



Rongo University
P.O. Box 103– 40404
RONGO, KENYA
Email: vc@rongovarsity.ac.ke
Web: www.rongovarsity.ac.ke

AWARDS AND RECOGNITION POLICY

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FOREWORD

The Awards and Recognition Policy has been developed to recognize and appreciate employees, students and other stakeholders who make outstanding contribution towards achievement of the vision and mission of the University. The Policy outlines an open and transparent mechanism for rewarding and formally recognizing those whose contribution demonstrates values and strategic objectives of the University.

The Policy provides for ways of determining outstanding performance; the different types or awards and recognition; criteria for identifying eligible staff, students and other stakeholder; and the nomination process. It also establishes an Awards Committee, its roles and schedule of activities.

The Implementation of the policy is vested in the office of the Deputy Vice-Chancellor (Administration, Finance and Planning) and will be read together with the Human Resource Policy and Procedure Manual.

Signature: **Date:**

DR. RACHAEL MASAKE

CHAIRPERSON OF COUNCIL

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DEFINITIONS OF TERMS

Academic Staff: Any persons appointed by the University in the academic category

Administrative Staff: Any person appointed by the University in the administrative and support categories.

Bonafide Student: A student who has fulfilled all the processes of registration per semester.

Council: The governing body of Rongo University.

Stakeholder: A party that has an interest in the University and can either affect or be affected by the business of the University.

Vice-Chancellor: The Vice-Chancellor of Rongo University who is the Chief Executive Officer of the University.

The University: Rongo University.

Vice-Chancellor: The Chief Executive Officer of the University

ACRONYMS AND ABBREVIATIONS

KIPI	:	Kenya Industrial Property Institute
RU	:	Rongo University
DVC ASA	:	Deputy Vice-Chancellor - Academic and Student Affairs
DVC AFP	:	Deputy Vice-Chancellor - Administration, Finance and Planning
HOD	:	Head of Department
HOS	:	Head of Section

1.0 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.

2.0 INTRODUCTION

2.1 Preamble

The University Council has developed the Awards Policy to show its appreciation to women and men of goodwill to the institution. It recognizes that it is through the selfless efforts of a few dedicated people that the institution can grow fast and achieve its vision, mission, and objectives. The Policy is meant to encourage everybody to support The Council in developing Rongo University. This Policy shall be used together with Human Resource Manual and Terms and conditions of Service among other relevant documents.

2.2 Strategic Goals

- i) To recognize positive behaviors that support individual or team goals and objectives.
- ii) To provide timely recognition to employees either as planned or immediate recognition.
- iii) To provide multiple-levels of recognition based on the significance of the contribution.
- iv) To provide for both employer and employee initiated recognition and rewards.
- v) To improve employee productivity and quality of work.
- vi) To improve customer service.

2.3 Purpose

The purpose of the University Awards Policy is to recognize and appreciate employees, students and other stakeholders who make outstanding contribution towards achievement of the vision and mission of the institution. This policy is meant to motivate staff and students who use their intellect and/or free time to accomplish extra tasks or activities which are ordinarily not possible under normal conditions. For other stakeholders, the Awards and Recognition Policy is meant to motivate them to put more resources in the development of the institution while encouraging the others to consider doing the same.

3.0 OUTSTANDING PERFORMANCE

Outstanding performance is considered to be well above the normal job requirement or expectation. It is performance that can be readily differentiated from the normal performance level expected in a position. Such outstanding performance will be identified and documented through the annual Staff Performance Appraisal and approved by the University Management Board.

Outstanding performance may involve, but is not limited to, one or more of the following elements:

- a) Innovation;
- b) Inventions;
- c) Initiative;
- d) Exceptional productivity;
- e) Demonstrated client satisfaction; and
- f) Leadership.

