



PART-TIME TEACHING POLICY

Version	1.0
Short description	Part-Time Teaching Policy
Relevant to	Part-time Lecturers, Students
Approved by	University Council
Responsible officer	Deputy Vice-Chancellor (ASA)
Responsible office	Office of the Deputy Vice-Chancellor (ASA)
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Related University documents	University Charter, University Statutes, Finance Policy and other relevant policies
Related legislation	Universities Act, 2012, Public Finance Management Act, 2012
Key words	Part-time

JUNE, 2014

APPROVAL

The University of Eldoret having been awarded its Charter on 11th February 2013 has set on a growth path guided by its vision of being “a Premier University that is globally visible in knowledge generation and technological innovation”

As part of laying its foundation, the University developed its Statutes in November 2013 followed by its first strategic plan which will be rolled out later this year, 2014. The process of recruiting its top managers was completed in March 2014. The University has now embarked on the process of developing its policies which will guide decisions of the different organs of the University in order to achieve rational outcomes geared towards the growth of the University. This Part-Time Teaching Policy is just one of the many policies that the University is rolling out.

My special thanks go to all those who put in their time, effort and skills to develop this Policy.

By virtue of the authority vested in me as the Chairman of Council of the University of Eldoret and in reference to the approval granted by Council in its meeting of....., I hereby sign this Part-Time Teaching Policy this....13th....day of.....^{June}.....2014.



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Chairman of Council

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ACRONYMS

DVC (ASA):	Deputy Vice-Chancellor (Academic and Students' Affairs)
HoD:	Head of Department
PSSP:	Privately Sponsored Students Programme
UoE:	University of Eldoret

FOREWARD

The high cost of part-time lecturing arises mainly from faulty and exaggerated transport, lunch and accommodation claims and other malpractices owing to the lack of proper policy guidelines.

Apart from the high cost, there are several other problems associated with part-timing. These include taking too many courses per semester thus compromising quality of teaching and marking resulting in poor student assessment, grading and delayed release of examination marks. In many cases, part-time lecturing impacts negatively on research and scholarship as lecturers devote most of their time to part-time lecturing so as they get extra income.

The University has come up with Part-Time Policy Guidelines to control causes of high expenditure as well as processing of part-time lectureship appointments, rationalizing payment of part-time claims. In addition, the policy has revised the way of assigning staff workloads to ensure high quality teaching, research and scholarship, and community service by the academic staff consistent with the Vision and Mission of the University.



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Vice-Chancellor

1. INTRODUCTION

The University of Eldoret (UoE) is situated approximately 9 km along the Eldoret-Ziwa road in Eldoret town, Uasin Gishu County. UoE was established through an award of Charter on 11th February 2013. The University programmes are largely Science and Technology-based, with a limited number of them in arts and humanities. The University's core activities are teaching, research, consultancy and outreach.

2. MISSION, VISION AND CORE VALUES

2.1. Vision

To be a premier University that is globally visible in knowledge generation and technological innovations.

2.2. Mission

To provide high quality Education in training, Science, Agriculture and Technology that promotes networking, partnerships and linkages with other institutions and industry.

2.3. Core Values

At University of Eldoret, we are committed to:

- Integrity
- Innovativeness;
- Customer satisfaction;
- Competitiveness;
- Equity; and
- Responsiveness

3. BACKGROUND INFORMATION

University of Eldoret normally employs the services of part-time lecturers to supplement its teaching force. These are normally sourced from outside the University

(external part-timers). In addition to these, there are also internal part-time lecturers so long as they have met the maximum three (3) courses per semester.

Apart from the high cost of part-time payments there are several other problems associated with part-timing. These include taking too many courses per semester thus compromising on quality of teaching and marking resulting in poor student assessment, grading and delayed release of examination marks. Part-time lecturing may also impact negatively on research and scholarship if lecturers devote most of their time to part-time lecturing while ignoring research.

The University has come up with Part-Time Policy Guidelines to control causes of high expenditure as well as processing of part-time lectureship appointments, rationalizing payment of part-time claims. In addition, the policy revision of the way of assigning staff workloads to ensure high quality teaching, research and scholarship, and community service by the academic staff consistent with the Vision and Mission of the University.

When implemented, the policy will ensure good teaching, reduced cost of part-time lecturing and allow academic staff to re-dedicate themselves to teaching, research and community service. In this way the University of Eldoret will remain competitive in the global academic arena.

4. RATIONALE FOR THE POLICY

The loopholes in the part-time claims, poor quality teaching and grading, reduced research and scholarship among academic staff is partly the basis for developing this policy.

5. GUIDELINES

5.1. Part-time Expenditure

The University of Eldoret Policy on Part-Time Lecturing is put in place as a result of a felt need to eliminate the problems in this procedure that have been realized by different sections of the University including Academic Division, Schools, Finance,

Management and Council. These sections have agreed that appropriate measures must be put in place to rationalize the expenditure on part-time lecturing at the University.

5.2. Faulty claims

These include claims which have suspicious time-tables, non disaggregation of shared courses and multiple claims for mileage, lunch and accommodation.

5.3. Recruitment process

Requests for part-time lecturers should be made before teaching starts. This will facilitate timely appointments and payments as required.

5.4. Quality of Teaching and Grading

Part-time lecturers are expected to offer high quality teaching, marking and grading of the designated courses within the specified deadlines. It is only after submission of the results to the head of department that the part-time lecturer can submit a payment claim.

5.5. Research and Scholarship

The lecturers are recruited to teach, undertake research and community service. The internal part-time lecturers should in addition, engage in high quality research and scholarship to earn promotion as appropriate and in the process improve the University's global ranking and participate in community service. All these would contribute to the realization of the Vision and Mission of the University.

5.6. Postgraduate Contribution for Global Recognition

Postgraduate teaching and research is an invaluable function of the University of Eldoret and contributes largely to the realization of university education globally. Over the years, the University has made tremendous efforts to increase enrolment of postgraduate students to the internationally required standards of a quarter of student population at any given time in the University. The University has enrolled students in

its postgraduate programmes. The need to involve part-time lecturers becomes inevitable given the inadequate staffing and the heavy work-load of the full-time lecturers. Part-time lecturing will be implemented with the necessary caution and monitoring in order for the University to maintain the desired quality of education, research and extension ensuring global competitiveness.

5.7. Harmonized Part-time Rates

The part-time payment rates have been harmonized across the schools to attract and maintain high quality staff.

5.8. Part-time Payment Rates outside University of Eldoret

The University of Eldoret will pay a consolidated package per contract depending on the level of courses of engagement: certificate, diploma, undergraduate and postgraduate.

6. CATEGORIES OF PART-TIME LECTURING

6.1. Payment for Integrated PSSP and GSS classes

The Policy for Privately Sponsored Students (PSSP) gives guidelines on this issue for internal part-time lecturers.

6.2. Payment for Modular, Practical and Pool Teaching

The example of this can be found in some schools e.g. School of Business & Management Sciences and School of Education. Sometimes specific topics within a course are taught by particular lecturers and therefore the need to be compensated. Each lecturer shall claim the specific component of the course covered provided that the total number of credit hours claimed amounts to forty (40) per course per semester.

6.3. Payment Rate for Administrative and Technical Staff

These are demonstrators, technicians and photographers. Part-time demonstrators, technicians and photographers do not have clearly defined payment rates for services they render. There is need therefore to draw up payment rates for various allowances for these categories of staffs.

Qualified members of administrative and technical staff are often appointed to teach on part-time basis during normal working hours. The number of hours for such teaching appointments is 3 hours per week on average, for most administrators and technicians teach 6 hours or more per week in a semester on part-time basis. Such part-time teaching should be carried out outside their normal office hours and/or weekends and shall be compensated as per this policy.

6.4. Part-time Lecturing by Staff on study leave and sabbatical

Sometimes staff on study leave request to teach on part-time basis. Study leave is supposed to assist a member of staff to concentrate on studies so as to finish within the stipulated time hence there is no logic in engaging such staff in part-timing. Staff on sabbatical leave is on salary hence there is no logic in them being employed as part-timers at the same time.

7. CAUSES OF STAFF SHORTAGE

Part-time lectureship has been used by the University to supplement its teaching force. The part-time lecturers are used as a stop-gap measure to alleviate shortage of lecturers.

The main cause of shortage of lecturers at the University is the low level of funding that does not allow recruitment of adequate number of lecturers.

Shortage may also arise from brain drain as lecturers' seek greener pastures elsewhere; undertake leave of absence, study leave or sabbatical.

8. POLICY GUIDELINES

Part-time is found to be expensive and hence its cost must be properly rationalized by the guidelines provided. In addition, the quality of teaching, marking and grading

must be upheld for the University to achieve its Vision and Mission. This policy gives guidelines for teaching University programmes for both internal and external part-timing.

8.1. Recruitment Process for Part-time Lecturers

- (a) Only qualified persons according to Senate criteria will be employed as part-time lecturers as follows:
 - (i) Masters degree holder and above for Undergraduate teaching;
 - (ii) Senior Lecturer and above shall normally conduct Postgraduate teaching;
 - (iii) Bachelors degree or above for Diploma teaching;
 - (iv) Higher National Diploma or above for Certificate teaching
 - (v) Must be qualified in the specific area of need.

The Head of Department shall be responsible in ensuring that those appointed to teach courses do so in person. In cases where a replacement for a part-time lecturer is inevitable, the Head of Department shall seek approval of the Vice-Chancellor through the Deputy Vice-Chancellor (ASA) and Dean for a replacement.

- (b) Only where a vacancy exists, as shown by workload or where a staff member is on leave of absence, sabbatical or study leave may a part-time lecturer be engaged. A part-time lecturer may also be appointed in cases where there is no specialist to teach the course or topic or where a departmental staff member who could have taught the courses or topic is overloaded according to the workload formula
- (c) Request and appointment of part-time lecturers (both internal and external) shall be done a month before the end of each semester for the following semester. This is to ensure that all courses are matched by teaching staff and to ensure appointment letters are out before a lecturer starts teaching.

- (d) The University shall advertise, recruit, develop and maintain a database of part-timer lecturers centrally for all departments.
- (e) The Registrar (Academic) shall process appointments of internal part-time lecturers and desired external part-timers that would have competitively been recruited for appointment by DVC (A&F). The Registrar (Academic) shall ensure that letters of appointment for the part-timer lecturers are issued at least two weeks before the beginning of the semester.
- (f) The following documents from the desired part-time lecturer shall facilitate the appointment:
 - (i) Official University of Eldoret Appointment Request Form dully signed by the Head of Department, curriculum vitae, certified copies of certificates and transcripts, a copy of the identity card or passport;
 - (ii) Departmental time-tables, workload and minutes to support the desired appointment.
Clauses (i) apply when it is first appointment, whereas not necessary in subsequent appointment.
- (g) In the case of undergraduate teaching courses shall normally be mounted or offered, if the programme has a minimum of 20 students registered for the course.
- (h) Internal staff shall normally teach three (3) courses on regular basis per Semester, within the University to qualify to teach two (2) additional courses on part-time. At no time shall an internal part-time lecturer teach more than two (2) courses per semester on part-time basis within the University.
- (i) The external Part-time lecturer must teach at least two (2) courses and a maximum of three (3) courses per semester. However, in times of need the part-

timer may teach one (1) course. At no time shall an external part-timer teach more than three (3) courses per semester.

- (j) Administrators and technicians with the necessary qualification engaged to teach on part-time basis, shall do so after 5.00 p.m. or at any other time outside working hours. However, where deemed necessary, and with permission from the Head of Department of section, an administrator or technician may teach a maximum of 3 hours per week during working hours, but will have to work overtime to pay back the office hours spent on part-time teaching.
- (k) Members of senior management of the University: members of the University Management Board, Deans of Schools and Heads of Department shall normally not engage in part-time teaching for payment to avoid conflict of interest and to provide an avenue for arbitration in case of complaints. However, members of senior management may teach one course on regular basis in their department; or one course on part-time basis in another department if the situation demands and will still qualify to teach one more course on part-time for payment but shall do so after 5.00 p.m. or weekends.

8.2. Minimum Number of Students to be taught on External Part-Time Arrangement

- a) At certificate level, the minimum should be 30 students.
- b) At diploma level, the minimum should be 25 students.
- c) At undergraduate, the minimum should be 20 students.
- d) At masters, the minimum number of students is 8 students.
- e) At doctorate, the minimum is 4 students, but one student may be taught under University staff development.

However, in cases where student numbers are lower than the numbers stated above, they will be taught by internal lecturers on normal duty arrangement.

8.3. Conditions for Part-Time Teaching

- a) The internal part-time lecturer must have taught at least three (3) courses per semester or six (6) courses per academic year.
- b) The external part-time lecturer must teach at least two (2) courses and a maximum of three (3) courses. However, in times of need, the part-time lecturer may teach one (1) course.
- c) HoDs must teach two (2) courses per semester to qualify for a maximum of two (2) part-time courses.
- d) Deans and Directors must teach at least one (1) course per semester to qualify for part-time up to a maximum of two (2) courses.
- e) To teach the number of courses beyond the allowed maximum, the HoD must seek approval from DVC (ASA) through the Dean with justification for the part-time lecturer to teach the extra load.

8.4. Part-Time Teaching Cost Cutting Measures by Heads of Departments

All claims made by part-time lecturers must be on an official claim form, dully signed by the claimant, accompanied by a copy of the letter of appointment and the time table dully signed by the Head of Department and the Dean. The claim must be made in the same academic year.

8.5. Quality Teaching and Grading

Quality of teaching, marking and grading of students performance will be enhanced through course evaluation by students. Quality of teaching and learning shall be done through assessment of curriculum and course delivery by students.

8.6. Research and Scholarship

Heads of Departments shall be required to encourage academic staff to undertake research and scholarship to keep abreast of the latest developments in their discipline to be current in part-time teaching.

8.7. Part-Time Rates and Payments

- (a) Part-time rates will be reviewed by Senate from time to time and recommendations made to Council for approval.
- (b) Flat rate payment mode for part-time lecturing shall be adapted to the programme to be taught, regardless of the part-time lecturers' grade and shall be applicable to both external and internal part-timers.
- (c) External part-time lecturers shall be appointed on a semester-based contract period.
- (d) Contractual claims for payment should be made per semester upon handing in examination results to the HoD and before the end of the academic year in which the teaching occurred.
- (e) The part-time teaching payment rates for the various levels will be as follow:
 - i. Certificate Ksh. 1,000 per hour;
 - ii. Diploma Ksh. 1,500 per hour;
 - iii. Undergraduate Ksh. 2,000 per hour;
 - iv. Post-graduate Diploma Ksh. 1,700 per hour;
 - v. Masters Ksh. 2,500 per hour;
 - vi. PhD Ksh. 2,700 per hour.
- (f) One lump sum payment of approved rate and as stipulated in the appointment letter will be made to the part-time lecturer upon handing in results and marked scripts to the HoD.

(g) Taxable rates of payment for part-time lecturing for Certificate, Diploma, Undergraduate, Masters and PhD courses shall be as follows:

<i>S/No.</i>	<i>Programme</i>	<i>Rate of Part-Time Payment per Course</i>
1.	Certificate	Shs. 40,000/=
2.	Diploma	Shs. 60,000/=
3.	Undergraduate Degree	Shs. 80,000/=
4.	Post-Graduate Diploma	Shs. 68,000/=
5.	Masters Degree	Shs. 100,000/=
6.	Doctorate (PhD.)	Shs. 108,000/=

(h) Other payments may be made for various services as follows:

- (i) The marking of a Doctoral Thesis shall be paid at Kshs. 45,000/= to be shared equally among one (1) external and two (2) internal examiners.
- (ii) The marking of a Masters' Thesis shall be paid at Kshs. 30,000/= to be shared equally among one (1) external and two (2) internal examiners.
- (iii) The marking of a Postgraduate Project shall be paid at Kshs. 8,000/= to be shared equally between the two internal examiners.

9. WORKLOAD FOR POSTGRADUATE LECTURING AND SUPERVISION

For effective and sustenance of a culture of quality in postgraduate teaching, research and supervision:

- (i) Undergraduate and Postgraduate teaching/lecturing workload shall be allocated at the departmental level as per the existing approved work-load policy for both internal and external part-time lecturers; and
- (ii) A supervisor shall supervise a maximum of six (6) postgraduate students at any one given time.

10. EFFECTIVE DATE

This policy shall take effect on Day of 2014

11. REVIEW

This policy shall be reviewed from time to time as need arises.