/or/another scientific platform recognized by PUR as academic since his/her promotion to the position of Associate Professor. The Full Researcher Professor shall be required to publish six (6) units of publications since his/ her last promotion
- Two (2) research grants as principal investigator or Co-Principal investigator.
- To have a good teaching portfolio with relevant supporting documents (workload, syllabus, participation in the development and review of academic programs, production of teaching materials, development of e-learning materials, active participation in the management of PUR, quality of teaching, students' feedback and appraisal of his/ her direct supervisor)
- Have demonstrated effective contribution to the community, institutional leadership and development.
- Must have supervised at least **twenty (20)** undergraduate dissertations or 7 Master's theses.
- 3 PhD dissertations supervised or co-supervised
- Organization/ participation and presentation in research seminars/ conferences/ workshops at national and international levels

Promotion to the rank of **Full Professor/ Full Researcher Professor** is also subject to rigorous evaluation by two full professors from other institutions and not members of the PUR academic promotion committee.





#### **Article 24: Accelerated promotion**

An academic staff member who has demonstrated exceptional performance or whose previous promotions were delayed due to various circumstances, such as delayed calls for applications, institutional financial constraints, or unforeseen circumstances that caused institutional dysfunction, may apply for accelerated promotion. In such cases, the advancement of a faculty member to a higher academic rank in a shorter-than-normal timeframe is possible. An academic staff member who meets the criteria for the rank they wish to apply for may be exempt from the required waiting period between their current rank and the previous rank. Accelerated promotions are subject to rigorous evaluation criteria that involve external assessors to ensure that the applicant meets the criteria for the rank they have applied for.

#### **Article 25: Breaches by Applicants**

If an applicant fails to comply with the requirements of this policy the chair of the promotion committee may direct that his/her application be withdrawn from the process for that round.

Failure to comply includes, but not limited to:

- i. Failing to meet deadlines,
- ii. Interfering in the process in a manner that renders it unfair,
- iii. Direct or indirect influence on individuals consulted about or involved in assessing their applications.

Therefore, any application which does not comply with the above instructions will not be considered. In the same way, any applicants' attempt to lobby and/or pressurize members of the Promotion commission will entail rejection of the application, if this can be evidenced.

#### **Article 26: Promotion Finance Impact and Promotion Time Frame**

Each academic rank has assigned benefits and remunerations which are automatically applied as defined in related policies (see PUR salary scheme). PUR shall constantly promote academic staff every academic year and encourage them to meet promotion requirements.



### **CHAPTER III: PROMOTION PROCEDURES**

#### **Section 1: Application process**

##### **Article 27: Call for application**

At least **Two (2) months** before sitting for appointment and promotion of the academic staff, the PUR Vice-Chancellor shall announce in writing a call for academic promotion applications so that potential applicants are informed ahead of time. All applications shall be submitted to the Vice Chancellor before the set closing deadline. Late applications shall be accepted only in exceptional circumstances like mission and training abroad, illness, and long hospitalization of relatives (parent, spouse and child). Long illness of relatives shall be considered only when proven with a valid medical certificate. (Call for application should be done once a year)

##### **Article 28: Application documents**

Applicants for promotion should complete the table in **Appendix 1** and attach to the application the following documents:

- (i) A summary sheet on each book published since the last appointment or promotion:

Authors, title, length, publisher, place of publication, brief summary (2 pages maximum), and comments of any independent review the publisher may have carried out.

- (ii) Copies of all journal papers published or accepted for publication since the last appointment/promotion. Applicants shall attach an acceptance letter for any paper accepted for publication.

- (iii) A summary sheet of each research project carried out since the last appointment/promotion and mentioned in the application: Title, abstract, names of consultancy team, if any and the role of everyone (e.g. Research Team Leader, Research Team member, Secretary, etc.), name of the funding agency, if any, amount of funding, and a letter of satisfaction of the funding agency.

- (iv) A summary sheet of each consultancy carried out since the last

appointment/promotion and mentioned in the application: Title, abstract, names of consultancy team if any and the role of everyone (e.g. Consultancy Team Leader, Consultancy Team member, Secretary, etc.), name of the client, amount of funding, and a client's satisfaction letter. Consultancy works forming the basis for application for promotion shall be subjected to a peer review.

