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PART-TIME TEACHING POLICY

JANUARY, 2016

**REVISED
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FOREWORD

Rongo University was established in 2012. It has since witnessed a steady increase in student population and learning programs which, coupled with inadequate capitation, has placed increasing strain on human and financial resource of the University. This requires strategic options to continuously provide high quality academic programs. Part-time lecturers are therefore required to supplement the teaching services. A part-time lecturer may be sourced from outside (external) and/or within (internal) the University.

The purpose of this Policy is to provide guidelines to ensure proper coordination of part-time teaching, quality teaching, cost effectiveness and staff retention while allowing staff to rededicate themselves to other core functions of the University including research and community services. In the implementation of this policy, direct measurement of workload will be based on the number of units taught.

Signature: **Date:**

DR. RACHAEL MASAKE
CHAIRPERSON OF COUNCIL

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DEFINITION OF TERMS

- External Part-time teaching staff:** Means academic members of staff who are not appointed as per clause 2.0 of the UASU Rongo University Chapter 2012-2013 Supplementary CBA as amended from time to time; and appointed under conditions 2.1(g) (ii) and 2.4(b) in this policy.
- Internal part-time teaching staff:** Means full time staff of RONGO UNIVERSITY appointed as an internal part time teaching staff; academic members of staff appointed as per clause 2.0 of the UASU Rongo University Chapter 2012-2013 Supplementary CBA as amended from time to time; and appointed under conditions 2.1(g) in this policy.
- Full time teaching staff:** Means teaching and research staff employed on permanent and pensionable or on contract terms.
- Part time teaching staff:** Means a teaching staff who takes up the teaching load which cannot be done by full time teaching staff having met the agreed teaching load.
- Modular course:** Means a course that is shorter than a full semester and can start and end on any week during a semester.
- Pool teaching:** Means teaching where a course is taught by more than one member of staff.
- Part time teaching:** Teaching for people who are not RONGO UNIVERSITY staff or RONGO UNIVERSITY staff who have been allowed to teach after fulfilling their full time obligation.

ACRONYMS AND ABBREVIATIONS

AFP	:	Administration, Finance and Planning
ASA	:	Academic and Student Affairs
CBA	:	Collective Bargaining Agreement
CUE	:	Commission for University Education
CV	:	Curriculum Vitae
GSSP	:	Government Sponsored Student Programme
PSSP	:	Privately Sponsored Student Programme
PTF	:	Part Time Form
UASU	:	Universities Academic Staff Union

1. BACKGROUND OF THE UNIVERSITY

1.1 The Vision

A world class technology driven University in learning and practice

1.2 The Mission

To provide quality and innovative higher education through teaching, research and community service

1.3 Core Values

1. Integrity
2. Professionalism
3. Innovation
4. Equity
5. Social responsibility

1.4 Mandate of the University

The University derives its mandate from the Rongo University Charter of 7th October, 2016, which stipulates the objects and functions of the University as follows:

- a) Provide directly, or in collaboration with other institutions of higher learning, facilities for technological, professional, and scientific education;
- b) Advance knowledge and its practical application by research and other means;
- c) Disseminate the outcomes of research by various means and commercially exploit the results of such research;
- d) Participate in scientific and technological innovation as well as in the generation, discovery, transmission and enhancement of knowledge and to stimulate the intellectual life in the economic, social, cultural, scientific, and technological development;
- e) Contribute to scientific, technological and industrial development of society in collaboration with industry and other organizations;
- f) Make proposals for new academic programmes culminating in degrees, diplomas and certificates;

- g) Make proposals for the establishment of colleges, campuses, faculties, schools, institutes, directorates, departments, centres and other resource and administrative units as may be appropriate;
- h) Inculcate a culture of innovation in technology, engineering and science amongst staff, students, and society;
- i) Promote education in social dynamics, science and technology within the institution and society;
- j) Develop an institution of excellence in teaching, training, scholarship, entrepreneurship, research, consultancy, community service, among other educational services and products;
- k) Provide a multi-level system of education and training that is relevant to the needs of the local, national and global community covering a wide range of fields and levels with provision for recognition of prior learning and flexibility of transition between educational levels;
- l) Play a leading role in the development and expansion of opportunities for socio-cultural, technological and vocational education and training;
- m) Provide high quality educational, research, residential, commercial, cultural, social, recreational, sporting, and other facilities;
- n) Facilitate student mobility between programmes of study at different accredited technical training institutions, polytechnics, and universities;
- o) Promote critical enquiry, independence and creativity in education, training and research within the institution;
- p) Participate in commercial ventures and activities that promote the objectives of the institution;
- q) Foster the general welfare of students and staff;
- r) Provide equal opportunity for development and further training for staff of the institution;
- s) Develop and provide educational, cultural, professional, technical and vocational services to the community and, in particular, the fostering of corporate social responsibility;
- t) Provide programmes, products, and services in ways that reflect the principles of equity and social justice;

