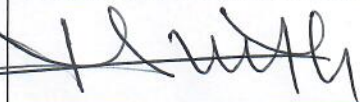

	MOUNTAINS OF THE MOON UNIVERSITY	Minute 175/11 th /MMU UC/Nov.24
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MOUNTAINS OF THE MOON UNIVERSITY

GUIDELINES FOR RECRUITMENT, MANAGEMENT AND PAYMENT OF PART TIME TEACHING STAFF

Checked by: GREGORY TWEHEYO(PhD) 	Approved by: ENG. DR. BEN MANYINDO 	Date: 08-11-2024
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APPROVAL

Approved by the Mountains of the Moon University Council

Signature Ben Manyindo

Name ENG. DR. BEN MANYINDO
CHAIRPERSON, UNIVERSITY COUNCIL

Date 08-11-2024

1.0 Preamble

- 1.1 This guideline on recruitment, management, and payment of part-time teaching staff aims to streamline the operations of part-time teaching staff in order to attain quality services from the contracted part-time teaching, with the required expertise at Mountains of the Moon University. Secondly, the guidelines comply with Section 2 para 2.2(c) of the Human Resource Manual, which stipulates that the appointment of Part-time staff shall be facilitated by the guidelines approved by the Council.

2.0 Justification

- 2.1 Over time, several assessments on human resource requirements in higher education management have indicated a gap between the number of teaching staff recruited and the actual human resource requirements under various institutions. As a mitigating measure to address the gap, Mountains of the Moon University (MMU) has introduced Part-time teaching staff to improve the quality of teaching, research, and community outreach as the institution strives to develop a full staff capacity.
- 2.2 However, the MMU has experienced challenges in the effective management of the Part-time cadre, especially in the timely issuance of employment contracts, timely payment of remunerations, and appraisal mechanisms.

3.0 Definition of a Part-time Teaching Staff

- 5.1 A Part-time teaching staff is an officer contracted by the University to fill a gap in teaching that arises after all full-time academic staff have been allocated a standard teaching load, within the recommended minimum and maximum teaching load of 15 hours and 20 hours per week, respectively, leaving an excess teaching load.
- 5.2 The appointment of Part-time teaching staff, is possible for all academic titles provided the excess teaching load requires such a level of qualification, and there is a budget provision for the same.
- 5.3 The Part-time teaching staff shall be in two categories, as described below:
- i) **Category 1 - Regular Part time teaching staff.** The Regular Part-time teaching staff are recruited to handle lectures for students admitted as per the semester system, which includes the students programmed to access lectures during official working days (Day students) or over the weekend (Weekend students);
 - ii) **Category 2 – In-Service Part-time teaching staff.** In-service Part-time teaching staff are contracted to handle lectures for students admitted to

study for a specific period, within their duration for the Course Programme. For example, teachers undertaking a Bachelor in Education or Diploma in Education who undertake lectures and the related course units during the school holiday period.

4.0 Purpose of this Guideline

4.1 The overall purpose of this guideline, therefore, is to:

- i) Streamline the process of recruitment, issuance of contracts, payment and assessment of Part-time teaching staff in the University;
- ii) Document the roles and responsibilities of a Part time teaching staff, as well as offices involved in the management of the Part-time teaching staff in the University;
- iii) Guide on the number of equivalent vacant positions under the approved University Staff structure that are occupied by Part-time teaching staff. This is intended to inform Management on the choices of priority vacant positions for inclusion in the recruitment plan.

5.0 Structure of the guideline

5.1 This guideline is structured into seven (7) major parts as follows:

- i) Part One (1) – Identification and confirmation of positions for filling by Part time staff;
- ii) Part two (2) – Qualifications for Part time staff;
- iii) Part three (3) – Recruitment of Part time Staff;
- iv) Part four (4) – Roles and responsibilities (Schedule of duties) for Part time staff;
- v) Payment modalities for Part time staff; and
- vi) Renewal and/or termination of contracts for Part time staff.
- vii) Revision of the guidelines

6.0 Part One (1) – Identification of positions for filling by Part-time teaching staff.

6.1 The process for identification of positions to be filled by Part-time teaching staff shall involve the following five (5) steps:

- i) **Step 1 – Allocation of teaching load:** The Head of Department (HoD) shall:
- a) allocate the semester course load for the academic programmes and course units attached to the department to all full-time teaching staff in line with the minimum and maximum teaching load of 15 hours and 20 hours respectively.
 - b) Identify the excess teaching load and the corresponding course units;
 - c) Estimate the need for additional staffing in form of Part-time teaching staff.
- ii) **Step 2 – Clearance by Departmental Boards:** After clearance by the Departmental Board, a Head of Department shall submit a written request to the Faculty Dean clearly stating:
- a) The semester load for each full-time teaching staff;
 - b) Extra load that requires additional teaching staff (Part -time staff) and the corresponding course units under a specified academic programme; and
 - c) The required additional staffing in form of Part-time teaching staff and the corresponding position under the approved staff establishment that relates to the proposed Part time teaching staff.
- iii) **Step 3 - Approval by the Faculty Board:** Upon receipt of the submission by the HoD, the Faculty Dean shall:
- a) Confirm that the required additional Part-time teaching staff have been budgeted for within the ensuing budget for the relevant financial year.
 - b) Submit the requests by HoDs for additional Part-time teaching staff to the Faculty Board for consideration and clearance.
 - c) Submit the recommended Part-time teaching staff by the Faculty Board to the Deputy Vice Chancellor Academic Affairs for consideration.
- iv) **Step 5 – Top University Management (TUM):** The Deputy Vice Chancellor (Academic Affairs) shall submit the proposed list of Part-time teaching staff to the Vice Chancellor, who upon consultation with the Top University Management, shall authorize the appointments, thereafter, reporting the same to the Appointments Board for noting.

7.0 Part two (2) – Qualifications for Part-time staff and conditions for access:

7.1 The qualifications for Part-time staff shall be guided by the University's standards which requires:

- i) A Faculty member teaching undergraduate degree courses and Diploma must have a minimum of a master's degree in the teaching discipline with a second-class upper bachelor's degree.
- ii) A Faculty member teaching graduate degree courses must have a minimum of PhD degree in the teaching discipline or a Master's Degree, but on PhD track.
- iii) The applicant must have a clear career path (first degree linking to the second, till PhD level) in the area of specialization in his/her qualifications.
- iv) Staff who served as part-time staff in the previous semesters must be appraised before being considered.

8.0 Part three (3) – Recruitment of Part time Staff.

8.1 Section 50(3) of the Universities and other Tertiary Institutions Act, 2001 (as amended) provides for the Appointments Board to be responsible to the University Council for the appointment, promotion, removal from service and discipline of all officers and staff of the academic and administrative service of the University. Therefore, the process of recruitment to fill positions for Part-time teaching staff shall commence after approval by the Appointments Board.

8.2 The Head Human Resource Management will run a central advert for all the required Part-time teaching staff, in line with the requirements or specialties and the minimum qualifications as Appointments Board may have considered.

8.3 Part-timer staff shall be engaged on the available workload per semester.

8.4 The University Secretary/Accounting Officer shall issue contracts to the successful Part-time teaching staff.

8.5 The overall target is to ensure that Part-time teaching staff access their contracts before the commencement of an academic Semester or year. The confirmation of the number of academic programmes, the allocation of teaching loads to full time staff and the need for Part-time teaching staff, shall be handled as part of the budget preparations for the financial year under which such an Academic year relates.

9.0 Part four (4) – Roles and responsibilities (Schedule of duties) for Part-time teaching staff:

9.1 The office of the Head Human Resource Management shall be in charged with the responsibility of coordinating the overall implementation of this guideline.

9.2 The key roles for a Part-time teaching staff shall include the following:

- i) Undertaking research as part of the preparations for teaching;
- ii) Deliver lectures and tutorials and evaluation of graduates and undergraduate students' performance;
- iii) Setting examinations and coursework according to the University standards;
- iv) Administering and invigilating tests, coursework and examinations according to University standards;
- v) Attending to students' inquiries and academic issues;
- vi) Marking tests, coursework, and examination scripts and compiling results according to the approved grading standards of the University; and
- vii) Submitting the student marks and ensuring that the marks are recorded in accordance with the procedures and standards that may have been issued by the University.

9.3 Part-time teaching staff shall be expected to adhere to the University's staff code of conduct, Human Resource Manual, as well as other laws and regulations governing the teaching and learning at the University.

10.0 Part five (5) - Payment modalities for Part-time teaching staff.

10.1 The budget for payment of Part-time teaching staff shall not form part of the University wage bill. The Part-time teaching shall be paid allowances at rates that may have been approved by the University Council from time-to-time;

10.2 The mode and schedule of payment for the Part-time teaching staff, shall be effected in accordance with the terms and conditions specified under their respective contracts;

10.3 It is the responsibility of a Part-time staff to initiate the payment process, on a timely basis, to the Head of Department, by filling in the claim form and providing the necessary documentation to show proof of his/her claim. These documents include:

- i. Fully filled in the claim form and endorsed by the relevant officers;
- ii. Class attendance lists, time sheets;
- iii. Extract of the daily attendance register pertaining the Part-time staff.

iv. Copy of the appointment letter, where appropriate.

10.4 Each Part-time teaching staff shall be answerable and held accountable to the terms and conditions specified under the contract he/she will have signed with the University. Therefore, the payment for a Part-time teaching staff, shall not be constrained by the delay in submission of the payment claims of another Part-time teaching staff.

11.0 Part six (6) - Renewal and/or termination of contracts for Part time staff.

11.1 Employees seeking renewal of their contracts shall apply to the appointing authority, in writing, indicating reasons why their contracts should be renewed within a period of not less than one (1) month or within such a period as may have been specified under the contract.

11.2 Renewal of a contract for appointments as a Part-time teaching staff, shall depend on the availability of the teaching load for the relevant course units and satisfactory appraisal of the affected Part-time staff;

11.3 Termination of the contract for a Part-time teaching staff shall, be guided by the provisions under the University Human Resource Manual.

12.0 Revision of the Guidelines

12.1 The guidelines shall come into force with effect from being approved and signed by the University Council.

12.2 The guidelines shall be reviewed and/or revised:

- i) within five (5) years or from time to time as the need arises as a measure to ensure a smooth recruitment, payment and overall operations of the Part time staff; and
- ii) After a formal request, in writing to the Head Human Resource, by a member of staff or any other employee on a specified need for revision of the guidelines.

12.3 The process for revision of the guidelines shall involve submission of the proposed areas for revision to the Head of Human Resource Directorate review before forwarding them to the University Secretary, then Top University Management, the Senate, the Appointments Board of Council and finally to the University Council for consideration.