One or a combination of the outstanding performance may be used in the assessment for an award. According to this policy, outstanding performance of staff, students or other stakeholders is categorized as shown below:

3.1 Staff

(a) Academic staff

For academic staff, outstanding performance could be envisaged as:

- i. Effective attraction of external grants that bring in funds, equipment and improve the overall image of the institution.
- ii. Outstanding publication record per year in refereed journals and/or book which revolutionizes the knowledge discovery.
- iii. Innovative ideas, innovations and/or products that leads to intellectual property rights recognized by Kenya Industrial Property Institute (KIPI) through patenting.
- iv. Developing critical linkages with other institutions which bring significant resources (financial, equipment and infrastructure) to the institution.
- v. Innovative curricular which brings a significant number of students and raises the profile of the institution
- vi. Any other innovative idea acceptable to Council as exemplary performance.

(b) Administrative staff

For administrative staff outstanding performance could be envisaged as:

- i. Introducing innovations that improves service delivery and image of the institution
- ii. Consistently demonstrated high productivity exceeding the set targets
- iii. Any other performance accepted by Council as exemplary performance.

- iv. Innovative ideas, innovations and/or products that leads to intellectual property rights recognized by Kenya Industrial Property Institute (KIPI) through patenting.
- v. Developing critical linkages with other institutions which brings significant resources (financial, equipment and infrastructure) to the institution.

3.2 Students

For students outstanding performance could be envisaged as:

- i. Innovative ideas, inventions and developed products of (potential) commercial value
- ii. Outstanding performance in curricular and co-curricular activities that bring recognition to the institution
- iii. Any other performance acceptable to Council

3.3 Other stakeholders

For other stakeholders outstanding performance could be envisaged as:

- i. Influencing resource in-flow to the institution
- ii. Significant financial support to the institution
- iii. Bringing in investors to develop RU

4. AWARD TYPES

For the purpose of this policy, an Award will be a token of appreciation given by the University Council in recognition of outstanding performance.

An individual or group may receive an award.

4.1 For Employees

Possible Awards include:

- i. A one-off bonus payment given to staff;
- ii. Financial assistance/scholarship to undertake staff development;
- iii. Recognition letter

- iv. Naming of a building/facility in honor of staff
- v. Gifts such as Plaque, Souvenirs

An employee may be awarded one or two awards at any given time

4.2 For Students

Possible Awards include:

- i. Recognition letter
- ii. Scholarship
- iii. Gifts such as Plaque, Souvenirs
- iv. One-off monetary payment

A student may be awarded one or two awards at any given time

4.3 For other stakeholders

Possible Awards include:

- i. Gifts such as Plaque, Souvenirs
- ii. Letter of appreciation
- iii. Naming of a building/facility in honour of a stakeholder

A stakeholder may be awarded one or two awards at any given time

5. ELIGIBILITY

5.1 Eligibility Criteria for Staff

- i. An employee who has served the institution for at least one (1) year is eligible to be nominated for an Award.
- ii. An employee who has received an Award in any calendar year is not eligible for an Award in the same year.
- iii. An employee who has received an award for one category, shall be eligible for award for the same outstanding performance in the succeeding years.

5.2 Eligibility Criteria for Students

- i. All *bonafide* students who have no record of indiscipline

5.3 Eligibility Criteria for other stakeholders

- i. A person who is not an employee or a student of the University.
- ii. A person who has influenced or supported the University with significant resources

6. NOMINATION PROCESS

Nomination will be carried out after notification for nominations to available categories of award by the Deputy Vice-Chancellor in-charge of administration, finance and planning. A closing date for nominations will be indicated in the nomination advertisement. The process will proceed as given below.

6.1 Staff Nomination

Nominations will be carried out by supervisors with the support of other members of the University community. Employees may be nominated for any of the above award in recognition of their outstanding performance in the preceding twelve months or as advised by the office of Deputy Vice-Chancellor (AFP).

Nominations for Award are to be submitted in a prescribed form to the Deputy Vice-Chancellor (AFP).

