

ST AUGUSTINE INTERNATIONAL UNIVERSITY



GUIDELINES FOR STAFF RECRUITMENT

St. Augustine International University is an equal opportunity employer and appointment to all positions in the University service is based on the principals of **merit & quality at the gate**. The University Quality Assurance and Gender Policies are important references during the recruitment exercise.

The University Council shall approve all the staff establishments and shall be responsible for all appointments through the **Appointments Board** except as provided for otherwise.

1. Terms of Employment

1.1 Appointment into the University Service shall be on the following terms

- a) Contractual Terms**
Appointment in the University service shall be on contractual terms where the terms of employment are as defined in a particular contract of employment between the University and an employee.
- b) Casual Terms**
Appointment on Casual Terms shall be the type of employment where an employee is engaged to perform defined tasks on a day to day basis and whose remuneration is on a piece rate basis.
- c) Honorary Terms**
Appointment on Honorary Terms is the type of employment which attracts no remuneration from the University and is only extended to persons of academic and/professional distinction as determined by Council.
- d) Adjunct Terms**
Appointment on adjunct Terms is the type of employment where a member of staff of one department may render part-time services to another department on agreed terms.
- f) Cross Institutional appointments**

2.2 Categories of Employees

Employees of the University shall comprise of the following categories:

a) Academic Staff

Academic staff shall be staff engaged by the *University* in teaching, research and outreach to the community in line with the mission of the University. They shall include the following:

- i. DVC AA
- ii. Principal of College;
- iii. Deputy Principal of college
- iv. Dean or Director of /School/Institute;
- v. Professor Emeritus;
- vi. Professor;
- vii. Associate Professor;
- viii. Senior Lecturer;
- ix. Lecturer;
- x. Assistant Lecturer;
- xi. Teaching assistant;
- xii. Research Fellow;
- xiii. Research Assistant;
- xiv. Honorary Chair and
- xv. Chief Librarian
- xvi. Other Library staff designated Academic

b) Administrative Staff

The administrative staff shall consist of persons employed by the University, other than academic staff, holding administrative, professional or technical senior posts established by the University Council for the efficient management and running of the University.

c) Support Staff

The support staff shall consist of persons employed by the University who are not members of the academic staff or the administrative staff.

d) Casual Staff

Casual staff shall be persons employed to perform defined tasks on an ad-hoc bases and remunerated accordingly.

f) Volunteers

- i. These shall be persons authorized in writing by the **Director, Human Resources** upon application to render services to the University through a specific unit for a specific period of time not exceeding **twelve months**.
- ii. A volunteer shall not receive salary from the University but may be paid an allowance subject to availability of funds in the recipient unit.

g. Industrial Training/Attachment

- i. The University may accept students for attachment to any of its units for training purposes. Such students shall apply for attachment to the Director, Human Resources through their respective institutions and the recipient units.
- ii. While on Industrial training, the students shall not be entitled to any remuneration and must fully comply with all regulations as spelt out by the recipient unit.

h. Scholars for tourism

2.0 Minimum Qualifications for Appointment

2.1 a) Academic Staff

The minimum qualifications a person should have in order to be appointed to an academic post at St. Augustine's are stipulated in *Table 1*.

b) Research Staff (see Table 2)

c) Library Staff (see Table 3)

d) Administrative Staff

The minimum qualification to be eligible for employment as an administrative staff in the University service shall be a Bachelor's degree from a recognized institution. The other minimum qualifications shall be specified depending on the post in question (see table 4).

e) Support Staff

The minimum qualification to be eligible for employment as a support staff in the University service shall be an Ordinary Level Certificate of Education (UCE) or its equivalent. The other minimum qualifications shall be specified depending on the post in question.

3.0 Recruitment Procedures

a) Vacancies

Posts shall be deemed to be vacant as a result of the following:

- i End of contract;
- ii Resignation;
- iii Dismissal;
- iv Death;
- v Restructuring/establishment
- vi Rejection of appointment offered; and
- vii Any other causes, and/or reasons.

Table 1: Academic Staff Appointment Requirements

Post	Minimum Academic Qualifications	Years of Teaching	Publications	Supervision of Graduate Students to completion	Contribution to Community
Teaching Assistant	Bachelor's Degree with a First Class or Second Class-Upper Division Degree or the equivalent	Not required	Not required	Not required	Not required
Assistant Lecturer	Bachelor's Degree with a First Class or Second Class Upper Division or the equivalent and a Master's Degree or A First Degree in a Clinical Discipline and having registered and successfully passed all the first year courses in a relevant Masters Degree Programme	Not required	Not required	Not required	Not required
Lecturer	PhD or Master's degree	Not required	Not required	Not required	Not required

Senior Lecturer	PhD or Master's degree in the relevant field	Evidence of pedagogical skills	Eight (8) recognized publications in the area of specialization and at least three (3) of the publications within the last three years at the time of application		Required
Post	Minimum Academic Qualifications	Years of Teaching	Publications	Supervision of Graduate Students to completion	Contribution to Community
Associate Professor	PhD or Master's degree	Evidence of pedagogical skills	Eleven (11) recognized publications in the area of specialization and at least four (4) publications within the last three years at the time of application		Required
Professor	PhD or Master's degree	Evidence of pedagogical skills	Twenty one (21) recognized publications in the area of specialization and at least five (5) new publications within the last 3 years at the time of application		Required

At least two of the following shall constitute evidence of pedagogical skills as defined under teaching experience:

- 1) Teaching
- 2) Evidence mentoring of a specified group of people
- 3) Supervision of other staff, research team, consultancy team
- 4) Evidence of Team building
- 5) Supervision of students
- 6) Qualification in pedagogical skills

b) Notification of Vacancies

The Dean, Head of Academic or Administrative Department or unit shall immediately notify the Director, Human Resources of existing vacancies or positions expected to fall vacant within **three (3) months** of such occurrence.

c) Methods of Filling Vacancies

Vacancies shall be filled through any one of the following methods:

i. Promotions

Where a Principal, Dean, Head of Academic or Administrative Department or unit is satisfied that there is an employee who is competent to fill a vacant post, the responsible Dean, Head of Academic or Administrative Department or unit shall recommend that the vacancy be filled by promotion within the department, provided that no one still serving a period of probation shall be considered for promotion.

ii. Advertising

Where the responsible Principal, Dean, Head of Academic or Administrative Department or unit is satisfied that there is no qualified candidate from within the department/unit to fill the vacancy, they shall recommend that the vacancy be advertised. The advertisement may be internal to tap into internal capacity within the University or external if it is believed that such capacity is lacking within the University.

The job advertisement must contain sufficient details about the positions advertised, the type of person required and other relevant information.

iii. Re-appointment/Renewal of Contract/Extension of contract

- a) An employee may be reappointed or have his or her contract renewed where re-appointment and the procedure thereof is specifically provided for in the initial act and will be based on performance appraisal.
- b) Expression of interest to be re-appointed or have the contract renewed shall be submitted to the Director Human Resources **at least six months** to the expiry of the running contract to give sufficient time to the appointing authority to make the necessary consultations and make a final decision.

iv. Other Appropriate Methods

Notwithstanding provision (i) to (v) above, the University may secure eminently suitable candidates through other appropriate methods as approved by Council from time to time.

d) Application

All persons seeking employment with the University shall do so through a written application addressed to the Director, Human Resources or as may be advised depending on the type of employment sought. A motivational letter outlining what value s/he will add to the post should be attached to the application.

3.1 The following shall comprise specific categories of administrative appointments.

3.1.1 Visiting Professors and Lecturers

- a) Appointment of Visiting Professor and Lecturers shall be made by the Vice Chancellor and letters signed by Director, Human Resources on the recommendations of the Heads of Department submitted through the responsible Dean of the Faculty.

b) Title/Status

Visiting Professor or Lecturer appointments shall be based on their status from the parent institution as long as the parent institution where he/she is serving is a recognized University.

c) Tenure

Tenure will be agreed upon by the Unit, the visitor and Director Human Resources.

d) Promotion of Visiting Academic Staff

The Parent Institution shall be responsible for the promotion of Visiting Academic Staff.

e) Remuneration

A Visiting Academic Staff shall not be entitled to earn a salary from the University but may receive honorarium as may be recommended by the recipient unit from its internally generated funds.

3.1.2 Acting Appointments

a) There shall be two types of acting appointments namely where one acts in a vacant post and where one acts in the place of an incumbent who is temporarily out of office.

b) All acting appointments **except for the Vice Chancellor** shall be **authorized in writing** by the Vice Chancellor or a delegate for formal appointment by the Director, Human Resources. The Director Human Resources shall report such appointments to management for noting.

c) Conditions for an Acting Appointment in a vacant post

a. An employee shall receive a written letter of appointment to act for a continuous period not exceeding one year.

b. An appointment that has not been terminated shall normally lapse one year from the date of appointment unless it is renewed in writing by the appointing authority for an additional **period not exceeding**.

c. An employee in an acting appointment shall be entitled to all benefits attached to the post and shall be paid an acting allowance which shall be the difference between the employees' current salary and the bottom of the salary scale where he/she is acting.

- d. In order to qualify for an acting allowance, an employee shall have worked for a minimum period of 30 continuous working days.
 - e. To enable development of the potential of other in-service staff, normally, an employee shall not hold more than one acting position at the same time.
- d) **Appointment of an acting Vice Chancellor**
When the position of Vice Chancellor falls vacant before a substantive one is appointed, the University Council using agreed upon methods shall appoint an acting Vice Chancellor.

3.1.3 Special Duty Appointment

A special Duty Appointment shall be one where a member of staff is officially required to carry out additional duties and responsibilities of a vacant post. It occurs in circumstances which do not qualify for acting appointment, or when the post to which responsibilities relate is vacant, or the substantive holder is not performing the functions of the office for any reason, or when re-organization/structural changes entails performance of extra duties. The authority to make a special duty Appointment is vested in the Vice Chancellor. *The conditions for special duty appointment are as follows:*

The employee shall be appointed in writing by the appointing authority for a continuous period of not less than one calendar month; and shall not exceed three months renewable once.

- a) The appointment that has not been terminated shall automatically lapse 90 days from the date of appointment and may thereafter be renewed for a maximum of 30 days only.
- b) An employee appointed on special duty under this provision shall be remunerated at a rate not exceeding 25% of his or her monthly salary.

3.1.4 Honorary Appointments

- a) This shall be a non salaried appointment of distinguished scholars in their various academic disciplines and/or areas of professional specialization. A proposal for an honorary position within an academic Unit should

demonstrate a significant contribution to one or more of the following areas:

- i Training/Teaching, for example in curriculum development, program design or delivery with emphasis on practical skills
- ii Research, for example, of direct contribution to research collaboration.
- iii Influence where an appointment could significantly benefit the Unit's objectives.
- iv Strategy development where an appointment contributes significantly to the development of strategy in any of the areas of current or future University activity.

b) Criteria for Honorary Appointment:

Candidates must demonstrate achievement at a level appropriate to the title in at least one of the following areas:

- i. Teaching/training
- ii. Research or
- iii. Professional eminence or entrepreneurship

c) General Requirements

- i. Be a professional holder of a scientific or senior managerial post where demonstrated expertise is evident.
- ii. Have a major demonstrated academic, teaching, research or management interest in matters relevant to the position and field of expertise.
- iii. Accreditation from the appropriate professional body or equivalent.
- iv. Having PhD or Masters Degree or equivalent.
- v. Track record of ethical conduct.
- vi. **Teaching**
 - Evidence of a potential to make a successful contribution to teaching, practical/clinical work.
- vii. **Research**
 - Evidence of, a potential to make, productive research collaboration with the University.
 - Evidence of publication from respectable/international journals.
 - Evidence of presentations at conferences.
- viii. **Professional eminence**

- Appropriate status within profession/occupation.
- Academic qualifications at an appropriate level.
- Professional activity.
- Membership of professional bodies and learned societies.

d) Procedure for appointment

- i. Nominations for honorary positions should originate from a School;
- ii. The CV or profile of the applicant, together with a full publications list should be submitted to the Director, Human Resources who will convene a meeting with Appointments Board to consider the application.

3.2 Recruitment of Non-Citizens

- a. A non Citizen shall be appointed, then use the appointment letter to obtain clearance from the **Uganda Immigration Department**.
- b. S/he shall be required to present copies of his/her passport and **work permit** before taking up his/her duties with the University.
- c. All non-Citizens shall be employed on **local contractual terms** or in exceptional circumstances, on terms negotiated by both parties prior to appointment.
- d. For purposes of this employment, their **home shall be defined as Kampala**.

3.3 Medical Examination

All appointments shall be conditional upon receipt of a satisfactory fitness medical report by a certified medical practitioner.

3.4 Offer of Appointment and Acceptance

- a. Offer of Appointment shall be made in writing by the Director, Human Resources. Deans and Heads of relevant departments shall receive copies of such offers of appointment.

- b. The Appointment letter shall embody the following: name of appointee, effective date of appointment, rank appointed to, reporting relationship, terms of appointment, validity period of appointment, salary scale and allowances, any other entitlements as applicable and the acceptance option.

- c. The appointee shall be required to indicate in writing their acceptance, attach three copies of passport size photographs of their current likeness, indicating the earliest time they would be available to take up the post.