

BUSITEMA UNIVERSITY RECRUITMENT AND PROMOTION POLICY

(15TH COUNCIL MEETING HELD DECEMBER 9, 2011)

PREAMBLE

Busitema University was established as a public University under the Universities and other Tertiary Institutions Act, 2001 (Establishment of Busitema University Instrument 2007 No. 22 made on 25th day of May, 2007, having been enacted by Parliament on the 10th of May, 2007)

The University was established as a Multi –campus model with its main Campus located at Busitema along Jinja- Tororo highway. The campuses that form Busitema University are as follows: Busitema Main Campus, Nagongera Campus, Namasagali Campus, Arapai Campus, Mbale Campus, Kaliro Campus, Pallisa Campus.

Mandate of the University

The mandate of the University is to provide higher education through teaching, research and outreach.

Vision

The Vision of the University is *“A centre of academic and professional excellence in science, technology and innovation.”*

Mission

The Mission of the University is *“To provide high standard training, engage in quality research and outreach for socio-economic transformation and sustainable development.”*

Core Values

Busitema University in the pursuit of its mission will be guided by the following core values:

- Excellence
- Relevance
- Innovativeness
- Professionalism
- Ethics and Integrity
- Equity
- Internationalization
- Respect for Diversity

SECTION ONE

1.0 INTRODUCTION, DEFINITION AND INTERPRETATION

1.1 INTRODUCTION

- 1.1.1 These Recruitment and Promotion procedures shall be known as Busitema University Recruitment and Promotion procedures.
- 1.1.2 These Recruitment and Promotion procedures have been issued with the approval of Busitema University Council.
- 1.1.3 These procedures shall be reviewed from time to time and as and when need arises.

1.2 DEFINITIONS

In this Recruitment and Promotion Procedures, unless the context otherwise requires:

Administrative staff: means, in accordance with the Universities and Other Tertiary Institutions Act, 2001, persons employed by the University, other than academic staff, holding administrative, professional or technical senior posts in salary scales M1 – M7 established by the University Council for the efficient management and running of the University.

Academic staff: means, in accordance with the Universities and Other Tertiary Institutions Act, 2001: as amended.

- (i) Deans of Faculties or schools;
- (ii) Directors of Institute, college or other academic body;
- (iii) Heads of academic departments
- (iv) Professors, Associate Professors, Senior Lecturers, Lecturers, Assistant Lecturers and Teaching Assistants appointed for teaching, research and outreach;
- (v) University Librarian and other library staff designated as academic members of staff;
- (vi) Such other persons as the University Council may designate academic members of staff.

Allowances: Shall mean monetary benefits an employee is entitled to receive to assist with costs incurred for such items as housing, travel, Medical, Mileage, Lunch, Overtime, Extra-load, Per-diem, subsistence which shall vary from time to time.

Appointing Authority: Shall be as defined in the Universities and Other Tertiary Institutions Act, 2001.

Appointment: Shall mean the formal engagement of a person in the service of Busitema University, in accordance with the Council regulations.

Appointments Board: Shall mean the Appointments Board of Busitema University Council as provided for in the University and other Tertiary Institutional Act.

Code of Conduct: Shall mean rules of behavior that guide decisions, procedures and systems of an organization in a way that contributes to the welfare of its stakeholders and respects the rights of all persons affected by its operations.

Contract of Employment: Shall mean employment in the service of the University for a specific, prescribed period under such terms and conditions as shall be agreed upon and prescribed in a service agreement entered into between an employee and the University.

Dean/Director: Shall mean a person appointed and designated to head an academic/administrative unit.

Dismissal: Means the discharge of an employee from employment at the initiative of his or her employer when the said employee has committed verifiable misconduct

Employee: Shall mean a person employed by the University under a contract of service or Contract of Apprenticeship.

Employer: Shall mean Busitema University Council

Early Retirement: Shall mean permanently leaving service of the University before the mandatory retirement age but after the age of 55 years.

Faculty (includes, School, Institute or Centre): Shall mean an academic unit comprising academic or research units.

Head: Shall mean a person appointed and designated by Council as being administratively accountable for a unit.

Home: Shall mean a place of origin, within or outside Uganda as stated by the employee on the Bio Data form at the time of appointment.

Leave: Shall mean the official time off from the University work as provided for in this Manual.