Nominations must include:

- a) Written support of the Head of Section/Department where the Supervisor is not the Head of Section/Department;
- b) A copy of the completed annual Performance Appraisal report;
- c) The current position and job description;
- d) A written justification for the nomination detailing the nature of the performance considered to be outstanding;
- e) A suggested appropriate Award; and
- f) Any other supporting documentation.

Where a Division supports the granting of an Award, the documentation will be noted accordingly and forwarded to the Deputy Vice-Chancellor (AFP) by close of business on the advertised closing date for nominations.

It will be normal for a year (s) to be without any nomination if there are no resources or if there are no deserving candidates

6.2 Students

A student may be nominated by other students and/or staff through office of the Dean of the respective school and/or Dean of Students.

The Dean of Students shall forward the nomination documents to the office of the Deputy Vice-Chancellor (ASA) for onward submission to the Awards Committee.

6.3 Other stakeholders

Council members, staff or students will suggest individuals for Award through the Office of the Vice-chancellor.

The list of names will then be forwarded to the Deputy Vice-Chancellor (AFP) for further consideration and approval

7.0 AWARDS COMMITTEE

7.1 Composition of the Award Committee

The Awards Committee shall normally comprise of Deputy Vice-Chancellor (AFP), Deputy Vice-Chancellor (ASA), Finance Officer, a Senate representative, Dean of Students, Chairman of Students Governing Council, one Union representative and Director of Quality Assurance. Registrar (Administration) will be the secretary to the committee. The Committee shall be chaired by the Deputy Vice-Chancellor (AFP).

The Awards Committee will be standing committee of the Senate.

Awards Committee will meet annually, in May of every year to consider nominations. Late nominations will not be accepted.

The Committee is independent and their decision shall be final.

The Awards Committee may request to meet with nominees and/or supervisors if necessary in order to arrive at a fair decision.

Recommendations of the Awards Committee will be forwarded to the Vice-Chancellor for a final decision and presentation of the awards.

Awards will not be effected retrospectively.

7.2 Timetable

Table 1. Timetable

Activity	Month (every year)
Communication to all staff and students to nominate	March
Deadline for submitting nominations	April
Initial review of nominations	April
Awards Committee meets	Mid-May
Communication of Awards granted	Before the end of every year

Note: This calendar may be changed as appropriate from time to time.

7.3 Nomination Criteria

Nomination will be based on whether nominees are staff (administrative and academic), students or other stakeholders.

Nomination will be based on evidence of outstanding performance and availability of resources

In any given financial year, the university shall award a maximum of three (3) nominees.

Table 2. Nomination Criteria

	Class	Outstanding performance	Measurement
1.	Staff a. Academic Staff	Attraction of grants and/or equipment	Over Kshs. 20 million shillings
		Exemplary publication record	Five refereed international publications per year in high impact factor Journals.
		Innovation	Patenting by KIPi
		Innovative curriculum	High students enrolment in the program
	b. Administrative Staff	Introducing innovations that improves service delivery	New work methods that minimizes/saves significant use of RU resources
		Consistently high productivity exceeding set targets	Demonstrated/evidence of productivity as documented by HOD/HOS and recommended by head of Division
2.	Students	Innovation	Patenting by KIPi
		Outstanding performance in extra-curricular activities	Trophy Medals
3.	Other stakeholders	Infrastructural development	Physical infrastructure
		Financial support	At least Kshs. 25 million
		Influencing in-flow of resources from investors	At least Kshs. 25 million Kshs.

8. AWARD FUNDING

Awards will be funded from the University central vote and/or from donors.

9. REPORTING

The Vice-Chancellor will report annually to the Council on Awards granted in a calendar year or as agreed. The Awards will be published in the University website.

10. IMPLEMENTATION

Implementation of this policy shall be vested in the office of the Deputy Vice-Chancellor (Administration, Finance and Planning) and will be read together with the Human Resource Policy and Procedure Manual.

11. EFFECTIVE DATE

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

12. REVIEW

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