(v) Copies of teaching materials produced since the last appointment/promotion and which form the basis for application for promotion: simulations, textbooks, etc.

(vi) A summary sheet of any professional activities or other productions that form part of the basis for the promotion, with external review proof or recognized by the Board of Directors.

As the academic 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 and Deans before submitting their applications for promotion.

## **Section 2: Decision making**

### **Article 29: Decision-making procedures**

While assessing the application files, the Promotion Commission shall follow the guidelines found in **Appendix 2**. It should be clear that the Promotion Commission shall make decisions on lower grades i.e. Assistant Lecturer, Lecturer and Senior Lecturer. For Senior Academic Grades: Associate Professor, Associate Research Professor, Professor and Research Professor, the commission shall seek at least views from two external reviewers on each application before the commission can take any decisions on the application for promotion. The external reviewers must be Professors or Research Professors.

The Committee shall make decisions by consensus after scrutinizing every individual application. When consensus is not possible, the decisions shall be taken through an absolute majority vote of the members present. In the event of a voting tie, the vote of the Chairperson shall have a casting vote.



### **Article 30: Communication of the decision**

The Vice-Chancellor shall officially provide the provisional promotion report on both successful and unsuccessful applicants to the Senate. Thereafter, he will formally inform in writing both successful and unsuccessful applicants. Unsuccessful applicants have the right to lodge an appeal within fifteen (15) working days. Once the process of appealing is concluded, final promotion report will be submitted to the Senate for approval. The Senate decision will be finally reported to PUR Council for final approval.

### **Article 31: Appeal procedures**

Applicants dissatisfied with the decision taken against their applications shall have the right to appeal through the following procedures:

- (i) Applicants shall lodge their appeals with the Chair of the appeal committee within fifteen (15) working days after notification of the provisional results of their applications.
- (ii) Applicants shall supply appeal evidence in line with the promotion criteria and grounds for appeals.
- (iii) The Chair of the Appeal Committee shall call for a meeting to examine the claims within fifteen (15) working days from the reception of the Claim. The decision of the Appeal commission shall be irrevocable.
- (iv) The VC shall call upon an extraordinary meeting of the Academic Promotion Commission for re-assessment.

### **Article 32: Approval by the Academic Senate and the Council of PUR**

The Promotion Commission shall present its decisions to the Academic Senate for consideration. Thereafter, the decisions of the Academic Senate shall be presented to the PUR Council for final approval. After the Council has approved the Decisions, the VC shall inform the applicants of the outcome of their applications within seven (7) working days through official letters.



### **Article 33 : Ethical considerations**

- (1) The following information is confidential and shall not be disclosed outside the academic promotion process:
- Names of applicants
  - Information contained in applications, referee reports, or assessor reports
  - The contents of discussions in the promotion commission
- (2) Any committee member who breaches confidentiality shall be required to withdraw from the relevant committee and may be subject to disciplinary sanctions.
- (3) At the conclusion of each promotion committee process, all hard copy committee papers must be collected by the committee chair and returned to the office managing academic promotions, where they shall be archived in confidential conditions. This office shall ensure that these hard copy materials are confidentially destroyed upon expiration of the storage period, as determined by relevant laws and regulations.
- (4) At the conclusion of each promotion process, committee members must:
- Return any hard copy materials in their possession to the committee chair.
  - Refrain from sharing any electronic copy materials in their possession with third parties.
- (5) Committee members must sign a confidentiality agreement acknowledging their commitment to adhere to the above requirements.

## **CHAPTER IV: EVALUATION CRITERIA AND THEIR WEIGHT**

### **Article 34: Assessment Criteria and Weightings**

Applicants will be assessed based on the following four variables:

<b>Key Variables</b>	<b>Weight</b>
Teaching Portfolio	30%
Research and publications	50%
Institutional leadership and development	10%
Service to the community	10%
Total	100

A number of sub-variables and their corresponding values are proposed. A minimum overall score of 70% is necessary for promotion. The maximum score for each key variable shall not be exceeded to maintain the relative weightings of each.