- u) Conduct examinations for, and grant such, academic awards as may be provided for in the Statutes, and to syndicate examinations for awards at other institutions as may be approved by the Senate;
- v) Generally, facilitate the development and provision of appropriate and accessible academic and other programmes.

2. POLICY GUIDELINES

2.1 Recruitment of part-time teaching staff

- (a) The following provisions/regulations shall apply:
 - i. Only qualified persons according to Commission for University Education (CUE) Harmonized Criteria and Guidelines for Appointment and Promotion of Academic Staff in Universities in Kenya, 2014, and any other relevant regulations that may come into force from time to time, will be Recruited as part-time teaching staff.
 - ii. Rongo University Staff on study leave and/or sabbatical leave shall not be eligible for appointment to teach on part-time basis within the University.
- (b) The part-time teaching staff will be engaged under any of the following conditions:
When,
 - i. When there is need in the Department.
 - ii. All fulltime academic staff in the Department have taken maximum normal course loading.
 - iii. There is a course which no one in the Department can handle.
- (c) Request and appointment of part-time teaching staff shall be done at least two (2) months before the beginning of each semester.
- (d) The University shall develop and maintain a database of part-time teaching staff.

- (e) Heads of Department shall submit, to the Deputy Vice-Chancellor (Academic and Student Affairs), through the Dean, the names and Departmental minutes of proposed part-time teaching staff competitively sourced by the Department for onward transmission to the Deputy Vice-Chancellor (Administration, Finance and Planning) for processing of letters of appointment.
- (f) In the case of undergraduate teaching, courses shall be mounted or offered, if the program has a minimum of 15 students registered for the course and five (5) for master and three (3) for PhD.
- (g) Internal staff shall teach four (4) courses comprising three (3) units each on regular basis per Semester, within the University in order to qualify to teach two (2) additional courses comprising three (3) units each on part-time basis, per semester.
 - (i) At no time shall an internal part-time teaching staff teach more than two (2) courses per semester on part-time basis within the University.
 - (ii) At no time shall an external part-time teaching staff teach more than three (3) courses within the University.
- (h) Administrative staff and technicians with the necessary qualifications engaged to teach on part-time basis, shall only do so after 5.00 p.m. on working days or at any other time outside working hours.
- (i) Members of the University Management Board, Directors/Deans of Schools and Coordinators/Heads of Department are encouraged not to engage in part-time teaching for payment in order to avoid conflict of interest and to provide an avenue for arbitration in case of complaints. However, where there are staff deficiencies for courses in which they have relevant expertise, Deans of Schools/Directors and Heads of Department/Coordinators may be allowed to engage in paid part-time teaching and may have course loading as shown in the table below.

Table 1: Loading for Deans/Directors/Heads of Departments/Coordinators

Designation	Normal load	Part time
Deans/Directors	2	2
Heads of Departments/Coordinators	3	2

Note: Normal load to start with the highest level i.e. starts with PhD, Masters and Bachelors, depending on the qualification of the lecturer.

2.2 Quality Teaching and Grading

- (a) Quality of teaching shall be enhanced through course evaluation by students.
- (b) Marking and grading of students performance will be enhanced through internal and external moderation of draft examination papers and examination results.
- (c) Heads of Departments shall check and ensure that a lecturer teaches up to a maximum of 6 courses per semester for regular staff and a maximum of 3 courses for external part-time teaching staff.
- (d) Quality of teaching and learning shall be further enhanced through periodic review of curriculum and course delivery by the academic staff of the University.

