RIT | Kosovo

Rochester Institute of Technology in Kosovo

RIT Kosovo (A.U.K)
Gërmia Campus, Dr. Shpëtim Robaj st. nn
10000 Prishtina, Republic of Kosovo

Terms of Reference
Appointment and Promotion to Academic Ranks Committee

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1. Committee Name

1.1. Appointment and Promotion to Academic Ranks Committee (APAR Committee)

2. Reporting Line

2.1. The Appointment and Promotion to Academic Ranks Committee shall report directly to the RIT Kosovo (A.U.K) Academic Senate.

3. Purpose and Scope

The Academic Appointments and Promotions Committee is established as a standing committee of the Academic Senate with the purpose of ensuring a fair, transparent, and merit-based process for academic appointments and promotions at RIT Kosovo. The Committee operates in full accordance with the Academic Appointment and Promotion Policy, relevant Senate regulations, and applicable legislation in the Republic of Kosovo.

The Committee's scope includes receiving and reviewing nominations for academic appointment and promotion; ensuring that all applications are evaluated based on established criteria, including qualifications, teaching excellence, research achievements, institutional service, and community engagement; and safeguarding the principles of meritocracy, academic integrity, independence, and equal opportunity throughout the process.

In fulfilling its role, the Committee proposes Ad-Hoc Evaluation Committees to the Academic Senate, oversees the procedural integrity of the evaluation process, and ensures that all documentation is complete and compliant with the policy. The Committee does not conduct the substantive academic evaluation of candidates; this responsibility rests exclusively with the Ad-Hoc Evaluation Committees. Based on the recommendations of the Ad-Hoc Evaluation Committees, the Committee supports the Senate in making informed decisions regarding academic appointments and promotions, while taking into account institutional strategic priorities.

4. Responsibilities and Duties

The Committee shall:

4.1 Receive and review nominations for academic appointment and promotion submitted in accordance with the Academic Appointment and Promotion Policy.

4.2 Ensure that all applications are evaluated fairly, consistently, and in line with the established criteria, principles of meritocracy, transparency, academic integrity, and equal opportunity.

4.3 Verify the completeness and compliance of the documentation submitted by or on behalf of candidates.

4.4 Propose the composition of Ad-Hoc Evaluation Committees for each academic promotion case and submit such proposals to the Academic Senate for approval.

4.4.1 Ensure that Ad-Hoc Evaluation Committees are constituted in accordance with the requirements set out in the policy, including expertise, rank, and absence of conflicts of interest.

4.4.2 Provide Ad-Hoc Evaluation Committees with all relevant documentation required for the evaluation process.

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4.5 The Committee shall propose an Ad-Hoc Complaints Committee for each academic promotion case and submit it to the Academic Senate for approval.
4.6 Oversee the proper and timely implementation of evaluation procedures, ensuring adherence to deadlines and procedural requirements.
4.7 Review the recommendations submitted by Ad-Hoc Evaluation Committees and forward them, together with any relevant observations, to the Academic Senate for consideration.
4.8 Maintain the confidentiality and integrity of all proceedings, documentation, and recommendations related to academic appointments and promotions.
4.9 Ensure that the process aligns with the institution's Academic Appointment and Promotion Policy and strategic priorities.
4.10 Recommend improvements to the Appointment and Promotion to Academic Ranks Policy and procedures related to academic appointments and promotions, where necessary.

5. Authority and Decision-Making

5.1. The Committee functions in an advisory capacity to the Academic Senate.
5.2. The Committee may recommend a candidate for academic promotion to the Senate.
5.3. Matters related to academic ranks remain under the authority of the Academic Senate.

6. Membership and Composition

6.1. The Committee shall comprise the following members:
- 6.1.1. Chair: One (1) full-time faculty member appointed by the Academic Senate;
- 6.1.2. Faculty Representatives: two (2) full-time members and a maximum of one (1) adjunct faculty member, to be appointed by the Academic Senate.
  - 6.1.2.1. The composition of the Committee shall include at least two full-time faculty members.
- 6.1.3. Committee members shall serve three-year terms, renewable upon reappointment.

7. Meeting Procedures

7.1. The Committee shall convene at least once (1) per academic semester and additionally on an ad-hoc basis.
- 7.1.1. Ad-hoc meetings may be called by the Chair or upon request by at least one-third of the Committee members.

7.2. A quorum shall consist of a simple majority (51%) of members.
7.3. Decisions shall be made by a simple majority (51%) vote, with consensus encouraged wherever possible.
7.4. Minutes of meetings shall be recorded and maintained by the Committee and shared with the Academic Senate.

8. Reporting Requirements

8.1. The Committee shall provide annual reports on faculty promotions to academic ranks to the Academic Senate.
8.2. The Committee shall submit recommendations on academic promotions to the Academic Senate.

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9. Review and Amendment of Terms of Reference

9.1. These Terms of Reference shall be reviewed by the Academic Senate every two years or on an ad-hoc basis.

9.2. Any amendments to these Terms of Reference prior to the scheduled review period shall require formal approval by the Academic Senate**.**

10. Alignment with Institutional Policies

10.1. The Committee shall operate in strict alignment with:

- The RIT Kosovo Policy on Appointment and Promotion to Academic Ranks
- The mission and strategic priorities of RIT Kosovo (A.U.K.)
- Other relevant RIT Kosovo policies and academic standards.