**Article 35: Details on the meaning and weighting of each sub-variable**

**a) Scoring Guide for Teaching Portfolio**

Items	Sub-item	Score Weight	Assessor's score	Total score per item	Comment
Contributions to the Teaching Profession and-or to the PUR	Workload	4		12	
	Paper presentations delivered on teaching and learning (evidence)	2			
	Participation in seminars or professional meetings on teaching (evidence)	2			
	Publications in teaching and learning journals (evidence)	2			
	Service rendered on teaching committees (evidence)	2			
	Work on curriculum review or development (evidence)	2			





Evidence of efforts to Improve Instruction	Effective use of the PUR teaching, learning and assessment guidelines and strategies (evidence)	2		4	
	Participation in validation-review meetings of programs (evidence)	2			
Evidence of Student Learning	Lecturers written feedback on students_ works and other examinations scripts (evidence)	2		4	
	Timely marking and submission of marks (evidence)	2			
Use of MIS and E-learning platform	Using E-Learning platform for teaching, learning and assessment				
	Using MIS to process marks and other related documents				
	No sub component	2		2	
Teaching Effectiveness	A Departmental report on the students_ evaluation	2		6	

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of the teaching (evidence)				
An evaluation report of the teaching activity provided by the Head of Department	2			
Statements from colleagues in the Department with regard to the preparedness of students for advanced work	2			
Total Score out of 30			..... /30	

**b) Scoring Guide for Research and Publications**

N o	Variable	Sub-variables	Score Weight	Proof
1	Research and publications  /50	Required publications (and Research grants) according to the academic rank you are applying for	40	
2		Organization of seminars, workshops, and conferences according to the academic rank you are applying for	3	
3		Attending conferences, and symposia, nationally and/or internationally according to the academic rank you are applying for	2	
4		Presentations in conferences/ symposia,	5	

		nationally and/or internationally according to the academic rank you are applying for		
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**c) Scoring Guide for Institutional Leadership and Development**

N o	Variable	Sub-variables	Score Weight	Proof
1	Positions	Vice Chancellor	5	
2		DVCs		
3		Deans/ Director/ Coordinators		
4		HoDs		
5		Chair of commission/tasks	5	
6		Members of the commission/ task force		

**d) Service to the community**

N o	Variable	Sub-variables	Score Weight	Proof
1	Service to the community /10	Initiation and Implementation of MOU	3	
2		Community outreach (training, workshops, ...)	5	
3		Spiritual and social activities	2	

V



## **CHAPTER V: FINAL DISPOSITIONS**

- The previous policy of PUR academic appointment and promotion is repealed.
- This policy comes into force when is approved respectively by the PUR academic senate and PUR council

**Approved by the Council of the Protestant University of Rwanda**

**Huye, April 18, 2025.**

**Right Rev. Dr. Jered Kalimba**  
**Chairperson of PUR Council**



Appendix 1: PUR Academic Promotion Application Form

Section	Item	Information to be Provided by Applicant	Supporting Evidence (If Applicable)
<b>1</b>	<b>Personal &amp; Academic Profile</b>		
	Full Name		
	Faculty		
	Department		
	Current Academic Rank		
	Academic Rank Applied For		
	Date of Last Promotion		
	Academic Qualifications (MA/MSc, MPhil, PhD) + Year of Award		Degree Certificates
<b>2</b>	<b>Teaching Portfolio</b>		
	Workload Since Last Promotion		Teaching Allocation Proof
	Teaching & Learning		Abstracts, Program Schedules
	Paper Presentations		Certificates, invitations, proceedings
	Participation in Pedagogical Seminars		Certificates, Invitations
	Publications in Teaching & Learning		Published Papers
	Involvement in Curriculum Development or Review		Meeting Minutes, Curriculum Files
	Service on Teaching Committees		Committee Minutes, Appointment Letters
	Use of PUR Teaching Guidelines		Course Materials,

