



Musanze, November 22, 2024

**Subject: Call for Academic Promotion 2024**

Dear Applicants,

We are happy to report that the academic promotion process for 2024 has begun. The purpose of this request for promotion is to honor the exceptional work and contributions of our renowned teaching and research staff in their specialized fields.

Academic promotion is a significant career turning point because it denotes advancement, recognition, and added responsibility within our institution. Teaching/research staff must highlight their knowledge, leadership, and accomplishments in research, teaching, and service.

The "2024 Revised Academic Promotion and Appointments Policy," authorized by the INES Council on October 30, 2024, sets forth the criteria for the current request for academic promotion. It can be downloaded from the INES Ruhengeri website, and applicants are therefore strongly recommended to read and comprehend it.

**1. Eligibility Criteria**

To be considered for academic promotion, teaching and research, staff must meet the criteria listed in sections 7 and 9 of the abovementioned policy. Applicants with degrees from abroad can only be promoted after having a Rwandan equivalent certificate from Higher Education Council (HEC).

**2. Application Documents**

The applicant will submit the following documents:

- a. A maximum of a three-page cover letter that introduces your candidacy, lists your accomplishments and qualifications and justifies your desire for promotion. A candidate should refer to the policy's detailed activities listed in Appendix A while writing this cover letter.
- b. Copies of articles from peer-reviewed journals indexed by Scopus or Web of Science (if any)
- c. Copies of peer-reviewed conference papers published in journals indexed by Scopus or Web of Science.



- d. Copies of the cover and inside page of books (if any) showing publisher and ISBN.
- e. Copies of book chapters (if any) and the inside page showing publisher and ISBN.
- f. Consultancy reports (if any) approved by the management of INES Ruhengeri.
- g. List of supervised post-graduate students (if any), with information on their progress toward completion and documentation of the supervisor's or co-supervisor's appointment.
- h. Evidence of your contributions to service within INES Ruhengeri or community and documentation of your participation in professional development events like workshops, conferences, seminars, or courses.
- i. Filled Template for Academic Promotion (This template is in the appendices of the policy, Appendix C).
- j. Any additional information that proves that the candidate satisfies the requirements for promotion provided that the information is submitted in accordance with the guidelines of the INES Ruhengeri promotion policy.

### 3. Application Process

Application files should be submitted in hard copy to the office of the Director of Postgraduate Studies and electronically to the following emails:

1. Applications for professorial positions will be submitted to [professors@ines.ac.rw](mailto:professors@ines.ac.rw) with a copy to [promotioncommittee2024@ines.ac.rw](mailto:promotioncommittee2024@ines.ac.rw)
2. Applications for Associate professorial positions will be submitted to [a.professors@ines.ac.rw](mailto:a.professors@ines.ac.rw) with a copy to [promotioncommittee2024@ines.ac.rw](mailto:promotioncommittee2024@ines.ac.rw)
3. Applications for promotion to Senior Lecturer positions will be submitted to [s.lecturers@ines.ac.rw](mailto:s.lecturers@ines.ac.rw) with a copy to [promotioncommittee2024@ines.ac.rw](mailto:promotioncommittee2024@ines.ac.rw)
4. Applications for promotion to Lecturer positions will be submitted to [lecturers@ines.ac.rw](mailto:lecturers@ines.ac.rw) with a copy to [promotioncommittee2024@ines.ac.rw](mailto:promotioncommittee2024@ines.ac.rw)



## INSTITUT D'ENSEIGNEMENT SUPÉRIEUR DE RUHENGERRI

B.P. 155, Ruhengeri | Rwanda

T : +250 788 90 30 30 | +250 788 90 30 32 | W : [www.ines.ac.rw](http://www.ines.ac.rw) | E : [info@ines.ac.rw](mailto:info@ines.ac.rw)

### 4. Important Dates

Please take note of the following important dates:

S.N	Activity	Date
1	Promotion Application Deadline (both in hard copy and electronically).	December 23, 2024
2	Deadline for evaluation and review process of the internal promotion committee	January 05, 2025
3	Deadline for evaluation and review process of the External Assessors	January 05, 2025
4	Deadline for Notification of provisional academic promotion results	January 09, 2025
5	Deadline for submission of appeals	January 16, 2025
6	Deadline for notification of the results of the promotion appeal	January 20, 2025
7	The final report on promotion approved by the Academic Senate	January 27, 2025
8	The final Report on promotion approved by the INES Governing Body	February 10, 2025

### 5. Additional Information

You may also contact the promotion committee via [promotioncommittee2024@ines.ac.rw](mailto:promotioncommittee2024@ines.ac.rw) for any queries or clarifications.

We urge all qualified candidates to consider applying for academic promotion and take advantage of this chance to highlight their accomplishments. We wish everyone who applies luck and are eager to recognize your successes.

Sincerely,

**Fr. Dr. BARIBESHYA Jean Bosco**

**Vice-Chancellor**