



Adventist University of Central Africa

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# AUCA ACADEMIC RANKING POLICY 2021-2027



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**AUCA ACADEMIC RANKING POLICY 2021-2027**

**Kigali, 2021**

## **Message from Chairperson of Ranking Committee**

Quality education comes from educated, committed and recognized academic staff. This policy is developed with the main purpose of creating ways to get qualified academic staff that pass through the process of academic scrutiny of creating teaching staff that are highly ranked. It is developed to promote the culture of teaching, writing and publication. It contains the levels of academic ranks applied at AUCA as well as recognized by High Education Council (HEC). This document contains the procedure of application, ranking process, communication of ranks awarded as well as the process of appeal for teaching personnel that may not be satisfied by the results of his or her ranking application and evaluation done. This document is important tool for quality enhancement in terms of promoting the culture of being in academic environment where staff publish or perish. We hope that this document will be used for the intended purpose and that it will not be misused to suit personal wishes rather promote academic pursuit.

Thank you.

**Dr. Theogene Niyonzima**  
**Deputy Vice Chancellor for Academic Affairs**  
**Chairperson of AUCA Ranking Committee**

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### ***Philosophy***

The Adventist University of Central Africa operates on the basis of the Seventh-day Adventist worldview, which holds that God is the Creator and Sustainer of the universe and the source of true knowledge. The entrance of sin caused man's alienation from God, therefore the restoration of the relation between man and God is the main aim of the Christian Education that leads students to discover and understand the truth through critical thinking.

### ***Mission***

The mission of the Adventist University of Central Africa (AUCA) is to provide Christ-centered wholistic quality education to prepare for service in this world, and in the life to come.

### ***Vision***

The vision of the Adventist University of Central Africa (AUCA) is to become an international center of academic learning with global impact.

### ***Beliefs and Values***

AUCA is a Seventh-day Adventist institution of higher learning that nurtures the mental, spiritual, social and physical capacities of its personnel and students. The values of the University are rooted in the Bible and should be seen in the daily activities of the university administrators, workers, and students.

Through a process of discernment based on dialogue, critical thinking, and reflection, university designates the following as core beliefs and values of AUCA:

**Love:** Informed by the example of Jesus Christ, and by the fundamental beliefs of the Seventh-day Adventist Church AUCA demonstrates a spirit of unity and connectedness with one another through expression, courtesy, hospitality, shared values and loving communication regardless ethnicity, gender, or other considerations. AUCA extends this value of community by reaching out to neighbors and to members of the larger civil and ecclesial communities.

**Faith:** AUCA is a faith-based institution of higher learning. The faith nurtured in the institution is rooted in the teachings of Jesus Christ and in the 28 beliefs of the Seventh-day Adventist Church. While other religious traditions and individual beliefs of our personnel and students are respected, the university administration and faculties are expected to integrate a biblical, Seventh-day Adventist faith into learning activities of the students.

**Integrity:** Concerned for the good of the community in this life and the life to come is the University goal as it commits itself to honesty in all relations with students, faculty, staff and

administration. Through the University integrity, workers and students earn and maintain the trust of the surrounding community, public, and governmental agencies.

**Respect:** AUCA values and respects the contribution of each member of the university community to the advancement of the mission of AUCA. AUCA encourages and supports each other as colleagues working together for the good of the whole institution.

**Compassion & Care:** Inspired by the example of Jesus Christ AUCA opens its workers and students' hearts to those in physical, spiritual and mental need. AUCA consciously reaches out beyond its boundaries to serve others in need with compassion and mercy.

**Fairness and Justice:** recognizing the dignity of all persons (students, staff, teachers and administrators) AUCA seeks to avoid any acts of injustice toward each other and addresses instances of injustice both within and outside of the university community from a stance of informed advocacy. AUCA holds each other accountable and endeavors to practice responsible stewardship of the resources available to us.

**Excellence:** As a faith-based institution of higher learning, AUCA seeks to combine faith with reason in the pursuit of academic excellence. AUCA Senate and Administration call all members of the university community to excel as individuals and as professionals within their specific roles.

**Motto**

“Education for Eternity”

**AUCA goals**

As an Adventist University, its principal goals are as follows:

- To promote the development of the mental, spiritual capacities and social strengths of an individual until his highest potential is reached;
- Based on biblical principles the university seeks to help students become useful members of the society not only endowed with intellectual skills, but well-developed character. The university focuses its goals and its objectives on the principles of the Bible;
- To inculcate into the students the desire for a life style based on a balanced natural food, principles of hygiene and physical exercises; and

- To help students become useful members of the community endowed not only with intellectual skills, but also with the most well-balanced character of a good citizen of this world and the world to come.