Section	Item	Information to be Provided by Applicant	Supporting Evidence (If Applicable)
			Reports
	Participation in Program Validation		Attendance Sheets, Reports
	Feedback on Student Work		Annotated Scripts, Feedback Sheets
	Timely Marking & Submission of Marks		MIS Records
	Use of E-Learning & MIS Systems		Screenshots, Logs
	Student Evaluations of Modules		Summary Reports
	Departmental Teaching Evaluation Report		Departmental Reports
	Colleague Statements on good collaboration		Two Signed Statements
<b>3</b>	<b>Research &amp; Publications</b>		
	Units of Peer-reviewed Publications Since Last Promotion (as per policy)		Full Texts, Publication Links
	Peer-reviewed Papers Accepted for Publication		Acceptance Letters
	Book/Book Chapters Published		Copies, Publisher Letters
	Conference Presentations (written/oral/poster – specify format)		Certificates, Programs
	Organization of Seminars/Workshops		Agenda, Flyers, Reports
	Participation in Conferences (National/International)		Certificates, Photos
	Presentations in Conferences		Abstracts,



Section	Item	Information to be Provided by Applicant	Supporting Evidence (If Applicable)
			Conference Reports
	Research Grants Received (PI or Co-PI)		Grant Documents, Agreements
	Completed Research Projects		Final Reports, Letters of Satisfaction
<b>4</b>	<b>Institutional Leadership &amp; Development</b>		
	Held Positions (VC, DVC, Dean, Director, HoD, Chair, Coordinator)		Appointment Letters
	Chair or Member of Commission/Taskforce		Committee Reports, Letters
<b>5</b>	<b>Service to the Community</b>		
	Initiation/Implementation of MOUs		Signed MOUs
	Community Outreach Activities (e.g., workshops, training, support)		Programs, Reports, Media Coverage
	Involvement in Spiritual or Social Activities		Invitations, Testimonials
<b>6</b>	<b>Supervision of Academic Work</b>		
	Undergraduate Theses Supervised		List with Student Names & Years
	Master's Theses Supervised		Title Pages, Defense Reports
	PhD Theses Supervised/Co-supervised		Defense Reports, Completion Proof
<b>7</b>	<b>Development Projects</b>		
	Development Projects Written		Project Documents, Submissions,

Section	Item	Information to be Provided by Applicant	Supporting Evidence (If Applicable)
			Approvals

## Appendix 2: Evaluation Form for Academic Promotion

### 1. Introduction

This evaluation form is used by the PUR Academic Promotion Committee to assess applicants for academic promotion in accordance with the institutional policy on academic career advancement. The evaluation considers four key areas: Teaching Portfolio, Research and Publications, Institutional Leadership and Development, and Community Service. The applicant must achieve a minimum overall score of **70%**, and fulfill **publication requirements (50% or 0%)**. This form must be completed by the designated Promotion Committee and submitted along with recommendations to the Academic Senate.

### 2. Applicant Identification

Identification	To be filled by the promotion committee
Full name	
Faculty	
Department	
Function	
Current academic rank	
Rank applied for	
Type of promotion ( ordinary or accelerated)	
Date of last promotion	

**PUR Academic Promotion Evaluation Table**

<b>No.</b>	<b>Criteria &amp; Sub-Criteria</b>	<b>Max Marks</b>	<b>Appreciation by Committee</b>	<b>Marks Awarded</b>
<b>1</b>	<b>Teaching Portfolio</b>	<b>30</b>		
1.1	Workload	4		
1.2	Paper presentations on teaching and learning (evidence)	2		
1.3	Participation in seminars or professional meetings on teaching (evidence)	2		
1.4	Publications in teaching and learning journals (evidence)	2		
1.5	Service on teaching committees (evidence)	2		
1.6	Curriculum review or development (evidence)	2		
1.7	Use of PUR teaching/learning/assessment strategies (evidence)	2		
1.8	Participation in validation-review meetings of programs (evidence)	2		
1.9	Written feedback on students' work and exam scripts (evidence)	2		
1.10	Timely marking and submission of marks (evidence)	2		
1.11	Use of E-learning platform and MIS	2		
1.12	Student evaluations of module (evidence)	2		
1.13	Departmental report on teaching effectiveness (evidence)	2		
1.14	Evaluation by Head of Department	2		
1.15	Statements from colleagues about good collaboration	2		
<b>2</b>	<b>Research and Publications</b>	<b>50</b>		



No.	Criteria & Sub-Criteria	Max Marks	Appreciation by Committee	Marks Awarded
2.1	Required publication units (must meet or get 0)	50		
2.2	Organization of seminars, workshops, conferences	3		
2.3	Attendance at conferences/symposia	2		
2.4	Presentations at conferences/symposia	5		
3	<b>Institutional Leadership and Development</b>	10		
3.1	Held positions (VC, DVC, Dean, HoD, Coordinator, Chair/Member of committees)	10		
4	<b>Service to the Community</b>	10		
4.1	Initiation and implementation of MOUs	3		
4.2	Community outreach (training, workshops, etc.)	5		
4.3	Participation in spiritual/social activities	2		
	<b>TOTAL SCORE</b>	<b>100</b>		

#### Committee Decision Section

Field	Details
Total Score (%)	
Minimum 70% Achieved?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Publication Requirement Met? (50% rule)	<input type="checkbox"/> Yes (Award full 50%) <input type="checkbox"/> No (Award 0%)
Recommended for Promotion?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Comments / Additional Notes	

Comments / Additional Notes

### Appendix 3: PUR Academic Promotion Committee

#### Evaluation Form for Academic Promotion

##### 1. Introduction

This evaluation form is used by the PUR Academic Promotion Committee to assess applicants for academic promotion in accordance with the institutional policy on academic career advancement. The evaluation considers four key areas: Teaching Portfolio, Research and Publications, Institutional Leadership and Development, and Community Service. The applicant must achieve a minimum overall score of **70%**, and fulfill **publication requirements (50% or 0%)**. This form must be completed by the designated Promotion Committee and submitted along with recommendations to the Academic Senate.

##### 2. Applicant Identification

Identification	To be filled by the promotion committee
Full name	
Faculty	
Department	
Function	
Current academic rank	
Rank applied for	
Type of promotion ( ordinary or accelerated)	
Date of last promotion	

#### PUR Academic Promotion Evaluation Table

No.	Criteria & Sub-Criteria	Max Marks	Appreciation by Committee	Marks Awarded
1	Teaching Portfolio	30		
1.1	Workload	4		
1.2	Paper presentations on teaching and learning (evidence)	2		

### Appendix 3: PUR Academic Promotion Committee

#### Evaluation Form for Academic Promotion

##### 1. Introduction

This evaluation form is used by the PUR Academic Promotion Committee to assess applicants for academic promotion in accordance with the institutional policy on academic career advancement. The evaluation considers four key areas: Teaching Portfolio, Research and Publications, Institutional Leadership and Development, and Community Service. The applicant must achieve a minimum overall score of **70%**, and fulfill **publication requirements (50% or 0%)**. This form must be completed by the designated Promotion Committee and submitted along with recommendations to the Academic Senate.

##### 2. Applicant Identification

Identification	To be filled by the promotion committee
Full name	
Faculty	
Department	
Function	
Current academic rank	
Rank applied for	
Type of promotion ( ordinary or accelerated)	
Date of last promotion	

##### PUR Academic Promotion Evaluation Table

No.	Criteria & Sub-Criteria	Max Marks	Appreciation by Committee	Marks Awarded
1	Teaching Portfolio	30		
1.1	Workload	4		
1.2	Paper presentations on teaching and learning (evidence)	2		



No.	Criteria & Sub-Criteria	Max Marks	Appreciation by Committee	Marks Awarded
1.3	Participation in seminars or professional meetings on teaching (evidence)	2		
1.4	Publications in teaching and learning journals (evidence)	2		
1.5	Service on teaching committees (evidence)	2		
1.6	Curriculum review or development (evidence)	2		
1.7	Use of PUR teaching/learning/assessment strategies (evidence)	2		
1.8	Participation in validation-review meetings of programs (evidence)	2		
1.9	Written feedback on students' work and exam scripts (evidence)	2		
1.10	Timely marking and submission of marks (evidence)	2		
1.11	Use of E-learning platform and MIS	2		
1.12	Student evaluations of module (evidence)	2		
1.13	Departmental report on teaching effectiveness (evidence)	2		
1.14	Evaluation by Head of Department	2		
1.15	Statements from colleagues on student preparedness	2		
<b>2</b>	<b>Research and Publications</b>	<b>50</b>		
2.1	Required publication units (must meet or get 0)	40		
2.2	Organization of seminars, workshops, conferences	3		
2.3	Attendance at conferences/symposia	2		

No.	Criteria & Sub-Criteria	Max Marks	Appreciation by Committee	Marks Awarded
2.4	Presentations at conferences/symposia	5		
<b>3</b>	<b>Institutional Leadership and Development</b>	<b>10</b>		
3.1	Held positions (VC, DVC, Dean, HoD, Coordinator, Chair/Member of committees)	Up to 10		
<b>4</b>	<b>Service to the Community</b>	<b>10</b>		
4.1	Initiation and implementation of MOUs	3		
4.2	Community outreach (training, workshops, etc.)	5		
4.3	Participation in spiritual/social activities	2		
	<b>TOTAL SCORE</b>	<b>100</b>		

#### Committee Decision Section

Field	Details
Total Score (%)	
Minimum 70% Achieved?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Publication Requirement Met? (50% rule)	<input type="checkbox"/> Yes (Award full 50%) <input type="checkbox"/> No (Award 0%)
Recommended for Promotion?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Comments / Additional Notes	

Comments / Additional Notes

**Appendix 4: Evaluation form to be used by the Promotion committee**

**PUR ACADEMIC PROMOTION COMMITTEE**

**Evaluation Form for Academic Promotion**

**1. Introduction**

This evaluation form is used by the PUR Academic Promotion Committee to assess applicants for academic promotion in accordance with the institutional policy on academic career advancement. The evaluation considers four key areas: Teaching Portfolio, Research and Publications, Institutional Leadership and Development, and Community Service. The applicant must achieve a minimum overall score of **70%**, and fulfill **publication requirements (50% or 0%)**. This form must be completed by the designated Promotion Committee and submitted along with recommendations to the Academic Senate.

**2. Applicant Identification**

Identification	To be filled by the promotion committee
Full name	
Faculty	
Department	
Function	
Current academic rank	
Rank applied for	
Type of promotion ( ordinary or accelerated)	
Date of last promotion	

**PUR Academic Promotion Evaluation Table**

No.	Criteria & Sub-Criteria	Max Marks	Appreciation by Committee	Marks Awarded
1	Teaching Portfolio	30		
1.1	Workload	4		
1.2	Paper presentations on teaching and learning (evidence)	2		

No.	Criteria & Sub-Criteria	Max Marks	Appreciation by Committee	Marks Awarded
1.3	Participation in seminars or professional meetings on teaching (evidence)	2		
1.4	Publications in teaching and learning journals (evidence)	2		
1.5	Service on teaching committees (evidence)	2		
1.6	Curriculum review or development (evidence)	2		
1.7	Use of PUR teaching/learning/assessment strategies (evidence)	2		
1.8	Participation in validation-review meetings of programs (evidence)	2		
1.9	Written feedback on students' work and exam scripts (evidence)	2		
1.10	Timely marking and submission of marks (evidence)	2		
1.11	Use of E-learning platform and MIS	2		
1.12	Student evaluations of module (evidence)	2		
1.13	Departmental report on teaching effectiveness (evidence)	2		
1.14	Evaluation by Head of Department	2		
1.15	Statements from colleagues on student preparedness	2		
<b>2</b>	<b>Research and Publications</b>	<b>50</b>		
2.1	Required publication units (must meet or get 0)	40		
2.2	Organization of seminars, workshops, conferences	3		
2.3	Attendance at conferences/symposia	2		



No.	Criteria & Sub-Criteria	Max Marks	Appreciation by Committee	Marks Awarded
2.4	Presentations at conferences/symposia	5		
<b>3</b>	<b>Institutional Leadership and Development</b>	<b>10</b>		
3.1	Held positions (VC, DVC, Dean, HoD, Coordinator, Chair/Member of committees)	Up to 10		
<b>4</b>	<b>Service to the Community</b>	<b>10</b>		
4.1	Initiation and implementation of MOUs	3		
4.2	Community outreach (training, workshops, etc.)	5		
4.3	Participation in spiritual/social activities	2		
	<b>TOTAL SCORE</b>	<b>100</b>		

#### Committee Decision Section

Field	Details
Total Score (%)	
Minimum 70% Achieved?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Publication Requirement Met? (50% rule)	<input type="checkbox"/> Yes (Award full 50%) <input type="checkbox"/> No (Award 0%)
Recommended for Promotion?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Comments / Additional Notes	

Comments / Additional Notes