2.3 Part-time Payment Rates

- (a) Part time teaching rates shall be set and reviewed by the University Council from time to time.
- (b) A rate of payment for part time teaching shall be uniform regardless of academic ranks
 - i. A uniform rate of payment shall be developed for all classes with GSSP students

- ii. The rate of payment for classes comprising only PSSP students shall be based on PSSP policy.
 - iii. In classes where GSSP and PSSP students are integrated, the higher rate will apply.
- (c) The following provisions/regulations shall apply:
 - i. External part-time lecturers shall be paid transport reimbursement at a rate determined from time to time.
 - ii. Transport arrangement will also be made for internal part-time lecturers except for those teaching in Rongo learning centre and main campus.
- (d) Internal part-time lecturers and external part-time lecturers shall be appointed per semester.
- (e) Applications for internal part-time lecturers and external part-time lecturers shall be made as prescribed in specific forms as indicated in **PTF 1 (A)** – see **Schedule I and PTF 1 (B) Schedule II respectively**.
- (f) Where several lecturers are involved in teaching the same course, payment rates will be prorated based on the number of hours and lecturers.
- (g) The number of hours assigned to an external part-time lecturer per week for teaching modular courses shall not exceed 10 hours per course per week.

2.4 Part-Time Teaching Claims

- (a) All claims made by part-time lecturers must be on an official claim form (**PTF 2 - see schedule II**), duly signed by the claimant and other relevant signatories, accompanied by a copy of the letter of appointment and official Time Table authenticated by Head of Department and Dean.
- (b) All part-time claims for courses taught in a semester by individual lecturer shall be made at the same time
- (c) Part-time claims must be made within the academic year that the courses were taught.

3. IMPLEMENTATION

Implementation of this policy shall be vested in the office of the Deputy Vice-Chancellor (Administration, Finance and Planning).

4. EFFECTIVE DATE

This policy will come to effect from the date it is approved by Council.

5. REVIEW

This policy shall be reviewed by Council from time to time.

**SCHEDULE I
RONGO UNIVERSITY**

REQUEST FOR APPOINTMENT FOR INTERNAL PART-TIME LECTURING

(To be completed in duplicate)

PART A (TO BE COMPLETED BY LECTURER SEEKING INTERNAL PART-TIMING)

Name of Lecturer..... PF No.....

Designation..... Department

Department/ School to which you are applying

DETAILS OF COURSES TAUGHT ON FULL TIME BASIS

S/N	Course Code	Title	Academic Year	Month (e.g. Jan- May)	No. of Students	Center e.g. Town Annex
1						
2						
3						
4						
5						
6						

DETAILS OF COURSES TO BE TAUGHT, ON A PART-TIME BASIS

Program: Certificate Diploma Undergraduate Postgraduate

S/N	Course Code	Title	Academic Year	Month (e.g. Jan- May)	Centre (e.g. Annex)
1					
2					
3					
4					
5					
6					

I certify that the information provided above is correct.

.....

Applicant signature

.....

Date

PART B (TO BE COMPLETED BY HEAD OF DEPARTMENT AND DEAN OF SCHOOL)

(i) Head of Department (Details of courses the lecturer is currently teaching in my Department.)

(Attach Departmental timetable, Staff loading and Minutes of Departmental Short Listing Committee.)

S/N	Course Code	Title	Academic Year	Month <i>(e.g. Jan-May)</i>	Centre <i>e.g. Annex</i>
1					
2					
3					
4					
5					
6					

I certify that the above named lecturer is teaching the above courses, and that his/her staff loading is correct.

The lecturer is released / not released to engage in part-time courses he/she has applied for.

.....

Name

.....

Signature

(ii) Dean of School

I recommend/do not recommend of the request.

.....
Signature *Date*

PART C (TO BE COMPLETED BY THE RECEIVING DEPARTMENT/SCHOOL)*

I certify that the above named lecturer is acceptable/not acceptable to teach the courses in my Department/School.

.....
Dean of School *Head of Department*

PART D (TO BE COMPLETED BY THE DEPUTY VICE-CHANCELLOR—ASA & AFP)

Candidate is appointable /not appointable

.....
Deputy Vice-Chancellor – ASA Date

Candidate is appointable /not appointable

.....
Deputy Vice-Chancellor – AFP Date

Deputy Vice-Chancellor – AFP to issue letter of offer

-
- Original – Vice-Chancellor*
 - Duplicate – Dean of School*
 - Triplicate – Chairperson of Department*
 - Quadruplicate – Staff member*

**SCHEDULE II
RONGO UNIVERSITY**

**REQUEST FOR APPROVAL OF PART-TIME LECTURERS FROM OUTSIDE
THE UNIVERSITY**

(To be completed in duplicate)

PART A (TO BE COMPLETED BY LECTURER SEEKING PART-TIME APPOINTMENT)

Name of Part-time Lecturer.....