### **AUCA Accreditation**

The university operates under the charter from the Ministry of Education of the Government of Rwanda, through Higher Education Council (HEC) and as such it is empowered to offer its programmes and confer appropriate degrees. The institution has reciprocal arrangements to recognize its degrees and diplomas from other accredited universities both within the country and elsewhere. Denominationally, the university holds accreditation from Adventist Accrediting Association (AAA) of the Seventh-day Adventist Schools, Colleges, and Universities worldwide.

## **1. Policy Statement**

The aim of this policy is to provide a fair, transparent and equitable method for the academic promotion of all categories of academic staff. The Adventist University of Central Africa (AUCA) recognises the importance of encouraging good performance and enabling all staff to develop their potential. Therefore, procedures for recognising and rewarding excellence by ranking staff are developed in this document.

## **2. Academic Ranking Procedure**

The ranking procedure is conducted each academic year. Academic ranking is made on the basis of the consideration of the case made, except for ranking from tutorial assistant to assistant lecturer which will automatically take place when a member of staff is awarded a progression master's degree. Similarly, ranking from Assistant Lecturer to Lecturer will be automatic on gaining a doctoral degree. However, each candidate should apply by writing an application letter requesting to be promoted, updated CV and degree certificate should be attached to that letter. For other ranks the following procedures should be followed:

### **Stage 1: Ranking Process Advertisement**

The human resource department or directorate of research and publication will provide the applicant guidance document along with the closing date for submissions to the deans of the faculties, who will circulate the document among the academic staff.

### **Stage 2: Submission of applications**

Before the application deadline, applicants should submit the following documents to their respective deans of faculty:

- a) a covering letter highlighting the basis of their application on no more than 3 pages,
- b) updated curriculum vitae
- c) the applicant self-appraisal based on evaluation criteria. These evaluation criteria is part of this document (see appendix I).

### **Stage 3: Closing date of submission of the applications**

After the closing date of the submission to the faculties, the deans should call upon the faculty meeting to go through each application and recommend to the directorate of research and publication together with the HR, the status of each application in vote manner or format. The HR and director of research and publication will therefore, do a summary of the ranking applications before submission to the Chairman of the academic ranking committee, before he/she calls for this committee to take place.

Members of staff have the right to apply directly to the Promotion Committee if the Head of Department/Dean advises against an application for promotion or if they feel that the Dean/Head of Department has unreasonably withheld support. Applicants should indicate if this is so on their application. The Promotion Committee will make a final decision, which takes into account the views of the Dean/Head of Department.

### **Stage 4: Promotion Committee**

The university Promotion Committee is a standing committee that will consider all cases for promotion including those for associate professor and professor. Members of the promotion committee will be recommended by the AUCA academic committee to AUCA administrative committee. 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 chairman of the university administrative committee (Adcom), who will in turn make a recommendation to the University Council. The University Council will make a final decision on all promotions.

If a member of the promotion committee is among the promotion applicants, he/she will be excused/requested to go outside of the seating venue of the committee for a while, when his/her case or application is being discussed. After he/she will be called to come back and reseal for other cases.

The Promotion Committee will comprise of the following members:

- a) Deputy Vice Chancellor for Academics (Chair);
- b) One member of AUCA council;
- c) Two representatives of AUCA faculty selected by the faculty and staff members;
- d) The AUCA human resource manager (Secretary);
- e) One highest ranked faculty member;
- f) One external member (with a rank of associate professor or professor) invited by AUCA administrative committee;
- g) Director of Research and Publication;
- h) Director of Quality;
- i) Director of Education at RUM.

#### **Stage 5: Notification of Decisions**

Successful applicants will be informed in writing of the decision and of the effective date of their ranks by the secretary of the University Council who follows and collects the signed notification letters from the chairperson of the University Council effective from the date of the council meeting. The title of associate professor or professor is awarded during a public ceremony organized by AUCA where all academic staff will be invited to attend to that event, and the associate or professor will need to prepare a document summarizing all his/her publications and showing his/her contribution to knowledge as far as academic world is concerned.

#### **Stage 6: Appeals Procedure for all Unsuccessful Applications**

Following a written notification/ explanation from the Deputy Vice Chancellor for Academics (chairperson of the promotion committee) on the success or failure of the application for

promotion, and a meeting with the Deputy Vice Chancellor Academics, applicants will have the opportunity to submit a formal written appeal against an unsuccessful application to the office of HR.

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 promotion 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 appealing applicant).

Applicants should make contact with the Deputy Vice Chancellor for Academics together with the human resource manager, 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 Vice Chancellor for Academics must submit it in writing, outlining the grounds.

A committee made up of appropriate members of academic committee who were not substantively involved in the original decision and chaired by the Vice Chancellor 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. In the case of those appealing against the decision not to promote to Associate Professor/Professor, where the appeals committee is of the view that there is a case to be considered, the appeal will be forwarded to the Promotion Committee. The Chair will take advice on the substance of the appeal from the high ranked staff (associate professors or professors), including at least two external to the candidates' institution, who were not on the Promotion Committee. The decision of the Chair will be final.

### **3. Consideration of Academic Ranks from Other Higher Learning Institutions**

An academic staff whose academic rank was given by another Higher Learning Institution (HLI) should present a copy of certification of his academic rank and a copy of ranking criteria followed by the HLI that ranked him. The AUCA human resource office checks whether the presented

criteria follow the criteria determined by the Rwanda higher education council (HEC). In case the presented criteria would be below the ranking standard of HEC, the concerned academic staff will be categorized according to categories that are defined by AUCA promotion committee.

#### **4. Academic Ranks**

The Adventist University of Central Africa appoints academic staff to the following academic ranks:

- Professor
- Associate Professor
- Senior Lecturer (Assistant professor)
- Lecturer
- Assistant Lecturer
- Tutorial Assistant (Teaching assistant or instructor assistant)

#### **5. Criteria for Promotion**

##### **5.1 Tutorial assistant**

Must have earned a Bachelor degree in a relevant field with a minimum GPA of 15 out of 20 (Distinction). 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. The AUCA academic committee will determine those professional subjects that need successful professional experience

##### **5.2 Assistant Lecturer**

Minimum requirements for promotion of assistant lecturer:

1. Must have earned a master's degree in a relevant field.

##### **5.3 Lecturer**

- A. Must have earned a doctorate degree in relevant field.

OR

- B. Must have earned a master's degree in relevant field and:
  1. A minimum of three (3) years of successful university teaching, or its equivalent\*
  2. At least two publications in refereed journal, or its equivalent
  3. He must have embarked (received admission letter to the PhD program or registered in a PhD program or started classes toward a PhD program) on academic activities leading to doctoral degree.

*\* see appendix II for definition of equivalence*

#### **5.4 Senior Lecturer**

Minimum requirements for promotion to senior lecturer:

- A. Must have earned a doctorate degree in relevant field and;
  - 1. Three (3) years of successful university teaching with PhD as a lecturer, or its equivalent;
  - 2. At least three (3) publications in refereed journal since the last promotion as lecturer, or its equivalent.
  
- B. Must have scored a minimum of 15 points (out of a maximum of 20 points) in the promotion criteria which include:
  - i. Graduate Student Supervision not less than 4 students (2 points);
  - ii. Conferences/seminars/workshops attended (3 points);
  - iii. Research, Publications, innovation (7 points);
  - iv. Postgraduate Diploma in Education (PGDE)(3 Points)
  - v.
  - vi. Church activity participation and involvement (1);
  - vii. Community service (1);
  - viii. Administrative tasks (1);.
  - ix. Consultancy services (2)

#### **5.5 Associate Professor**

Minimum requirements for promotion to the rank of associate professor:

- A. Must have earned a doctorate degree in relevant field;
- B. Must have served as a senior lecturer for three (3) years;
- C. At least three (3) publications in refereed journal since the last promotion as senior lecturer, or its equivalent;
- D. Must have scored a minimum of 15 points out of a maximum of 20 points in the promotion criteria which include:
  - i. Graduate Student Supervision minimum 5 students (2 points);
  - ii. Conferences/seminars/workshops attended (3 points);
  - iii. Research, Publications and innovation (7 points);
  - iv. Postgraduate Diploma in Education (PGDE)(3 Points)
  - v. Church activity participation and involvement (1);
  - vi. Community service (1);
  - vii. Administrative tasks (1);
  - viii. Consultancy services (2).

## 5.6 Professor

Minimum requirements for promotion to the rank of professor:

- A. Must have earned a doctorate degree in relevant field;
- B. Must have served as associate professor for three (3) years;
- C. At least five (5) publications in refereed journal since the last promotion as associate professor, or its equivalent;
- D. Must have scored a minimum of 15 points out of a maximum of 20 points in the promotion criteria which include:
  - i. Graduate Student Supervision minimum 3 students (2 points);
  - ii. Conferences/seminars/workshops attended (3 points);
  - iii. Research, Publications (AUCA affiliation) and innovation (7 points);
  - iv. Postgraduate Diploma in Education (PGDE)(3 Points)
  - v. Church activity participation and involvement (1);
  - vi. Community service (1);
  - vii. Administrative tasks (1);
  - viii. Consultancy services (2).

## Appendices

### Appendix I. a: Evaluation Criteria to Senior Lecturer

GENERAL CRITERIA	SPECIFIC CRITERIA	POINTS
<b>1. Graduate Supervision</b> (Active supervision of graduate students within the past 3 years).	Successful supervision of 1-2 students	0.5
	Successful supervision of 3-4 students	1
	Successful supervision of more than 4 students	2
	<b>Maximum Points</b>	<b>2</b>
<b>2. Conference, seminars and workshops</b> (Participation within the past 3 years).	Participation at academic and professional conferences	1
	Presentation of papers at academic and professional conferences/seminars/workshops	2
	Convening and coordinating academic and professional conferences/seminars/workshops	2
	<b>Maximum Points</b>	<b>3</b>
<b>3. Research and Publications</b> (Should show evidence of continuous research and publications since being appointed lecturer).	2 articles in refereed or AUCA journal or equivalent	8
	More than 3 articles in refereed or AUCA journal or equivalent	9
	Distinguished performance/exhibition/production	2
	Being awarded external research grant	2
	Networking and collaborating with external organizations/institutions	3
	<b>Maximum Points</b>	<b>10</b>
<b>4. Service to the Community/ Church activity participation and involvement</b> (With documentary evidence)	Participation in community activities (Umuganda, meetings...)	1
	National/International Recognition	1
	Distinguished Academic Awards (honorary degree, etc.)	1
	Speaker of evangelistic meeting/camp meeting/week of prayer	1
	External Examiner/Evaluator/Accreditor	1
	Referee/editorial board for professional periodicals	1
	Guest speaker/resource person in conferences	1
	Active involvement in church activities	1
	<b>Maximum Points</b>	<b>2</b>
<b>5. Administrative Responsibility</b> (Active participation in the development of a department, school or the University for at least 1 year for each position)	Dean of a school or equivalent	1
	Chairperson of a department or equivalent	1
	Holding a responsible position such as chairperson of a committee or equivalent	1
	<b>Maximum Points</b>	<b>1</b>
<b>6. Consultancy and leadership</b>	Development of teaching/academic programs in department/school/University	1

	Initiating or leading research project	<b>1</b>
	Consultancy/developing programs external to AUCA	<b>1</b>
	<b>Maximum points</b>	<b>2</b>
<b>TOTAL</b>		<b>20</b>

**Appendix I. b: Evaluation Criteria to the rank of Associate Professor**

<b>GENERAL CRITERIA</b>	<b>SPECIFIC CRITERIA</b>	<b>POINTS</b>
<b>1. Graduate Supervision*</b> (Active supervision of graduate students within the past 3 years)	Successful supervision of 1-2 students	0.5
	Successful supervision of 3-4 students	1
	Successful supervision of more than 5 students	2
	<b>Maximum Points</b>	<b>2</b>
<b>2. Conference, seminars and workshops</b> (Participation within the past 3 years)	Presentation of 3 papers at academic and professional conferences	2
	Presentation of 4 or more papers at academic and professional conferences/seminars/workshops	3
	Convening and coordinating academic and professional conferences/seminars/workshops	2
	<b>Maximum Points</b>	<b>3</b>
<b>3. Research and Publications</b> (Should show evidence of continuous research and publications since being appointed senior lecturer)	3 articles in refereed or AUCA journal or equivalent	8
	4 articles in refereed or AUCA journal or equivalent	9
	5 articles in refereed or AUCA journal or equivalent	10
	Distinguished performances/exhibitions/productions	2
	Being awarded external research grant	2
	Networking and collaborating with external organizations/institutions of scientific research	3
	<b>Maximum Points</b>	<b>10</b>
<b>4. Service to the Community/ Church activity participation and involvement</b> (with documentary evidence)	Participation in community activities	1
	National/International Recognition	<b>1</b>
	Distinguished Academic Awards (honorary degree, etc.)	<b>1</b>
	Speaker of evangelistic meeting/camp meeting/week of prayer	<b>1</b>
	External Examiner/Evaluator/Accreditor	<b>1</b>
	Referee/editorial board for professional periodicals	<b>1</b>
	Guest speaker/resource person in conferences	<b>1</b>
	Active involvement in church activities	<b>1</b>
	<b>Maximum Points</b>	<b>2</b>

<b>5. Administrative Responsibility</b> (Active participation in the development of a department, school or the University for at least 1 year for each position)	Dean of a school or equivalent	<b>1</b>
	Chairperson of a department or equivalent	<b>1</b>
	Holding a responsible position such as chairperson of a committee or equivalent	<b>1</b>
	<b>Maximum Points</b>	<b>1</b>
<b>6. Consultancy and leadership</b>	Development of teaching/academic programs in department/school/University	<b>1</b>
	Initiating or leading research project	<b>1</b>
	Consultancy/developing programs external to AUCA	<b>1</b>
	<b>Maximum points</b>	<b>2</b>
<b>TOTAL</b>		<b>20</b>

**Appendix I. b: Evaluation Criteria to the rank of Professor**

<b>GENERAL CRITERIA</b>	<b>SPECIFIC CRITERIA</b>	<b>POINTS</b>
<b>1. Graduate Supervision*</b> (Active supervision of graduate students within the past 3 years)	Successful supervision of 1-2 students	0.5
	Successful supervision of 3-4 students	1
	Successful supervision of more than 5 students	2
	<b>Maximum Points</b>	<b>2</b>
<b>2. Conference, seminars and workshops</b> (Participation within the past 3 years)	Presentation of 3 papers at academic and professional conferences	2
	Presentation of 4 or more papers at academic and professional conferences/seminars/workshops	3
	Convening and coordinating academic and professional conferences/seminars/workshops	2
	<b>Maximum Points</b>	<b>3</b>
<b>3. Research and Publications</b> (Should show evidence of continuous research and publications since being appointed Associate Professor)	3 articles in refereed or AUCA journal or equivalent	8
	4 articles in refereed or AUCA journal or equivalent	9
	5 articles in refereed or AUCA journal or equivalent	10
	Distinguished performances/exhibitions/productions	2
	Being awarded external research grant	2
	Networking and collaborating with external organizations/institutions of scientific research	3
	<b>Maximum Points</b>	<b>10</b>
	Participation in community activities	1
	National/International Recognition	<b>1</b>



<b>4. Service to the Community/ Church activity participation and involvement</b> (with documentary evidence)	Distinguished Academic Awards (honorary degree, etc.)	<b>1</b>
	Speaker of evangelistic meeting/camp meeting/week of prayer	<b>1</b>
	External Examiner/Evaluator/Accreditor	<b>1</b>
	Referee/editorial board for professional periodicals	<b>1</b>
	Guest speaker/resource person in conferences	<b>1</b>
	Active involvement in church activities	<b>1</b>
	<b>Maximum Points</b>	<b>2</b>
<b>5. Administrative Responsibility</b> (Active participation in the development of a department, school or the University for at least 1 year for each position)	Dean of a school or equivalent	<b>1</b>
	Chairperson of a department or equivalent	<b>1</b>
	Holding a responsible position such as chairperson of a committee or equivalent	<b>1</b>
	<b>Maximum Points</b>	<b>1</b>
<b>6. Consultancy and leadership</b>	Development of teaching/academic programs in department/school/University	<b>1</b>
	Initiating or leading research project	<b>1</b>
	Consultancy/developing programs external to AUCA	<b>1</b>
	<b>Maximum points</b>	<b>2</b>
<b>TOTAL</b>		<b>20</b>

## Appendix II: Definition of Equivalence

- **Three (3)** years of research experience from research institute is equivalent to **two (2)** years of university teaching
- **One (1)** chapter in a **collective book** is equivalent to **one (1)** article
- **One (1)** book is equivalent to **four (4)** articles;  
*A book must be published by a reputable publisher*
- **One (1)** distinguished exhibition/paper presentation is equivalent to **one (1)** article in refereed journal.
- When two or more authors published an article/paper the marks are shared equally

End

