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MOUNTAINS OF THE MOON UNIVERSITY



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APPROVAL

Approved by the Mountains of the Moon University Council

Signature



Name

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CHAIRPERSON, UNIVERSITY COUNCIL

Date

27. 03. 2025



MOUNTAINS OF THE MOON UNIVERSITY (MMU)

GUIDELINES FOR APPOINTING ADJUNCT PROFESSORS AT MMU

1. The Rationale

The Guidelines for appointing an adjunct Professor are in reference to clause 2.1 (f) and 2.6.4.1 of the Mountains of the Moon University Human Resource Manual (2024). To operationalize this, these Guidelines serve as a set of standards that provide the framework for decision-making when appointing applicants for the position of adjunct/visiting Professor or other associated categories of academic/professional staff. Mountains of the Moon University desires to engage adjunct professors to support the current academic staff in teaching, research, and collaborations. It is envisaged that these guidelines will streamline the engagement of adjunct professors..

2. Definition

Adjunct Professors are fixed term appointees who are faculty members or professionals from another institution for purposes of teaching, collaboration or research. They may receive financial support from their institutions, governments, and/or organizations.

3. Introduction

The guidelines describe appointment, privileges, requirements and responsibilities for all adjunct Professors or academics/professionals, to ensure observance of Mountains of the Moon University policies, regulations and the provisions of the Human Resource Manual. These appointments are considered short-term staff and the appointment length may be up to a maximum of three (3) years.

Higher education in Uganda is at a point of transition: the number of qualifying applicants is growing every year; graduate unemployment is on the rise, and high-order knowledge-based skills are required in the labor market (Source: Higher Education Strategic Plan 2020/21-2024/25). The key thrust has been on improving the employability prospects of the graduates, improving the quality and quantum of research and also translating the cutting-edge knowledge to products and services with potential to change the lives of humankind. Therefore, it becomes imperative to involve experts, professionals and researchers from diverse fields to contribute to the emerging needs of higher education system.

MMU is therefore is poised to make itself more relevant to the needs of society by improving the quality of her graduates, conduct more relevant research, and engage more with industry,

communities of practice and a host of other sector stakeholders. To realize this, MMU is looking into enhancing its capacity to deliver on the three core pillars of the university by attracting adjunct professors and other visiting professionals/scholars to boost the staff in post in achieving the vision, mission and the strategic objectives.

It is well realized that there is lot of creative talent and intellectual resources available within and outside the country that Universities can tap into. It is imperative that the expertise and experience of such individuals, who are employed in the main stream academic system or professional arena elsewhere, flows into Mountains of the Moon University. This would enhance, strengthen and improve the quality of teaching, training and research.

The Push towards establishing PhD programmes at MMU requires that the current staff with PhDs be augmented by utilizing the services of adjunct academics and visiting skilled professionals. It is also essential that such staff are hired with the same degree of rigour as adopted for full-time academic/staff so that the right type of candidates are identified for such engagement.

4. Purpose

- a) The purpose of appointing an adjunct Professor is mainly to attract an esteemed academic or professional who is able to engage in academic activities of the university for a defined scope and period.

5. Functions of Adjunct Professors

Some of the functions that adjunct Professors will fulfil at MMU include to: -

- a) Provide mentorship and advice to junior faculty members, graduate students, early and middle-career researchers in the execution of the academic work. They draw upon their extensive experience and expertise to guide and support the development of these individuals at MMU.
- b) Initiate and sustain collaborative teaching and research endeavors between MMU and the parent institution for mutual benefits.
- c) Engage in delivery of teaching specialty courses, curriculum development/reviews and supervision of graduate students.
- d) Contribute to the institution's reputation and visibility by fostering joint delivery of PhD curriculum between MMU and the parent university/institution.
- e) Support MMU in external resource mobilization. They may write and win joint grants, make financial contributions to scholarships, research funds, or other initiatives, helping to advance the institution's mission and support its ongoing activities.
- f) Support the setting up of specialized labs for teaching and conducting research at MMU.
- g) Facilitate the access of specialized facilities by MMU graduate students at the parent university/institution.
- h) Serve as link between MMU scholars and those at other peer/premier universities for joint research and innovation ventures.

- i) Serve on university committees as member/ex-officio/in-attendance to share synergies.
- j) contributing financially to scholarships, research or other initiatives, helping to advance the institution's mission and support the next generation of scholars.