Highest Qualification & year of completion.....

Current employing institution..... position

Details of course(s) taught in your institution

S/N	<i>Course Code</i>	<i>Title</i>	<i>Academic Year</i>	<i>Month (e.g. Jan- May)</i>	<i>No. of Students</i>
1					
2					
3					
4					
5					
6					

Have you been released by your current employer – YES NO

If yes, please attach a copy of letter of release. If no, please explain why this has not been done.

.....
.....
.....
.....

I certify that the information provided above is correct.

.....
Signature of applicant

.....
Date

PART B (TO BE COMPLETED BY CHAIR OF DEPARTMENT)

Details of Course(s) to be taught on part time basis,

Program: Certificate Diploma Undergraduate Postgraduate

S/N	Course Code	Title	Academic Year	Month (e.g. Jan- May)	Centre (e.g. Rakwaro)	No. of Students
1						
2						
3						
4						
5						
6						

Has the lecturer taught other courses during previous semesters? Yes No .

If yes, please supply details of the course(s)

S/N	Course Code	Title	Academic Year	Month (e.g. Jan- May)	Centre (e.g. Rakworo)	No. of Students
1						
2						
3						
4						
5						
6						

Has your Departmental Short Listing Committee considered this lecturer's C.V. and approved it?

Yes No .

(Attach minutes of Departmental teaching arrangements/staff loading and Departmental Time-Table, C.V and Certified copies of Certificates)

.....
Name of Head of Department Signature Date

PART C (TO BE COMPLETED BY DEAN OF SCHOOL)

I certify that to the best of my knowledge the Department requires the services of this external part-timer.

.....
Name of Dean of School Signature Date

PART D (TO BE COMPLETED BY DEPUTY VICE-CHANCELLORS—ASA & AFP)

I recommend /do not recommend the request:

Sign
Deputy Vice-Chancellor (ASA) *Date*

I recommend /do not recommend the request:

Sign
Deputy Vice-Chancellor (AFP) *Date*

Deputy Vice-Chancellor (AFP) to issue of letter of offer.

-
- Original – Vice-Chancellor*
 - Duplicate – Dean of School*
 - Triplicate – Chairperson of Department*
 - Quadruplicate – Staff member*

SCHEDULE III

RATES OF PART TIME PAYMENT FOR GSSP

Payment	Rate in Kshs
Diploma Teaching per Hour	500
Undergraduate Teaching per Hour	1,000
Postgraduate Teaching per Hour	1,500
Transport per Week	800

SCHEDULE II

RONGO UNIVERSITY

SCHOOL OF

PART TIME PAYMENT CLAIM FORM

SEMESTER: ACADEMIC YEAR: MONTH:

LECTURER: DEPT:

P.F No. /I.D No.

BANK: BRANCH: ACC.NO:

COURSE CODE:TITLE:YEAR.....No. OF UNITS:

S/N	DATE	TIME		LECTURE	TUTORIAL	LABORATORY	AMOUNT
		FROM	TO				
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							

12							
13							
14							
15							
16							
17							
18							
19							
20							
21							
22							
23							
24							
25							
26							
				Gross Amount			
				Less Tax			
				Transport			
				Net Amount			

CLAIMANT'S SIGNATURE: **DATE:**

FOR OFFICIAL USE ONLY:

PART A: MARKED EXAMINATION DELIVERY AND INVIGILATION CONFIRMATION

Date	Mark Sheet	Marking scheme	Question paper	No. of scripts	Exam Invigilation & Date

Marked Examination Scripts received by:

Signature: Date:

Lecturer's Involvement in Exam Invigilation Confirmed by:

Signature: Date:

PART B: TO BE APPROVED BY HEAD OF DEPARTMENT:

Signature: Date:

PART C: TO BE APPROVED BY DEAN OF SCHOOL:

Signature: Date:

PART D: TO BE APPROVED BY INTERNAL AUDITOR:

Signature: Date:

PART C: TO BE APPROVED BY DEPUTY VICE-CHANCELLOR - AFP:

Signature: Date: