



Kenyatta University



**Handbook for Deans, Directors and
Chairpersons of Departments**

Kenyatta University Fundamental Statements

Our Vision

To be a dynamic, inclusive and competitive centre of excellence in teaching, learning, research and service to humanity.

Our Mission

To provide quality education and training, promote scholarship, service, innovation and creativity and inculcate moral values for sustainable individual and societal development.

Our Identity

A community of scholars committed to the generation and dissemination of knowledge and cultivation of wisdom for the welfare of society.

Our Philosophy

Sensitivity and responsiveness to societal needs and the right of every person to knowledge.

Core Values

Respect
Integrity
Commitment
Hard work
Excellence
Tolerance

TABLE OF CONTENT

| | |
|--|----|
| FOREWORD..... | 2 |
| ACADEMIC DIVISION MATTERS | 3 |
| ROLE OF THE CHAIRPERSON IN VARIOUS ACADEMIC PROCESSES..... | 3 |
| DEAN OF SCHOOLS..... | 13 |
| RESEARCH, INNOVATION AND OUTREACH DIVISION MATTERS..... | 13 |
| FINANCE AND DEVELOPMENT DIVISION MATTERS..... | 15 |
| CORPORATE AFFAIRS MATTERS..... | 17 |
| ADMINISTRATION DIVISION MATTERS..... | 18 |

FOREWORD



On behalf of Kenyatta University fraternity, I take this opportunity to congratulate you on your appointment.

The University upholds a culture of accountability, diligence and the highest levels of professionalism. Your new position is a vehicle towards the achievement of the University's Vision and Mission. You will therefore be expected to discharge your duties and responsibilities in a prudent and objective manner so as to uphold the image of the University as a world class institution.

This handbook provides guidelines that you will be helpful as you discharge your duties as a dean, director and chairperson of department. The guidelines are relevant and provide a handy reference point relating to various operations and procedures touching on academic, research, administration as well as finance matters.

I wish you all the best as you execute the mandate of your office.

A handwritten signature in black ink, appearing to read 'Paul K. Wainaina'.

Prof. Paul K. Wainaina, Ph. D
Vice-Chancellor, Kenyatta University

1. ACADEMIC DIVISION MATTERS

ROLE OF THE CHAIRPERSON IN VARIOUS ACADEMIC PROCESSES

1.1 Admission Process

The Chairperson is expected to:

- 1.1.1 Identify the approved programmes to be offered and submit the list to the Registrar (Academic) at least three months before the intake for advertisement.
- 1.1.2 Analyze the applications and recommend for admission as per the set University criteria and procedures.
- 1.1.3 Determine the criteria for admission into a programme and present them to senate for approval.
- 1.1.4 Declare, on behalf of the relevant department and in consultation with the respective School, the capacity of each programme.

1.2 Registration Process

The Chairperson is expected to:

- 1.2.1 Identify and submit the list of units to be offered in a specified semester/session one month before the beginning of the semester or when it is requested for to Director of Timetabling for scheduling. The information should include:
 - Units for specific semester/session only
 - Units arranged year-wise with core and electives for every programme indicated.
 - Number of students for every unit
 - Hours for theory and practicals for each unit
 - Specific combinations
 - Units taught by other departments.
- 1.2.2 Advise students on unit registration.
- 1.2.3 Monitor the process of unit registration within the unit registration period.

1.3 Teaching Process

The Chairperson is expected to:

- 1.3.1 Procure the necessary teaching resources as per the laid down procedures.
- 1.3.2 Prepare Annual teaching workload for full time and part-time lectures in all and submit the same to Head, Academic Audit Section.
- 1.3.3 List all the units to be taught in every session or semester in line with the University Catalogue and submit to Directorate of Timetabling and Scheduling of units.

- 1.3.4 Submit a list of all units that did not attract students, and their venues to the Director,-Timetabling and Unit Scheduling) after registration Deadline.
- 1.3.5 Find out the number of students registered for the units by downloading and printing class lists to verify if the venue allocated is sufficient for the students. If not he/she writes to the Director, Timetabling and Unit Scheduling for change of venue.
- 1.3.6 Submit the final Departmental teaching workload to the Deputy Vice-Chancellor (Academic), Registrar (Academic), and Head, Academic Audit Section. Indicate all units with no students.
- 1.3.7 Provide a list of core textbooks for the academic programs.
- 1.3.8 Organise for the election of class representatives.
- 1.3.9 Submit weekly analysis of class attendance to Head, Academic Audit every Monday.
- 1.3.10 Submit names of students who fail to meet the 2/3 class attendance rule to the Head, Academic Audit before commencement of semester examinations.
- 1.3.11 Submit bi-weekly syllabus coverage reports, filled by class representative and signed by chairperson to Head, Academic Audit.
- 1.3.12 Submit a list of academic advisers in the Department and minutes of the advisers meetings to Head, Academic Audit Section.
- 1.3.13 Submit duly filled CAT 1 and CAT 2 Administration and Feed back forms as per the semester dates schedule to the Head, Academic Audit.
- 1.3.14 Submit recommendations on unit waivers to the Registrar (Academic)
- 1.3.15 Forward weekly summaries of the Google meet facilitation recordings and students attendance sheets generated by Google after every lecture to Academic Audit Section according to the online teaching timetable.

1.4 Examination Process

To be able to play his or her role effectively, the chairperson as the Chief Examination Officer is expected to;

1. Take responsibility towards the effectiveness and quality of the Examination process guided by the various University Guidelines and Policies.
2. Offer oversight and direction in executing the above policies and procedures.

3. Familiarize himself/herself with the rules and regulations that govern the various types of programmes namely, Certificate, Diploma, Undergraduate and Postgraduate in the various modes of study.
4. Be conversant with the various processes in examination administration and management.
5. Submit Units to be examined and the number of students who registered per unit 5 week after the commencement of the semester for both main Campus and Satellite Campuses to the Director of Timetabling and Scheduling of units.
6. Verify the units timetabled against what was sent for timetabling upon the release of the Provisional Timetable in both Main Campus and Satellite Campuses. In case of any anomaly to liaise with the Director of timetabling and Scheduling of units before the deadline indicated on the Timetable)

1.4.1 Setting of Examinations

1. Ensure that draft examinations questions are set and submitted within a specified deadline.
2. Write a cautionary letter to a lecturer who submits his/her draft examination questions after the deadline and a copy to the relevant Dean of School and Registrar (Academic).
3. Submit a report of any lecturer who fails to submit his/her draft examinations within the deadline to the Deputy Vice-Chancellor (Academic).

1.4.2 Moderation of Examinations

1. Convene a Departmental Board of Examiners (DBE) or Moderation Boards, to moderate draft questions.
2. Ensure implementation of the recommendations by Moderation Boards.
3. Ensure that the draft examination question papers for each unit taught in different Campuses in every mode of study are harmonized.
4. Make sure that there is only one examination question paper for each unit and for each mode of study.
5. Send draft examination question papers to the External Examiner for moderation where applicable.

1.4.3 Processing of Examinations

1. Submit moderated draft examination question papers together with moderation minutes to the Examination Administration Section as per the set schedule.

2. Notify members of teaching staff on proofreading of typed examination question papers and the need to confirm number of copies required including the ones for visually challenged students.

1.4.4 Collection and Invigilation of Examinations

1. Prepare an invigilation schedule indicating the chief and assistant invigilators (at the ratio of 1 invigilator per 50 students) and submit a copy to the Registrar (Academic).
2. Circulate the invigilation schedule to lecturers and ensure adherence to the same.
3. Ensure that the chief invigilators of large classes are full time members of staff.
4. As and when necessary, seek approval from the Deputy Vice-Chancellor (Academic) to engage assistant invigilators from among Masters and PhD students who have completed their course work where there is genuine shortage of invigilators.
5. Ensure the chief invigilator of each paper collects question papers, answer booklets and other examination materials one hour before the time of the examination.
6. Ensure that the number of invigilators is adequate for every unit.
7. Ensure that the invigilators surrender the answer booklets to him or her (used and unused) accurately documented for onward submission to the examinations coordinator for safe keeping.
8. Submit a report on all students not accounted for in each unit to the Registrar (Academic).
9. Inform and ensure the chief invigilator completes the Examination Incident Report (Form E11) and forward to him or her whenever an examination incident occurs.
10. Submit, if any, duly and fully filled incident report forms together with supporting evidence (synoptic notes, printouts, statements etc) to the Registrar (Academic) a day after the date of the incident.

1.4.5 Marking of Examinations

1. Hand over the answer booklets to the person or persons responsible for marking using the official Handing-over Form (Form RAC 02).
2. Ensure that examiners sign for the scripts, clearly indicating the date of collection.
3. As and when necessary, seek authority from the Deputy Vice-Chancellor (Academic) to engage marking assistants

from among Masters and PhD students who have completed their course work for units with over 150 students.

4. Ensure that marked scripts are returned within ten (10) working days after the end of the examination period or as otherwise indicated in the approved semester dates.
5. Receive the answer booklets upon the completion of marking from the examiners using Form RAC02.

1.4.6 Processing of Examination Results at the Departmental Level

1. Ensure moderation of marks by Departmental Board of Examiners and that all registered students in all modes of study and in all campuses are accounted for.
2. Ensure that all registered students in all modes of study and campuses, and for all units registered, are accounted for, with the assistance of the examinations coordinator.
3. Monitor and verify correctness of marks entered by unit lecturers in the final grade worksheet report from Students Management information System against moderated mark sheets.
4. Convene the Departmental Marks Verification Committee five (5) days before the School Board of Examiners meeting and compile list of lecturers who are yet to post marks online.
5. Submit duly filled RAC 04 forms to the Registrar (Academic) after marks verification.
6. Ensure that all examination mark sheets are scanned every semester with copies of the same filed securely
7. Submit all original mark sheets for all examinations every semester to the Registrar (Academic).

1.4.7 Enforcement of Policy on Processing of Examination Results

1. Caution in writing, all lecturers who fail to enter marks online by the set deadline with a copy to the respective Dean of School and the Registrar (Academic) and set fresh deadline for entry of marks
2. Forward the final list of lecturers who fail to enter marks to the respective Dean and make alternative arrangements to have the marks entered and verified before the closure of the system.
3. Forward names of all internal and external examiners who will not have entered marks or accounted for all their students to the respective Dean of School and the Deputy Vice-Chancellor (Academic).

NB: Refer and adhere to the Lecturer's Handbook on Examination Procedures and Policy Guidelines.

1.4.8 Remarking of Examination Scripts

1. Acknowledge receipt of requests for remarking and respond within one (1) week to the Office of the Deputy Vice-Chancellor (Academic).
2. Nominate and submit the names of three (3) qualified lecturers specializing in the examination content area to the Deputy Vice-Chancellor (Academic).
3. Ensure that remarking is done expeditiously and new marks are entered online once approved.

1.4.9 Incomplete Results

1. Table the list of all students who have requested for incomplete examinations at Departmental Board of Examiners meeting.
2. Forward the recommendations of the Departmental Board of Examiners to the School Board of Examiners.

1.4.10 Supplementary and Special Examinations

1. Identify all units in which eligible students are to sit for supplementary and special examinations as approved by the University Board of Examiners (UBE).
2. Inform the concerned lecturers to set supplementary and special examinations.
3. Convene moderation meetings for the supplementary and special examination draft question papers and forward approved drafts to Examinations Administration Section within specified deadlines.
4. Prepare a list of the units recommended for supplementary and Special examinations with expected number of candidates, and submit to Director- Timetabling and Scheduling of units for timetabling purposes.
5. Arrange for proofreading and invigilation of the said exams.

1.4.11 External Examiners

1. Identify and nominate, in consultation with the Departmental Board of Examiners, at least three (3) qualified persons for appointment as external examiners.
2. Forward the nominees through the School Board of Examiners to the Deputy Vice-Chancellor (Academic) for approval by Senate.

3. Play good host by being in contact with the external examiner before and after arrival by arranging for his or her allowances in good time.
4. Organize for the external examiner to receive the examination scripts and projects and making sure exhibitions and other engagements are arranged for in good time.
5. Convene a meeting between the external examiner and the Departmental Board of examiners.
6. Initiate and/or write requesting for the renewal of contract for the external examiner after two years or the appointment of a new one after expiry of two two-year terms.

1.4.12 Appointment of Departmental Examination Coordinators

1. Nominate at least three persons (lecturer grade and above) and forward the names to the Deputy Vice-Chancellor (Academic) for consideration and appointment.
2. Request for rights for the Departmental Examinations Coordinator to access the Students Management Information System from the Registrar (Academic).
3. Support and facilitate the examinations coordinator as his/her principal assistant in all examinations related issues.
4. Ensure safe keeping and proper use of all examination materials which include, examinations scripts/booklets, CAT papers, marks-sheets among others.

1.4.13 Unposted Marks Procedure

1. Facilitate retrieval of historical marks and submission to School Examinations Coordinator for posting.
2. Respond to memos promptly and give appropriate feedback to students.
3. Ensure that there are no unposted marks.

1.4.14 Students clearance

Clear student who have finished their programmes as applicable using the formal clearance forms.

1.5 Programmes Development and Review

The Chairperson is expected to:

1. Appoint the Departmental Curriculum Committee.
2. Oversee the development and review of programmes in the department.
3. Offer guidelines on University policy on new and revised programmes as well as Commission for University Education guidelines and format.

4. Facilitate inclusive consultation and offer the curriculum committee all necessary support.
5. Avail or request for the necessary facilities for the curriculum committee.
6. Suggest/give timelines for completion of development/ review of identified programmes.
7. Ensure there is support and assistance from other members of the department.

1.5.1 Development of New Programmes

1. Oversee development of a concept paper with a strong rationale for a new programme and presents it to the Management Board.
2. Oversee development of the full programme as guided by University policy and Commission for University Education guidelines.
3. Submit information on new programmes to Chief Finance Officer for costing before they are presented to Senate approval.
4. Organise consultative fora of stakeholders (external and internal)
 - e.g.
 - Professionals and Professional bodies
 - Statutory bodies
 - Employers
 - Alumni
 - External examiners
 - Librarian
5. Ensure, with the assistance of the Departmental Curriculum Committee, that there are no duplications of programmes and units within the department, across the departments and Schools.
6. Ensure, if there is need, that an adopted unit from another department retains the code of the mother department and be taught by or in collaboration with the mother department.
7. Ensure that the programme follows the coding policy as well as the rationalization guidelines on the length of course descriptions/content.

1.5.2 Policy Guidelines on Review of Existing Programmes

The chairperson oversees the following process:

1. Assist the Departmental Curriculum Committee to identify programme(s) that has undergone full cycle or need to be reviewed for any other reason.
2. Involve other members of the department.
3. Identify the issues which should be the focus of the review by

carrying out training needs assessment (scan the markets and find out what their needs are).

4. Hold consultative fora of stakeholders (external and internal).
5. Consult with the librarian in regard to the CUE Standards and Guidelines for University Libraries and availability of books and journals.
6. Ensure that the programme is drafted in conformity with University policy and Commission for University Education (CUE) guidelines and format.
7. Consult the Directorate of ICT for advice in regard to coding of units.

1.5.3 Approval Process for New and Revised Programmes and the role of the Chairperson

1. Present the new or revised programme(s) to the School (minutes of Departmental Curriculum Committee deliberations and/or evidence of consultative processes applied attached)
2. Consult with the Office of the Chief Finance Officer for the costing of the programme in terms of fees and other payments.
3. Submit the programme to the Deputy Vice-Chancellor (Academic) through the respective Dean for approval. (Copies of the various minutes are attached).
4. Present the programme to the Senate Executive Committee or Senate for consideration and approval.
5. Incorporate recommendations and resubmit the corrected version of the programme (Evidence of corrections to be made where necessary as well as corrected version must accompany the resubmission where applicable)

6. Request for advertisement of the programme.

- 1.6 Other expectations of the chairperson
 - 1.6.1 Respond to memos speedily.
 - 1.6.2 Confirm a student's failure in a unit before recommending the same.
 - 1.6.3 Release the retake list three (3) days after the Departmental Board of Examiners.
 - 1.6.4 Make sure he/she attends all meetings of Senate and its sub-committees.
 - 1.6.5 Make guiding recommendations/suggestions on memos sent through the chairperson's office.

1.7 Finance Process

The Chairperson is expected to:

- 1.7.1 Submit information on new programmes to Chief Finance

- Officer for costing before they are presented for senate approval.
- 1.7.2 Give details of students proceeding for attachment, teaching practice and /or practicum to Student Finance in the antecedent semester.
 - 1.7.3 Submit to Student Finance lists signed by students who participate in the field trips.

1.8 Timetabling Process

The Chairperson is expected to:

- 1.8.1 Confirm the units in the examination timetable against the ones on offer in each mode of study and for all the campuses.
- 1.8.2 Verify the units requested by the department to be timetabled are timetabled accordingly, and in case of any additional units or clarification to laisse with the Director timetabling and scheduling of units.
- 1.8.3 Ensure, in consultation with Director of Timetabling that the class size requirement is adhered to.
- 1.8.4 Ensure that the timetable is adhered to and any changes are approved by the Director Timetabling and scheduling of units.

1.9 Library Process

The Chairperson is expected to:

- 1.9.1 Provide reading list of books and journals for new programs to the Librarian through the Dean.
- 1.9.2 Liaise with the Librarian for information literacy training for the staff and students.
- 1.9.3 Sensitize and ensure staff submits of their publications to the library for uploading into the Institutional Repository.
- 1.9.4 Provide sample past examination papers for unloading in the Library's "Past Examination" portal.
- 1.9.5 Invite the Librarian in the Review and Development of Curriculum committees.

1.10 Role of the Chairperson in ICT

The Chairperson is expected to:

- 1.10.1 Request the Directorate of ICT through submission of signed user access request forms to create staff accounts for faculty portal, workflow and email for all new members of staff.
- 1.10.2 Emphasize to faculty members the need to have and use corporate emails for all officials communication.
- 1.10.3 Request members of staff at the Department to set up Google

Scholar accounts and correctly map their research material and publications to their corporate email accounts for ease of indexing.

- 1.10.4 Sensitize members of staff to the University ICT policy and the importance of protecting their system passwords.
- 1.10.5 Ensure that Examinations Coordinators get appropriate access rights in the Students Information Management System.
- 1.10.6 Inform the Directorate of ICT on appointment of new Examinations Coordinators
- 1.10.7 Periodically update the Departmental website to ensure that all staff profiles, programmes on offer and departmental activities are accurate and current.

2.0 DEAN OF SCHOOLS

Responsibilities and Functions

- 1.1 The Dean shall be the academic and administrative head of the respective School and as such shall be responsible to the Vice-Chancellor and shall work in liaison with Deputy Vice-Chancellors and respective College Principal for maintaining and promoting efficient management of the School.
- 1.2 The Dean shall, by virtue of his/her office, be a member of the Senate, College, School or Institute Board within the respective College, and a member of every committee appointed by the respective College Management and Academic Boards, unless otherwise expressly provided.
- 1.3 The Dean shall be Chairperson of the School appraisal and short-listing Committee for the recommendation of either renewal of contracts or appointment of new members of staff within the respective school.
- 1.4 The Dean shall have such other duties as may be assigned or delegated to him/her by the Vice-Chancellor, Deputy Vice-Chancellors and Respective College Principal.

RESEARCH, INNOVATION AND OUTREACH DIVISION MATTERS

- 1.1 Institutional Research Support
The Dean / Chairperson is expected to:
 - 1.1.1. Sensitize staff and students on the university research policies and procedure.
 - 1.1.2. Encourage all members of staff to get institutional letters of support from DVC (RIO) whenever they write proposals for funding.
 - 1.1.3. Sensitize staff and students on the existing research support systems in the university.

1.2 Collaborative Research, Administration and Management of Grants

The Dean / Chairperson is expected to:

- 1.2.1 Communicate and sensitize staff and students on funding opportunities and calls for proposals and encourage them to apply.
- 1.2.2 Coordinate writing of research proposals by staff at the School/departmental level.
- 1.2.3 Provide logistical support to the committees and individuals writing the proposal in the department.
- 1.2.1 Develop and strengthen strategic departmental research and innovation partnerships nationally and internationally.

1.3 Research dissemination activities

The Dean / Chairperson is expected to:

- 1.3.1 Seek approval before hosting a research dissemination activity involving external partners or participants.
- 1.3.2 Ensure research news is communicated through various channels including the departmental website.
- 1.3.3 Submit topical departmental research and innovation news for inclusion in the university research publication.
- 1.3.4 Organize scientific meeting including conferences, seminars, symposia and exhibitions in their departments.
- 1.3.5 Keep records of the Departmental research and innovation activities and forward data periodically to the Deputy Vice- Chancellor (Research, Innovation and Outreach).

1.4 Capacity building Workshops for Research and Innovation

The Dean / Chairperson is expected to:

- 1.4.1 Organize departmental research and innovation capacity building workshops in consultation with the Registrar Research, Innovation and Outreach.
- 1.4.2 Work closely with the Dean Graduate School in sensitizing staff to enhance teaching and supervision of postgraduate students.
- 1.4.3 Ensure that staff and postgraduate students publish their work before graduation in-line with the CUE guidelines and best academic practices.
- 1.4.4 Initiate and strengthen research partnerships nationally and internationally.
- 1.4.5 Work closely with staff and students in the department in advancing research and innovation;

1.5 Management and Protection of Intellectual Property

The Dean / Chairperson is expected to:

- 1.5.1 Work closely with the Directorate of Innovation Incubation and University Industry Linkages in sensitizing and encouraging students and staff to invent and come up with innovations.
- 1.5.2 Encourage students and staff to commercialize their research output through Technology Transfer contracts and establishment of startups with the support of the Directorate of Innovation Incubation and University Industry Linkages.

1.6 Incubation Process

The Dean/Chairperson is expected to:

- 1.6.1 Encourage students and staff in the department to utilize the services at the Directorate of Innovation Incubation and University Industry Linkages so as to incubate their innovative ideas.
- 1.6.2 Sensitize students and staff to attend and actively participate in pitching sessions the Innovation Incubation and University Industry Linkages for admission into the pre-incubation or incubation programme.

1.7 Promotion of Innovation and commercial potential of research

The Dean / Chairperson is expected to:

- 1.7.1 Spearhead strategic departmental industry partnerships.
- 1.7.2 Spearhead development of Memorandum of Understanding working closely with the Directorate of Innovation Incubation and University Industry Linkages.

FINANCE AND DEVELOPMENT DIVISION MATTERS

1.1 Office allocation to officers in the University

The Dean / Chairperson is expected to:

- 1.1.1 Make a formal request for members of staff in the School/ Department who are in need of office space to the office of Registrar Finance and Development.
- 1.1.2 Hand over the office keys to the office of Registrar Finance and Development once a member of staff leaves the office.

1.2 Maintenance and Repairs

The Dean / Chairperson is expected to:

- 1.2.1 Liaise with the caretakers of their building or facilities to make requests for general repairs of buildings or offices to the Estates Manager.
- 1.2.2 Repairs of staff houses shall be done at the beginning of tenancy and in case of any defects fill a M.R. form and submit it to Estates

Manager. However tenants will be responsible for repairing defects attributable to their negligence or vandalism including loss of keys.

- 1.2.3 Maintenance of Campuses. Each campus will have a small maintenance unit that works directly under the Estates manager and will be responsible for repairs on daily basis.

1.3 Collection & Disposal of Garbage

The Dean / Chairperson is expected to:

- 1.3.1 Liaise with the Head, Grounds & Landscaping for Collection and disposal of garbage and litter around their buildings.
- 1.3.2 Make a request to the University Landscaper if the trees around the compound or building require pruning & cutting.

1.4 Matters relating to Finance

The Dean /Chairperson is expected to:

- 1.4.1 Make inquiry regarding salaries of staff members or part-time lecturer's payment to the Head Salaries section and also make inquiries about research grants at the office of Chief Finance Officer.
- 1.4.2 Request for imprest made by the assigned staff through their respective AIE holders to DVC (Finance & Development). Once the assignment is done the imprest must be accounted for immediately.
- 1.4.3 Process and keep records of insurance, maintenance of NSSF and NHIF records, preparing reports on pending insurance claims and preparing payroll for the seasonal staff should be made to the Head General Services.
- 1.4.4 All correspondences affecting the student account must come from Academic Division through CFO. Any fee refund claim must be considered by Academic Division and Finance Division before it is approved for payment.
- 1.4.5 All sections within the University with Income Generating Activities (IGAs) shall manage their debt through consultation with the Head, Debt Management Section.
- 1.4.6 Procure goods, works or services at the Procurement Department of the University after the necessary approvals.

CORPORATE AFFAIRS MATTERS

1.1.1 Hosting of University Events

The Dean / Chairperson is expected to:

- 1.1.2 Seek approval to host from the Vice-Chancellor three (3) weeks before the event.
- 1.1.3 The Event Organizer shall liaise with the Office of the Registrar Corporate Affairs in planning all aspects of the event.

1.2 Hosting External visitors in the University

The Dean / Chairperson is expected to:

- 1.2.1 Seek approval to host external visitors from the Vice-Chancellor
- 1.2.2 The Host shall liaise with the Office of the Registrar Corporate Affairs in planning all aspects of the visit

1.3 Use of University facilities and infrastructure to host non-University events

The Dean / Chairperson is expected to:

- 1.3.1 Refer to Policy on Events, Promotions, Advertising, and Product Activation in University Grounds and Facilities
- 1.3.2 The Event Organizer shall liaise with the Office of the Registrar Corporate Affairs in planning all aspects of the event.

1.4 Hosting of Student Events

The Dean / Chairperson is expected to:

- 1.4.1 Refer to the Policy on use of University Facilities by Students.
- 1.4.2 The Event Organizer shall liaise with the Office of the Director Student Affairs, Registrar Academic and Registrar Corporate Affairs in planning all aspects of the event.

1.5 Communication

- 1.5.1 All external communication will be done by the office of the Vice-Chancellor
- 1.5.2 Use of all University corporate assets eg. KU Court of Arms, slogan, ISO marks will be approved by the office of the Registrar Corporate Affairs
- 1.5.3 All section heads are advised to refer to the Communication Policy and the University Brand Manual

1.6 Marketing

The Dean / Chairperson is expected to:

- 1.6.1 Market the University programmes, facilities and activities to all stakeholders.

- 1.6.2 Produce their respective marketing and publicity materials such as brochures in liaison with office of the Registrar Corporate affairs
- 1.6.3 Request for marketing and publicity materials from the Office of the Registrar Corporate Affairs one week before the day of use.

1.7 Community Outreach

The Dean / Chairperson is expected to:

- 1.7.1 Organize for community outreach activities in liaison with the Office of the Registrar Corporate Affairs

5. ADMINISTRATION DIVISION MATTERS

Recruitment for Vacant Positions

1.1 Request for Advertisements

The Dean / Chairperson is expected to:

- 1.1.1 Send a written request to the Deputy Vice - Chancellor (Administration) for the advertisement of vacant position atleast three (3) months before the proposed date for advertisement.
- 1.1.2 Make sure the request must be accompanied by the current School or Departmental establishment, basic details of the job, reporting relationships, and the main tasks to be carried out by the jobholder.

1.2 Appointment Of Part-Time Lecturers / Seasonal contract

- 1.2.1 The chairperson is expected to write to the Deputy Vice-Chancellor (Administration), through the relevant School Dean and Registrar (Academic), at least one month before the start of the semester, requesting for the appointment of Part time lecturers.
- 1.2.2 The request for part time lecturers must be justified, and be accompanied by the current School/Departmental establishment, workload schedule, an indication of the Units to be taught, the number of students, and detailed curriculum vitae of identified candidates.
- 1.2.3 Appointments will be done with due regard to the University policy on candidates' academic qualifications, teaching experience, School/Departmental workload schedule, number of students registered for the unit, hours per semester, and availability of funds.
- 1.2.4 Issues of discipline concerning part time lecturers / casual employees will be handled by the Deputy Vice Chancellor (Administration) on recommendation of the relevant Dean/ Chairperson of Department.

1.3 Industrial Attachment

The Dean / Chairperson is expected to:

- 1.3.1 Make a recommendation to the Deputy Vice Chancellor (Administration) regarding an application for attachment.
- 1.3.2 Ensure that the application contains complete particulars of the applicant, has a recommendation letter from the respective training institution, has an insurance cover, must indicate the training level of the attachee, qualification, area of training, and maximum duration of attachment.
- 1.3.3 Ensure that the approved trainees on attachment abide by the regulations governing the conduct of University employees, and that trainee on attachment should not be accorded the responsibility of taking care/custody of university property.
- 1.3.4 Write a confidential report to the relevant training institution on the performance and conduct of the trainee during the period of attachment.
- 1.3.5 Send a written recommendation to Registrar (Administration) on issues of discipline concerning a trainee on attachment.

1.4 Renewal of Appointment (Contract / Temporary / Seasonal contract)

The Dean / Chairperson is expected to:

- 1.4.1 Ensure that all eligible local staff requests to the Deputy Vice Chancellor (Administration) for renewal of appointment at most two (2) months before expiry date of the current appointment period. For expatriate staff, request for renewal of appointment contract should be sent six (6) months before expiry.
- 1.4.2 Request for renewal of appointment will not be considered unless signed by the applicant and forwarded through the respective Chairperson and the respective School Dean (where applicable).

1.5 Working Hours

The Dean / Chairperson is expected to:

- 1.5.1 Ensure that staff is from 8.00am to 5.00pm local time, on Monday to Friday, except during lunch break from 1.00 to 2.00 pm, weekends and during public holidays.
- 1.5.2 Request the Deputy Vice Chancellor (Administration) in advance in cases where staffs are required to work outside the normal working hours. Such requests must be justified and should be submitted before overtime work is undertaken

1.6 Teaching Load

The Dean / Chairperson is expected to:

- 1.6.1 Ensure that the minimum teaching load of three (3) Units

(10 hours per week) is allocated to teaching members of staff except for Tutorial Fellows, who are expected to have a teaching load of a maximum of two (2) Units (six hours per week), and staff with other administrative duties, who are expected to have one (1) unit.

- 1.6.2 Ensure that all teaching members of staff are present on campus or in other assigned work areas for five (5) days per week.

1.7 Induction of New Employees

The Dean / Chairperson is expected to:

- 1.7.1 Take charge of the Departmental induction for new employees so as to help them develop a basic understanding of Kenyatta University, its Mission, Vision, Core values, and the respective Terms and Conditions of Service, and also enable them perform their jobs well and feel as part of the team.
- 1.7.2 Provide the new employee with a written Job Description, introduce to him/her to team members, and be shown the convenient rooms, and the eatery.
- 1.7.3 Sign the staff movement advice indicating that the new employee has reported. A copy of the staff movement advice shall be retained in the School/Department, another by the respective employee, and the original delivered to the Chief Finance Officer. The date on the staff movement form shall indicate the effective date of appointment, unless otherwise stated in the appointment letter.

1.8 Request for Promotion

The Dean / Chairperson is expected to:

- 1.8.1 Forward applications to the Deputy Vice Chancellor (Administration) requesting to be considered for promotion.
- 1.8.2 Ascertain the completeness and accuracy of the application, including the particulars of the applicant
- 1.8.3 The chairman should prepare a separate and detailed recommendation indicating the work performance of the applicant and his/her suitability for promotion.

1.9 Leave (Annual / sick / sabbatical / leave of absence / study leave / compassionate / maternity / paternity)

The Dean / Chairperson is expected to:

- 1.9.1 Prepare and submit to the Registrar (Administration), a leave

- roster for members of staff in their School/Departments by 31st January of every year. The Leave roster should indicate who will perform the duties of a particular member of staff while on leave.
- 1.9.2 Ensure accuracy of the application for leave, at least fourteen (14) days in advance, as per the approved leave schedule, and provide appropriate recommendation through the online system.
 - 1.9.3 Ensure any justified request for leave carry forward is submitted to the Registrar (Administration), latest end of October, in the respective year.
 - 1.9.4 Forward to the Deputy Vice Chancellor (Administration) request for sick leave, accompanying with a medical certificate from a qualified medical practitioner.
 - 1.9.5 Forward to the Deputy Vice Chancellor (Administration), applications for sabbatical leave from members of staff who have served the University continuously for at least six (6) years, since date of appointment or since return from sabbatical or Study Leave, to enable them undertake research, publish, gain some valuable work or research experience at a recognized Institution. The application letter should indicate the proposed effective date of sabbatical Leave, Justification of the sabbatical leave, Duration of sabbatical leave, Institution of affiliation, and any financial assistance sought.
 - 1.9.6 Forward to the Deputy Vice Chancellor (Administration) request for leave of absence from members of staff on permanent terms of service, and mainly those appointed to other Universities and Government Ministries. The application should include the proposed effective date of leave of absence, Justification for leave of absence, Duration of the leave of absence, Institution of affiliation, and any other relevant information.
 - 1.9.7 Forward to the Deputy Vice Chancellor (Administration), through the respective Dean of School, request for study leave, with due regard to the justification of the study leave and how the duties of the persons going on study leave will be carried out.
 - 1.9.8 Forward to the Deputy Vice Chancellor (Administration) requests for compassionate leave, indicating the justification for the Com passionate Leave, number of days requested, duty reallocation during the leave, any annual leave balance in respect of the applicant, and any other relevant information.
 - 1.9.9 Forward to the Deputy Vice Chancellor (Administration), through the relevant Dean (where applicable), request for home leave from non-Kenya employees, at least fourteen (14) days before the end of the current two year contract, having ascertained the accuracy of the application.

1.9.10 Forward to the Deputy Vice Chancellor (Administration) an application for maternity leave, together with a medical certificate signed by a qualified medical practitioner indicating the expected date of delivery, approximately one (1) month before the expected date of delivery.

1.9.11 Forward to the Deputy Vice Chancellor (Administration), through the relevant Dean/Chairperson (where applicable), an application for Paternity Leave, together with a medical certificate signed by a qualified medical practitioner indicating the expected date of delivery, approximately fourteen (14) days in advance.

1.10 Termination of Contract of Employment

The Dean / Chairperson is expected to:

- 1.10.1 Sign the clearance form for a member of staff whose contract has been terminated due to Lapse of Time or Completion of Task; Death; Retirement; Medical Grounds; Resignation; Discipline; and Redundancy. Upon completion of the clearance certificate, the same should be submitted to the Supervisor Personnel Registry for processing.
- 1.10.2 Forward to Deputy Vice Chancellor (Administration) a notice of resignation. Any earned leave and/or accumulated off days with permission, may form part of the notice for resignation.
- 1.10.3 Send to the Deputy Vice Chancellor (Administration), a written notification in the case of death of a member of staff or a member of his or her immediate family. Such a notification should also include a request pertaining to funeral expenses (where applicable). For senior members of staff, the notification should also include a request for funeral announcement within the University, and over the radio and in the print media (one daily newspaper).

1.11 Cooking in University Offices

The Dean / Chairperson is expected to:

- 1.11.1 Ensure that no cooking takes place in University offices, provided that tea may be prepared in accordance with set safety precautions.
- 1.11.2 To report in writing to the Registrar (Administration), any member of staff who contravenes this policy requirement.



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