

PIASS PROMOTION POLICY OF ACADEMIC STAFF

Protestant Institute of Arts and social Sciences

Protestant Institute of Arts and Social Sciences (PIASS) is an officially chartered High Learning Institution located in Huye District, Southern Province. It was founded and owned by Protestant churches of Rwanda in 2009 – as a follower of Faculté de Théologie Protestante de Butare (FTPB) created in 1991. The establishment of PIASS came in purposively to align the effort of Protestant Churches to the Government endeavours in developing an economic self-reliance country, by enabling/equipping Rwandan society facing new challenges related to economic and social development, mainly through education, human capital development and promotion of innovative culture and socio-economical development.

PIASS is officially recognized by the Ministry of Education in the following Ministerial Orders:

- Ministerial order No29/08.11 of 25 March 2010
- Ministerial order No1554/09.02/01/02 of 09 December 1993
- Ministerial Order No1553/09.02/01/02 of 09 December 1993

PIASS Philosophy

PIASS holds the view that hope and science are indispensable tools for any society to survive and harness 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.

PIASS Vision

“To be a reference university, fostering knowledge development and research that is relevant for the society and inspired by Christian ethics and values.”

PIASS Mission

“To provide to Rwandan Society and Churches well trained personnel who are inquisitive, solution oriented, committed and equipped with intellectual tools that enable them to meeting specific needs of societies that are moving to a global, modern and pluralistic world.”

PIASS Moto

“Fides et Scientia”

PIASS Objectives

PIASS as Higher Learning Institution has the following objectives:

- To develop practical and applicable knowledge in social as well as economic development
- To impart a high quality teaching enabling creation of employment and that proves relevant to communities is close to reality, helpful for the society at large.
- To contribute to the positive transformation of society using short teaching and training, research, consultancy and projects and respect to ethical dimension.
- To contribute to local and national sustainable development by promoting scientific and technological research as well as research for integrated development

Introduction

In compliance with PIASS internal regulations (IR), Section 9 specifying the functions of the senate commission of titles and Section 36 specifying the terms of appointment and promotion of the teaching and research staff, it is created a Commission of Titles to examine the title records of candidates for appointment and promotion in the teaching, scientific and academic associated personnel and make proposals to the Academic Senate and then a policy guiding aforementioned activities.

Promoting the teaching and research staff shall be based on activities achieved within the framework of teaching, research and services to the community and duties planned for each rank, as well as the number of years of effective employment in Institute (art.120, I.R.).

The commission comprises of:

- The Rector, Chairperson;
- The Vice-Rector for Academics, Reporter;
- The Vice-Rector in charge of Administration and Finance;
- A representative of Full Professors elected by his/her colleagues;
- A representative of Associate Professors elected by his/her colleagues;
- A representative of Senior Lecturers elected by his/her colleagues;
- A representative of Senior Researchers elected by his/her colleagues;
- Two external full or associated professors

The term of office of the representatives elected by their colleagues is two years renewable once.

Eligibility for promotion

All PIASS permanent teaching and research staff fulfilling the requirements shall be eligible for promotion. However, PIASS teaching and research staff on additional administrative duties shall also be eligible for promotion in the same conditions as academic and research staff. Administrative positions to be held by teaching and research staff must have been clearly defined by PIASS Board of Directors. Mandate staff (Rector, Vice-Rectors, Chaplain& Dean of Students), supporting staff (administrative and technical staff, support staff, and casual staff) are not eligible for promotion except when they are also permanent staff of a Faculty. Full administrative staff is not eligible for promotion.

PIASS appoints academic staff to the following academic grades:

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

When necessary and according to the applicant's activities at PIASS, there can also be appointment to the following research academic levels:

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

Criteria for appointment and promotion of permanent academic staff

1. To be appointed as Tutorial Assistant, the candidate has to detain a bachelor's degree obtained with distinction, i.e. 70% and above.

Note: 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.

2. To be nominated or promoted to **the rank of Assistant Lecturer/Assistant Researcher**, the candidate should be a holder of a masters' degree or equivalent (DES, DEA, or other).

