



# MOUNTAINS OF THE MOON UNIVERSITY

## GUIDELINES FOR THE ELECTIONS AND APPOINTMENT OF FACULTY DEANS/DIRECTORS AND HEADS OF DEPARTMENTS OF ACADEMIC UNITS

### 1. BACKGROUND

These guidelines shall provide direction and ensure consistency across Faculties/Institutes in the election and appointment of Deans/Directors and Heads of Departments of Academic Units at Mountains of the Moon University.

### 2. LEGAL FRAMEWORK

a. Universities and Other Tertiary Institutions Act, 2001 (As amended 2003, 2006). [UOTIA] Section 53 provides for election of Deans/Directors, their roles and responsibilities, whereas section 54 provides for the elections of Heads of Departments.

i. For the avoidance of doubt, a Dean or Director of a faculty, institute, college or other academic body, shall be elected by its academic staff from among its senior members of the academic staff in accordance with the procedures proposed by the Senate and approved by the University Council.

ii. The Dean or Director shall be responsible for the general supervision and administration of the affairs of the faculty, institute, college or other academic body and as such shall be responsible for the promotion and maintenance of efficient teaching and research in the relevant body.

b. Section 2.4 (c) (iv) of the Human Resource Manual (2022) of Mountains of the Moon University, emphasizes the process of getting the Faculty Deans and Heads of Academic Departments.

### 3. ELIGIBILITY CRITERIA FOR BEING NOMINATED AS A CANDIDATE

#### 3.1 Dean/Director

An individual eligible for election and appointment as Dean/Director of an academic unit is expected to meet the following qualifications: -

- i) Must be a full-time member of the academic staff of the Directorate/Faculty/Institute.
- ii) Must be a senior member of the academic staff of the Directorate/Faculty/Institute at the minimum rank of Senior Lecturer, with a PhD except the clinical disciplines indicated in the Human Resource Manual (2022) section 6.
- iii) Must not be on postdoc study or sabbatical leave
- iv) Must have a proven record of performance as measured from the last three annual appraisals where applicable and integrity as provided for in the HR Manual (2022) section 5.
- v) Must not be undergoing disciplinary proceedings as prescribed in the Human Resource Manual (2022) section 5.9.
- vi) Should be able to serve the entire term, before retirement

### 3.2 Head of Department

An individual eligible for election and appointment as Head of Department of an academic unit is expected to meet the following qualifications:

- i) Must be a full-time member of the Academic Staff of the Faculty/Institute.
- ii) Must be at the minimum rank of Senior Lecturer, with a PhD except, the clinical disciplines indicated in the Human Resource Manual (2022) section 6.
- iii) Must not be on postdoc study or sabbatical leave
- iv) Must have a proven record of performance as measured from the last three annual appraisals where applicable and integrity as provided for in the HR Manual (2022) section 5.
- v) Must not be undergoing disciplinary proceedings as prescribed in the Human Resource Manual (2022) section 5.9.
- vi) Should be able to serve the entire term, before retirement

### 3.3 Elections

#### a) Announcement of Elections

The Academic Registrar shall inform all academic Staff by internal memo of the position that must be filled through elections; at least one week to the nomination date.

#### b) Voters' Register

- i) A Voters' Register consisting of all the names of the academic staff eligible to vote at a specific election shall be prepared in advance, be validated by the Deputy Chief Human Resources and displayed for a period of one week.
- ii) Only full-time academic staff, Honorary and Visiting Lecturers of the Faculty/Institute shall be eligible to vote.
- iii) Honorary and Visiting Lecturers are eligible to vote but shall not be nominated as candidates for the positions.

#### c) Nominations

- i) The Academic Registrar shall issue a notice appointing two working days during which nomination of candidates shall take place.
- ii) Nomination forms shall be obtained from the Office of the Academic Registrar.
- iii) A candidate is required to be nominated by two full-time academic staff of the Faculty/Institute.
- iv) The candidate and the two (2) persons nominating him/her must show proof of work ID and their status of employment
- v) A nomination help desk with vetting officers checking compliance and attending to complaints from nominees shall be put in a central location to receive the duly filled and signed nomination forms within the stipulated/gazetted period.
- vi) The help desk/vetting officer(s) will issue an acknowledgement signed by the Academic Registrar for the received nomination forms.

#### d) Declaration of Nominated Candidates

- i) The nominated candidates will be presented to Top University Management (TUM) for performance and integrity checks.

- ii) The Academic Registrar will declare candidates duly nominated for election to the position of Dean/Director or Head of Department of the respective Faculty/Institute within five (5) working days after closure of nominations.
- e) Campaigns  
After the closure of the nomination period and display of nominated candidates, candidates may canvass for support for election as Dean/Director or Head of Department for a period of not more than **three (3) working days**.
- f) Voting
- i) Voting will be by secret ballot. E-voting may be allowed upon development and approval of the procedure for e-voting.
  - ii) **Voting will take place one (1) day after the closure of campaigns.**
  - iii) Ballot papers will be issued by the Office of the Academic Registrar.
  - iv) Voting shall start at 9.00 a.m. and end at 4.00 p.m.
  - v) Each polling station at the Faculty/Institute shall have a Presiding Officer and where necessary a Polling Assistant appointed by the Academic Registrar.
  - vi) Each candidate may appoint one Polling Agent to oversee the conduct of polling and vote counting.
  - vii) Votes cast shall be counted and tallied by the Presiding Officer immediately after closing the voting and the results declared. The agent(s) will receive a copy of the declaration form with acknowledgement.

## **5. APPOINTMENT OF ELECTED CANDIDATES**

- a. The elected candidates shall be presented to TUM for recommendation to Appointments Board for appointment; to hold office for four years and shall be eligible for re-election for one more consecutive term as provided for in sections 53 (3) and 54 (4) of UOTIA 20001 as amended).
- b. Where there is no qualifying candidate for the Post of Dean/Director, the Deputy Vice Chancellor (Academic Affairs) will bring to the attention of TUM to write to Appointments Board to consider and approve the appointment of a Dean in Acting capacity for a period not exceeding two years. The Vice Chancellor shall then effect the appointment.
- c. In the case of no qualifying candidate for the post of Head of Department, the Dean in consultation with the department staff shall nominate an academic member of staff to be appointed by the Vice Chancellor for a period of one year.

## **6. REMOVAL AND ABSENCE OF DEAN OR HEAD OF DEPARTMENT FROM OFFICE**

- a. The Dean or Head of Department may be removed from office, on grounds of misconduct or inability to perform the functions of the office, as provided for in sections 53 (5) and 54 (5) of UOTIA and MMU Human Resource Manual (2022) Sec 5.9.
- b. A Dean or Head of Department may leave office voluntarily through resignation by writing to the Vice Chancellor and giving a minimum of three (3) months' notice. The resignation shall be submitted to the Appointments Board for consideration/approval and the position shall be declared vacant.
- c. In absence of a Dean from office on disciplinary grounds, the Deputy Vice Chancellor (DVC) (AA) shall choose from among Heads of Departments a person to be appointed in acting position by the Vice Chancellor. In case of a Head of Department, the staff will

recommend to the DVC (AA) through the Faculty Board one staff to be appointed in acting position by the Vice Chancellor.

- d. For the routine absence from office like annual leave or travel, the Dean will nominate in writing a Head of Department to act subject to approval by DVC (AA).

#### **7. APPEALS**

- a. If a member of staff is dissatisfied with the outcome of the elections, he/she may appeal in writing to the Deputy Vice Chancellor (Academic Affairs), who will constitute a review committee of minimum of three (3) persons who had not directly participated in the election process to look into the matter and report back. The final outcome of the review will be communicated to the aggrieved person(s).
- b. The appellant must submit his/her written appeal to the DVC (AA), including supporting documents in not more than three (3) working days from the date on which the results are declared.

#### **8. REVIEW**

The Guidelines for Election and Appointment of Deans/Directors and Heads of Departments of Academic Units shall be applied in conjunction with other existing National and University regulations and policies and shall be reviewed from time to time as the Senate may recommend to Council.

#### **9. APPROVAL**

The Guidelines for Election and Appointment of Deans/Directors and Heads of Departments of Academic Units are approved by the Mountains of the Moon University Council on this 30<sup>th</sup> **day of August 2024.**



Signed:

Eng. Dr. Ben Manyindo  
**Chairperson University Council**

Effective Commencement date: **2<sup>nd</sup> September 2024**

# Appendices

## Appendix A: Nomination form for the Dean

### ELECTION OF DEAN/DIRECTOR

(As provided for by Secs. 53(1) and 54 (1, 3) of the Universities and Other Tertiary Institutions' Act, 2001 as amended)

#### NOMINATION FORM

- a) **Eligibility for Nomination for post of Dean/Director**
- b) Must be a full-time member of the academic staff of the Directorate/Faculty/Institute.
- c) Must be a senior member of the academic staff of the Directorate/Faculty/Institute at the minimum rank of Senior Lecturer, with a PhD except the clinical disciplines indicated in the Human Resource Manual (2022) section 6.
- d) Must not be on postdoc study or sabbatical leave
- e) Must have a proven record of performance as measured from the last three annual appraisals where applicable and integrity as provided for in the HR Manual (2022) section 5.
- f) Must not be undergoing disciplinary proceedings as prescribed in the Human Resource Manual (2022) section 5.9.
- g) Should be able to serve the entire term, before retirement

#### h) **Nomination for the Post of Dean/Director**

I have understood the above conditions and accordingly have the pleasure to nominate

Name: \_\_\_\_\_ Rank \_\_\_\_\_ for the position of Dean in the Faculty of \_\_\_\_\_

\_\_\_\_\_  
Name of Nominator                      Rank                      Sign                      Date

Seconded by:

(1) Name \_\_\_\_\_ Rank \_\_\_\_\_ Sign \_\_\_\_\_ Date \_\_\_\_\_

(2) Name \_\_\_\_\_ Rank \_\_\_\_\_ Sign \_\_\_\_\_ Date \_\_\_\_\_

#### i) **Acceptance of Nomination**

I, \_\_\_\_\_ hereby accept the nomination as Dean Faculty of \_\_\_\_\_

Rank \_\_\_\_\_ Sign \_\_\_\_\_ Date \_\_\_\_\_

This form should be returned to the office of the Academic Registrar by the Nominator.

**Appendix B: Nomination form for the Head of Department**

**ELECTION OF HEAD OF DEPARTMENT**

**(As provided for by Secs. 53(1) and 54 (1, 3) of the Universities and Other Tertiary Institutions Act, 2001 as amended)**

**NOMINATION FORM**

**a) Eligibility for Nomination for the post of Head of Department**

- b) Must be a full-time member of the Academic Staff of the Faculty/Institute.
- c) Must be at the minimum rank of Senior Lecturer, with a PhD except, the clinical disciplines indicated in the Human Resource Manual (2022) section 6.
- d) Must not be on postdoc study or sabbatical leave
- e) Must have a proven record of performance as measured from the last three annual appraisals where applicable and integrity as provided for in the HR Manual (2022) section 5.
- f) Must not be undergoing disciplinary proceedings as prescribed in the Human Resource Manual (2022) section 5.9.
- g) Should be able to serve the entire term, before retirement

**h) Nomination for the Post of Head of Department**

I have understood the above conditions and accordingly have the pleasure to nominate

Name: \_\_\_\_\_ Rank \_\_\_\_\_ for the  
position of Head Department of \_\_\_\_\_

\_\_\_\_\_  
Name of Nominator                      Rank                      Sign                      Date

Seconded by:

(1) Name \_\_\_\_\_ Rank \_\_\_\_\_ Sign \_\_\_\_\_ Date \_\_\_\_\_

(2) Name \_\_\_\_\_ Rank \_\_\_\_\_ Sign \_\_\_\_\_ Date \_\_\_\_\_

**i) Acceptance of Nomination**

I, \_\_\_\_\_ hereby accept the nomination as

Head Department of \_\_\_\_\_

Rank \_\_\_\_\_ Sign \_\_\_\_\_ Date \_\_\_\_\_

This form should be returned to the office of the Academic Registrar by the Nominator.