6. Criteria for Appointment of Adjunct Professors

a) An individual interested in joining MMU as an adjunct professor shall either apply to the Vice-chancellor through the Faculty he/she wishes to serve in or shall be sourced through head-hunting by the university management or faculty or department/unit. The Faculty Higher Degrees Committee/Faculty board will then submit its recommendation to the Directorate of Graduate Studies and Research who will review and forward to the Vice-Chancellor.

b) The vice-chancellor shall initially appoint adjunct professors recommended by the Faculty Board for a period of up to three years that may be renewed. The tenure of adjunct professorial role will be up to three years. The vice-chancellor will inform the appointments Board on the decision to appoint.

c) Title/status

The adjunct/visiting Professors shall be appointed as per their status from the parent Universities as long as the parent University where he/she is serving is a University or recognized academic institution of repute.

d) Tenure

Adjunct/Visiting Professor shall be appointed for a period up to three years, renewable upon the recommendation of their respective Faculty Board and supported by their parent Institutions.

e) Administrative Roles

In units where there may be no suitable staff to be appointed to occupy Headship/Deanship positions, the adjunct/visiting Professor/lecturer may be assigned administrative roles.

f) Promotion of Visiting Academic Staff

The Parent Institution shall be responsible for the promotion of Visiting Academic Staff.

g) Remuneration

The adjunct professor will be remunerated according to the allowances schedule of Mountains of the Moon University and the Human Resource Manual (2024).

7. Entitlements and Responsibilities

- a) Adjunct Professor will be appointed on renewable terms up to three (3) year Contracts, subject to performance review.
- b) Provision of office or workstation and laboratory space.
- c) Invitation to departmental, faculty or university meetings, seminars and activities, as appropriate.
- d) The University provides to Adjunct Professors ongoing use of the University Staff username and ID card, and in association:
 - i. Use of the MMU email account by the adjunct Professor

- ii. Library services
 - iii. Access to MMU computer network
 - iv. access to the University travel insurance scheme (if any)
 - v. access to other facilities of the University.
- e) Adjunct Professors are expected to comply with all University policies, regulations, laws and the constitution of Uganda that apply to their ongoing association with the University.
 - f) The Directorate of Graduate Studies/Faculty/Department is responsible for ensuring that Adjunct Professors are informed of the University policy changes that may affect them.
 - g) The Directorate of Graduate Studies/Faculty/Department may provide facilities and support services to Adjunct Professors where appropriate.
 - h) The Appointing Authority of MMU retains the right, at its discretion, to withdraw the offer of Adjunct Professor if it considers that the individual is not acting in the spirit of the appointment or brings the University into disrepute.

8. Monitoring

- a) The monitoring of adjunct Professors other than those offering the graduate studies function will be coordinated by respective faculties. Adjunct Professors are expected to be paired with internal staff for purposes of mentorship and peer-learning and this should be fulfilled during the tenure.
- b) At the end of assignment, every adjunct Professor will submit a 'performance report' to the host unit/department/faculty with a copy to the Directorate of Graduate Studies, Research and Innovations. DGSRI shall report to TUM and Senate about the activities and performance of adjunct academics in the university. The performance report, may be considered for his/her continuation/ renewal of next tenure.

9. Costs and Honoraria

Adjunct Professors will be remunerated according to the MMU Allowance Manual (2024) and HR Manual (2024).

10. Procedure for Assigning External Supervisors to Graduate Students

As an endeavor to improve the quality of supervision of the graduate students, MMU is cognizant of the best practice to engage external experts in specific areas geared towards effective guidance of the graduate students. The standard procedural steps outlined below will be a guide for seamless sourcing, assigning and monitoring the performance of external supervisors of graduate students:

- i) The external supervisor shall possess the same minimum qualifications and academic/professional rank as provided for in the research and publication policy (2024) and the graduate studies policy (2024).
- ii) An academic department will initiate the need to source for external supervisor of a graduate student's thesis/dissertation and generate proposals with CVs.
- iii) The request shall be progressed to the Research and Higher Degrees committee of the faculty for discussion and forwarding to the Directorate of Graduate Studies, Research and Innovation for quality/conformity checks.

- iv) The request to engage an external supervisor shall be presented to the Senate Committee of Graduate Studies, Research, Ethics and Publication for consideration and progression to Senate for approval.
- v) The approved external supervisor shall be appointed by the Director/Chief of Graduate Studies and Research.
- vi) The external supervisor must be attached to an internal supervisor to jointly guide the student.
- vii) The standard logbook for tracking graduate thesis/dissertation shall be used to verify actual student-supervisor engagement throughout the process/cycle of supervision and the general adherence to rules and procedures on supervision contained in the existing policies.
- viii) The external supervisor will be remunerated at rates according to the allowances policy (2024) of Mountains of the Moon University (after the award letter is issued to the candidate supervised).

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