Note: Junior Academic Staff (Tutorial Assistant, Research Assistant B, Assistant Lecturer/Researcher Assistant A, Lecturer/Assistant Researcher) who cannot attain higher qualification 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, PIASS shall facilitate such staff if the means allow.

3. To be promoted to **the rank of Lecturer**, the candidate should be:
 - A holder of a PhD degree with no prior teaching experience;

- A holder of a Masters' degree with unless **three years in teaching or research** after being promoted to the Rank of Assistant Lecturer and demonstrate having publications, participation to module and programme specification and or production of e-learning materials, active participation to management of PIASS organs, etc.; giving evidence of good teaching performance; and **ONE** unit of publication or other academic initiative involving research reports. A minimum of **TWO (2)** units of publications/invention are required for promotion to researcher,
- Must have supervised at least **FIVE (5)** academic research works (Memoire) or done at least 3 field research reports aiming at the development of PIASS since appointment or promotion to Assistant Lecturer/ Research Assistant B.
- 4. To be promoted to **the rank of Senior Lecturer**, the candidate should:
 - Be a holder of a PhD and
 - Have **an experience of three years** in teaching and research;
 - Present **three units of publications**; and
 - Demonstrate an evidence of good teaching performance.
 - Must have supervised at least **TEN (10)** academic research works since last appointment or promotion to Lecturer/Researcher.
- 5. To be promoted to **the rank of Associate Professor**, the candidate should
 - have a PhD with **at least three years** of relevant successful experience as a Senior Lecturer in a recognized HLI;
 - Have a minimum of **4 units** of research publications or six units for Associate Researcher;
 - Be actively involved in research and demonstrate evidence of ability to supervise masters and PhD students and
 - Demonstrate evidence of excellence teaching performance.
- 6. To be promoted to **the rank of Full Professor**, the candidate should
 - Have a PhD with **at least three years** of relevant successful teaching experience as Associate Professor or equivalent in a recognize HLI;
 - Have a minimum of **FIVE units of research publications** since the last promotion and six units for Researcher professor;
 - Be involved in research and have evidence of ability to supervise masters and PhD students;
 - Give evidence of excellence teaching performance;
 - Must have supervised at least **FIFTEEN (15)** academic research works since Appointment or promotion to Associate Professor/Associate Research Professor,

Some clarifications

- a) **Evidence for Teaching and Learning**

The following shall be the general guiding indicators for assessment of teaching and learning contribution:

- Course, program and discipline co-ordination and development,
- Peer reviewed courseware, curriculum, assessment and teaching practice innovations and developments (including associated artifacts such as exams, websites, videos, course guides, teaching notes, student feedback, etc),
- Sector collaboration on Learning and Teaching innovations and evidence of implementation and impact,
- Contributions to the scholarly of Learning and Teaching in strategically aligned areas,
- Innovations that meet the learning needs of students with diverse backgrounds,
- Professional practice to ensure that skills currency and relevance inform teaching and learning,
- Teaching innovations and/or curriculum developments based on feedback from students,
- Appointment to Course/Program Advisory Committees of other educational institutions or education committees of professional associations,
- External competitive scholarships or awards won for teaching and learning,
- Submissions made to public enquiries related to teaching and learning matters in universities and invitations to appear before enquiry committees,
- Conferences in different universities and institutions that accredit education program and/or education provider

b) Evidence for Research and Scholarship

Evidence of research and scholarly performance could include:

- Research outputs (e.g.: publication in national or international peer-reviewed journal, books, book chapter, patents, solo exhibitions, software, electronic teaching materials, etc) ranked for quality and impact,
- External research funding obtained, PIASS shall set the minimum amount,
- Other income generated (e.g.: industry, consultancy, etc), PIASS shall set the minimum amount,
- Publications in national or international peer-reviewed journals
- Learning and teaching related and evaluation research activity.

c) Evidence for Leadership

Evidence of leadership performance could include:

- working collaboratively both nationally and internationally,
- Building and nurturing beneficial relationships both local and international institutions,
- contribute to change within the institution and outside,
- contributing to and fostering a culture of trust and respect,
- modeling professional behavior that reflects the Institute's values.

c) Institutional leadership may be evidenced by:

- organizing conferences and symposiums,
- editing publications,
- acting as a mentor to junior teaching/research staff,
- designing and implementing new ways of doing business (Innovation),
- advising on policies and their implications on both the institution and the community,
- taking a role in the Institute development,
- reforming and redirecting organizational units

Professional and community leadership may be evidenced by:

- organizing conferences or symposiums,
- editing publications,
- leading in the formation of new professional or community associations,
- Authorship of policy for professional or community organizations,
- Invitations to chair or participate in review committees,
- conducting projects that support community purposes,
- Membership of industry consortium partnerships,
- providing advice to community groups,
- representing external organizations

Application Process for Promotion

At least **Two (2) months** before seating for appointment and promotion of the academic staff, the Rector shall announce in writing call for academic promotion application so that potential applicants are informed ahead of time.

All applications shall be submitted to the Rector before the set closing deadline. Late applications will be accepted only in exceptional circumstances like mission and training abroad, illness, long hospitalization of relatives (parent, spouse and child). Long illness of relatives shall be considered only when proved with valid medical certificate.

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

- a. 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.

- b. Copies of all journal papers published or accepted for publication since the last appointment/promotion. Applicants shall attach acceptance letter for any paper accepted for publication.
- c. A summary sheet of each research project carried since 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. Research projects forming the basis for application for promotion shall be subjected to a peer review.
- d. 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. Non peer-reviewed consultancy works shall be assessed referring to **appendix 2**. PIASS shall set up a committee to review such works.
- e. Copies of teaching materials produced since the last appointment/promotion and which form the basis for application for promotion: simulations, textbooks, etc.
- f. 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.
- g. Any application which does not comply with the above instructions will not be considered.
- h. Any applicants' attempt to lobby and/or pressurize members of the Appointment and Promotion Committee will entail rejection of the application, if this can be evidenced.

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.

Decision procedures

While assessing the application files, Promotion Committee shall follow the guidelines in the **appendix 2**.

It should be clear that the Committee 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 Committee shall seek at least views from two external reviewers on each application before the committee can take any decisions on application for promotion. The external reviewers must be Professors or Research Professors.

The Committee shall take 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.

The Rector shall officially inform unsuccessful applicants of the unmet requirements before the Committee reports to the Academic Senate for them to lodge any appeal.

When reporting to the Academic Senate on the decisions taken on individual promotion application, the Committee shall fill in the template in the **appendix 3**.

The Committee shall forward its decisions to the Academic Senate for consideration. The decisions of the Academic Senate shall be presented to the Board of Directors for final approval.

After the Board of Directors' approval, the Rector shall inform the applicants of the outcome of their applications within seven (7) working days through official letters.

Appeal procedures

- a. Applicants dissatisfied with the decision taken against their applications shall have the right to appeal.
- b. Applicants shall lodge their appeals with the Rector within 7 days after notification of the result of their application.
- c. Applicants shall supply appeal evidences in line with the promotion criteria stated above.
- d. The Rector shall call upon an extraordinary meeting of the Academic Appointment and Promotion Committee that will reassess all claims before forwarding decisions of the promotion round to the Academic Senate for consideration. The decision of the Committee shall be irrevocable.

Approved by the Academic Senate on 28th November 2013.

Prof. Dr Benoit GIRARADIN
PIASS Rector

Appendix 1. Template for Academic Promotion Application

Criteria	To be filled in by the candidate	Review Committee comments
Full Name		
Department		
Current academic grade		
Grade applied for		
Date of last promotion		
Academic qualifications and dates of awards (MA/MSc,Mphil.PhD)		
Peer reviewed papers published since the last promotion		
Peer reviewed papers accepted For publication since last promotion in reverse date order of publication		
Book and book chapters published since the last promotion		
Conference presentation (with proof that the abstract was scrutinized prior		

acceptance, specify if written, oral, poster presentation)		
Consultancy reports(Only registered by PIASS Management)		
Completed research projects		
Teaching material produced(attach a copy)		
Number of academic works supervised since last promotion		
<i>Undergraduate thesis</i>		
<i>MSc thesis</i>		
<i>PhD thesis</i>		
Development project written		