Member of Staff: means a person formally appointed by Busitema University to work in its service.

Month: means calendar month of the year.

Outreach: Shall mean activities that have an end goal of promoting applied or natural sciences to the general public or to the surrounding community.

Principal: Shall mean the head of a College set up under the Universities and Other Tertiary Institutions Act.

Probation: Shall mean a prescribed period for which an employee has to serve prior to being confirmed into service.

Promotion: means the appointment of a public officer to a high office and responsibilities with an immediate or potential increase in salary.

Research: Shall mean a systematic investigation to establish novel facts, solve new or existing problems using scientific methods.

Resignation: Shall mean termination of service from the University, at will by an employee, after giving due notice as required by the regulations.

Retirement: Shall mean permanently leaving service of Busitema University.

Staff: Shall mean all persons appointed by Busitema University in the academic, administrative and support categories.

Support Staff: means persons employed by Busitema University who are not members of the academic staff, or the administrative staff in accordance with the Universities and Other Tertiary Institutions Act, 2001, and are in salary scales M10 – below.

Term: Shall mean, in relation to an employee on contract, the period of service with the University as stipulated in his/her contract.

Teaching: Shall mean planning courses, development of new programmes, lecturing, actual teaching, drawing course outlines, setting course works and marking, setting and marking examinations, supervision of students' research projects, guidance and interaction with students, conducting practical.

University: means Busitema University established under the Universities and Other Tertiary Institutions Act 2001, and Statutory instrument 22. 2007.

University Council: Shall mean the Busitema University Council set up under the Universities and Other Tertiary Institutions Act 2001 as the supreme policy making organ of the University.

University Secretary: Shall mean the Secretary as defined in the Universities and Other Tertiary and Institutional Act.

Vice-Chancellor: Shall mean the Vice-Chancellor of Busitema University as established in the Act, who is the Chief Executive Officer of the University.

Volunteer: Shall mean an individual who requests and is authorized to render services to the University without pay.

Year: means calendar period of twelve months from January to December.

SECTION TWO

RECRUITMENT POLICY

2.0 RECRUITMENT POLICY STATEMENT

The University is committed to hiring and retaining qualified and motivated staff in order to achieve the University's vision, mission, and strategic objectives.

2.1 POLICY OBJECTIVES

The objectives of the Staff Recruitment Policy are to:

- a) Ensure that the University recruits, shortlists, appoints and retains the best available employees thereby ensuring quality and sustainability of the University
- b) Provide a structural frame work for advertising vacant or new positions

2.2 LEGISLATION FRAME WORK

The University shall comply with the existing relevant National and International employment laws.

2.3 PURPOSE OF THE POLICY

The policy is intended to guide the recruitment of Academic, Administrative and Support Staff.

2.4 GUIDING PRINCIPLES

- a) The University uses transparent, professional, objective and fair approach in the recruitment, selection and appointment of staff.
- b) The University regards its Human Resource as its most valuable resource.

2.5 POLICY

The policy ensures that:

- a) The University recruit, shortlists, appoints and retains the best qualified staff in order to promote academic, professional and administrative excellence.
- b) The University rejects unfair discrimination whether direct or indirect.
- c) Selection and appointments are done through a professional and transparent approach taking into consideration the needs in the specific environment where the vacancy exists.
- d) There is availability of suitable candidates with required knowledge, skills, attitudes, qualifications and or registrations and experience where appropriate including employment equity strategies, fairness and objectivity.
- e) Line Managers / Supervisors in the position of responsibility shall guard against any form of conflict of interest.
- f) All posts are filled through advertisement or internal recruitment, provided the posts are advertised internally.

2.6 IMPLEMENTATION

- a) Management through the office responsible for the human resource function shall be responsible for the implementation of the policy in terms of the necessary processes, systems and procedures.
- b) Heads of Department, Deans of Faculties and immediate supervisors shall be responsible for ensuring compliance of the policy.
- c) Management through the office responsible for the human resource shall be in charge of administration and monitoring of implementation of the policy on a day to day basis.

3.0 RECRUITMENT AND SELECTION PROCEDURES

3.1 RECRUITMENT

Busitema University is an equal opportunity employer and recruitment for all positions in the University service is based on the principle of **merit**. The University council shall approve the establishment and shall be responsible for recruitment through the Appointments Board **except as provided for otherwise**.

3.1.1 APPLICATION

All persons seeking employment with the University shall do so through a written application addressed to the office responsible for Human Resource or as may be advised depending on the type of employment sought.

3.1.2 Processing of applications and verification

- i. The posts in the University are created by the University Council on the recommendation of the Planning and Investment Committee.
- ii. Applications are received by the office responsible for Human Resource and either forwarded to the relevant department for review and assistance with the short listing or are processed by the office responsible for Human Resource in consultation with the user unit.

3.1.3 Departmental Appointments and Promotions Committee

- i. The Department Appointment/Promotions Committee shall consist of at least 5 senior members of staff of the Department. The Committee shall consider applications at the rank of **Senior Lecturer or equivalent and below**. Where a department is understaffed and lacks quorum, the applications shall be considered at faculty level.
- ii. Only persons whose ranks are higher or equivalent to the person being considered for appointment or promotion, shall constitute the Committee.
- iii. There shall be departmental or faculty Appointments Committee which shall assist the office responsible for Human Resource and Appointments Board in processing applications for appointments and promotions.
- iv. Where the Head of Department or a member of the committee is a candidate, or where two or more members of the departmental committee are being considered, The Faculty Dean / Head of administration Department or unit shall assume the chair of the Departmental Appointments/Promotions Committee meeting called for that purpose. Any member of the committee should not be part of the committee which consider their candidature.
- v. Where the Faculty cannot form a committee due to lack of eligible staff members, the Committee shall co-opt qualified members from related fields or other Units to assess the application.
- vi. The decisions of the Committee shall be communicated to the Appointments Board in form of minutes which should bear the signatures of all members who attend the meeting and membership at any one time should not be below **three**.

3.1.4 Faculty Appointments/Promotions Committee

- i. A Faculty/ school/ Institute shall have a Committee which shall be chaired by the Dean/ Director.
- ii. The Faculty/ school/ Institute Committee shall be made up of at least one representative from each Departmental Committee
- iii. Only persons whose ranks are higher or equivalent to the person being considered for appointment or promotion, shall constitute the Committee.
- iv. The quorum for the Departmental Appointments and Promotions Committee shall be three (3) members.

The Terms of Reference of this committee shall be:

- i. To receive recommendations from Departmental Committees and make recommendations to the Appointments Board using University guidelines;
- ii. To make recommendations to the Appointments Board on cases of appointment of Academic staff.
- iii. To make recommendations to the Appointments Board on cases of conflicts; and
- iv. To handle cases of Appointment/promotion from understaffed departments.
- v. The decisions of the above committees shall be communicated to the Appointments Board in the form of minutes which should bear signatures of all the members who attend the meeting and membership at any one time should not be below three.
- vi. Where a faculty/school/institute is understaffed and cannot constitute a committee, due to lack of eligible staff members, the committee shall co-opt members composed of Faculty Deans/Professors in related fields to assess the application.
- vii. Where a Dean/Director is the candidate, the committee shall appoint a Chairperson from among the members present to assess the application.
- viii. In case of controversy within a Department or lack of clarity on any issue, the relevant Dean can be invited to appear before the Appointments Board to assist in resolving the problem.

3.1.5 Verification of Documents

The University reserves the right to authenticate the documents. Besides, the University also reserves the right to accept or reject any qualification.

3.1.6 Impersonation or falsification of documents

Cases of impersonation, falsification of documents or giving false /incomplete information whenever discovered either before appointment or afterwards, shall lead to automatic cancellation of candidature or appointment or dismissal or prosecution in the courts of law.

4.0 SHORT LISTING

- i. Short listing of applicants shall be the responsibility of the Directorate of Human Resources which shall co-ordinate the exercise in close consultation with the user or technical department as the case may be.
- ii. The short-listing shall always be guided by agreed criteria as well as the provisions in the advertisement or other job related factors as may be considered applicable by the short listing committee. Short-listing shall be done within a period of not more than **one month** from the closure of receiving applications.
- iii. Short-listed applicants shall be given reasonable notice for interviews specifying time, and place of interview using the most reliable form of communication.
- iv. The University reserves the right to recognize and to accept the qualifications from applicants . This particularly applies to on-line degrees and plan B degrees.

5.0 FILLING VACANCIES

5.1 Vacancies

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

- i. Restructuring/ new establishment
- ii. End of contract
- iii. Retirement

- iv. Resignation
- v. Death
- vi. Rejection of appointment offered
- vii. Mental Incapacity
- viii. Termination
- ix. Dismissal
- x. Imprisonment
- xi. Any other causes as identified by the Appointments Board

5.2 Notification of Vacancies

The Head of Academic or administrative department or unit shall immediately notify the office responsible for human resources of existing vacancies or positions expected to fall vacant within **three (3) months** of such occurrence.

5.3 Methods of filling vacancies

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

5.3.1 Promotions

Where Head of Academic or Administrative Department or unit is satisfied that there are employees qualified to fill a vacant post, the responsible Head of Academic or Administrative Department or unit shall recommend to the Unit Appointments and Promotions Committee that the vacancy be filled through promotion within the department provided that no one still serving a period of probation shall be considered for promotion, and thereafter the Unit's Appointments and Promotions Committee through the office responsible for Human Resource will recommend the staff to Appointments Board for interview and subsequent promotion.

5.3.2 Advertising

Where the responsible 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, she or he shall recommend to office responsible for Human Resource 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 advertisements must contain sufficient details about the positions advertised, the type of person required and other relevant information.

5.3.3 Secondment

The Vice Chancellor may internally second a qualified member of staff from one academic / administrative Unit to serve in another for a period not exceeding one (1) year subject to extension by Appointments Board for a justified cause. The secondment shall be ratified by the Appointments Board within one month from the date of secondment.

Internal Secondment

- a) An employee may when circumstances so demand, be internally seconded to another Unit within the University by authority of the Vice Chancellor for a specified period of time, following necessary consultation.
- b) The duties, terms of service and any change in the remuneration shall be specified in the letter

of secondment issued by the Vice Chancellor

- c) Upon expiry of the period of secondment, the employee shall revert to their original Unit.

External Secondment

i. Employee received on secondment

- a) The employee who received secondment shall serve for a specified period of time as agreed Busitema University and the employee's parent employer.
- b) Busitema University shall remunerate such an employee as shall be agreed upon between the two parties as long as such remuneration shall not amount to payment of double salary.
- c) Such an employee shall not be entitled to terminal benefits as applicable to University employees on contract terms.

ii. Employee given on secondment

- a) Such an employee shall serve the recipient organization for a period not exceeding two (2) years.
- b) The employee on secondment to another organization may continue drawing their basic salary from Busitema University but the allowances and other forms of remuneration shall be the responsibility of the recipient organization.
- c) An employee on secondment shall draw a salary from either Busitema University or the organization of secondment **but not both**.
- d) Upon expiry of the period of secondment, the employee shall return to their original position in Busitema University. In the event that such an employee does not return after the period of secondment without formal resignation after ten (10) consecutive working days, such employee shall be deemed to have absconded.
- e) The period of secondment shall **not** be treated by Busitema University as a break in service

5.4.4 Election

Election of a Faculty Dean/ Director and Head of Department shall be conducted as prescribed in the *Universities and Other Tertiary Institutions Act of 2001 (as amended)*, Sections 53 and 54.

5.4.5 Re-appointment

Re-appointment of persons on contract shall be based on performance appraisal by the appointing authority and expression of interest to be re-appointed shall be submitted to the appointing authority **at least six months** to the expiry of the running contract to give sufficient time to the appointing authority to conduct the appraisal and make a final decision.

6.0 SELECTION

6.1 Selection Process

The Appointments Board either as the Main Board or through its sub-committees shall select or appoint applicants to specific established posts.

- a) The selection process may take the following forms:
 - i. By interviewing candidates to get the most suitably qualified;
 - ii. By vetting the credentials of candidates to determine the most suitably qualified; and
 - iii. By appointing those voted into office and are recommended for appointment by the Vice Chancellor.
 - iv. Through performance appraisal for cases of re-appointment in respect of staff on contract
- c) Where applicable, selection tests shall be administered to verify the competency of the applicant for the post in question. This may be followed by a selection interview.

- d) Where the Appointments Board feels that a recommendation of an Appointments/ Promotions Committee is not satisfactory, the Chairperson of such committee shall be invited to appear before the Board to explain the recommendation before the Board makes a final decision.

6.2 INTERVIEW

The Board may invite an outsider(s) with technical expertise to assist in the interviewing process as need may arise. The technical persons co-opted shall only provide technical guidance and **shall not participate** in the scoring.

7.0 TERMS OF APPOINTMENT

Appointments into Busitema University service shall be on the following terms:

7.1 Contract Terms

Appointment on Contract shall be type of employment where the terms of employment are as defined in a particular contract of employment between the University and an employee.

- a) Contract appointments shall be offered to all employees of the University;
- b) Appointments other than those of individuals who have attained mandatory retirement age and Teaching Assistants shall be of a period of five years and shall be renewable by mutual consent;
- c) All administrative staff at M3 salary scale and above shall be appointed on five-year contract, and shall be eligible for reappointment for one more term, and the reappointment shall follow the approved procedure;
- d) Academic, Administrative and Support employees may be offered contract employment for durations as provided in the University and Other Tertiary Institutions Act 2001 and renewable by mutual consent.
- e) For the Busitema University staff whose services are still required after they have attained the retirement age, their benefits and duration of their appointment shall be determined by Management, and renewable by mutual consent;
- f) Teaching Assistants shall be appointed for a period of two year renewable by mutual consent;
- g) Short-Term Contract appointments shall be issued to staff as authorized by the Vice Chancellor for a period not exceeding one year. Short-term contracts not exceeding one year should be issued to staff by the Vice Chancellor.

7.2 Part Time Terms

Part-time Academic staff shall be appointed where there is a specialized need which cannot be met by the existing contractual and visiting academic staff. Appointment on Part-time Terms shall be the type of employment where the working hours per month by an employee do not exceed twenty hours as may be reviewed by the University Council from time to time.

7.3 Voluntary Terms

Persons with appropriate skills who offer themselves to serve Busitema University voluntarily may be offered Voluntary appointment.

7.4 Professor Emeritus Terms

Staff members at the rank of professor, who retire from the University Service after at least five years of service, and having made a contribution such as to bring distinction to the individual, the University, and the nation, may be appointed Professor Emeritus in the service of the University.

7.5 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.

7.6 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.

7.7 Casual Terms

Casual employment shall be the type of employment where an employee is engaged to perform defined tasks on a daily hourly basis where payment is due at completion of each days' work.

8.0 CATEGORIES OF EMPLOYEES

Employees of the University shall comprise of the following categories:-

8.1 Academic Staff means, in accordance with the Universities and Other Tertiary Institutions Act, 2001: as amended.

- (i) Deans of Faculties or Schools;
- (ii) Directors of Institute, college or other academic body;
- (iii) Heads of academic departments
- (iv) Professors, Associate Professors, Senior Lecturers, Lecturers, Assistant Lecturers and Teaching Assistants appointed for teaching, research and outreach;
- (v) University Librarian and other library staff designated as academic members of staff;
- (vi) Such other persons as the University Council may designate academic members of staff.

8.2 Administrative Staff

Administrative staff shall be those engaged in administrative support to fulfill the mission of the University. They include:-

- i. Heads of administrative departments
- ii. All other non academic staff serving under senior terms of service

8.3 Support Staff

Support staff shall be either senior or junior staffs that render support services to both academic and administrative staff

8.4 Volunteers and Internship

Staff Volunteering and on Internship Terms are not employees. They shall therefore, not be entitled to salary or any other form of compensation for their services. Such staff may receive lunch and transport allowances.

8.5 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 office responsible for Human Resources through respective institutions and the recipient Units.
- ii. While on Industrial Training the student shall not be entitled to any remuneration and must fully comply with all regulations as spelt out by the office responsible for Human Resources.
- iii. A person on training shall be under supervision of the Heads of Units

9.0 MINIMUM QUALIFICATION FOR APPOINTMENT

9.1 Academic Staff

The minimum qualifications a person should have in order to be appointed to an academic post at Busitema University should be as indicated in the table below:-

Post	Salary Scale	Minimum academic qualifications	Teaching experience	Publications	Supervision of graduate students to completion	Contribution to community
Teaching Assistant	M7	Bachelor's Degree of at least Second Class Upper division in a relevant area	Not required	Not required	Not required	Not required
Assistant Lecturer	M7	Bachelor's Degree of at least Second Class Upper division in the relevant area.	Two years Teaching Experience at institutions of higher learning.	Not required	Not required	Not required
Chief Technician	M6	Higher Diploma in the area of specialization with evidence of conducting practicals at Higher Institutions of learning.	4 years experience at the level of Senior Technician	Not required	Not required	Required
Lecturer	M6	Masters Degree in the area of specialization. PhD holds precedence	At least three (3) Years of Teaching Experience in an Institution of Higher learning	Evidence of at least one (1) Publication	Not required	Not Required
Senior Lecturer	M5	PhD in the area of specialization (A PhD holder takes precedence)	At least five years of University teaching experience	At least three (3) recognized Publications in the area of specialization within 3 years preceding appointment	Successful supervision of at least one (1) graduate student	Required
Associate Professor	M4	PhD in the area of specialization (A PhD holder takes precedence)	At least six (6) years of Teaching Experience in an Institute of Higher Education with evidence of pedagogical skills.	At least four (4) recognized Publications in the area of specialization within 5 years preceding appointment.	Successful supervision of at least four (4) graduate students	Required
Professor	M3	PhD in the area of specialization (A PhD holder takes precedence)	At least eight (8) years of Teaching Experience in an Institute of Higher Learning with evidence of pedagogical skills.	At least six (6) recognized Publications in the area of specialization within 5 years preceding appointment	Successful supervision of at least six (6) graduate students	Required

9.1.1 PhD Requirement as a Prerequisite for Promotion/Appointment to Lecturer Position

The qualification of PhD for Lecturer position shall be applied for appointment and promotion to all positions and disciplines for applicants who **hold a third class (pass) Bachelors degree plus a PhD degree**. They are eligible for appointment to the position of lecturer since the PhD qualification is an indicator of academic maturity.

9.1.2 Scoring System for Academic Staff

The recommended Point System for rating of Associate Professors and Professors is as follows:-

No.	Area	Maximum Points
1	Academic and Professional Qualification	25
2	Teaching Experience	20
3	Publications	25
4	Supervision of graduate students	15
5	Conduct and Ethical behavior	05
6	Other Academic activities	05
7	Membership to Professional Bodies	03
8	Professional Practices	02
Total Maximum Score		100

For one to be appointed to a post of Professor or Associate Professor the publications should be vetted by competent professional peers identified by the Faculty using the following pillars and grade systems below:-

- i. Originality
- ii. New knowledge created
- iii. Relevancy to community needs
- iv. Quality and up to datedness of literature
- v. Inter and Trans disciplinary nature of the published work
- vi. Evidence of innovation
- vii. Overall quality of published work

9.1.3 Grading System

Grade	Points	Remarks
A+	7	Exceptional
A	6	Excellent
B+	5	Very good
B	4	Good
C	3	Average
D	2	Below Average
E	1	Very poor

9.2 Administrative Staff and Support Staff

9.2.1 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.

9.2.2 Support staff

The minimum qualification to eligible for employment as a support staff in the University service shall be an Ordinary Level Certificate of Education or its equivalent

9.2.3 SALARY SCALES AND JOB SPECIFICATIONS FOR ADMINISTRATIVE, TECHNICAL AND SUPPORT STAFF

SALARY SCALE	QUALIFICATIONS	EXPERIENCE	Promotion Scales
M3	Masters Degree in a relevant area	8 years of working experience , 5 of which are years at Managerial Level	Not promotional position
M4	Masters Degree in a relevant area	6 years of working experience , 4 years of which are at Managerial Level	3 years experience of which 2 years are at Managerial Level
M5	Masters Degree in the relevant area	5 years of working experience, 2 of which are at Managerial Level	3 years experience in a relevant area
M6	Masters Degree in a relevant area	3 years in the relevant area	Attain a Masters degree and at least 2 year experience in a relevant area
M7	Bachelors Degree in the relevant area	Not Necessary / if any it is an added advantage	Training position
M10	Diploma (Senior Intermediate Staff)	4 years at Senior Level	Promotion scale for Diploma (Technical)
M11	Diploma (Technical)	2 years in the relevant area	Promotion scale for Diploma (Humanities)
M12	Diploma (Humanities)	2 years in the relevant area	
M13	Certificate Courses (Senior Support Staff)	4 years at Senior Support Staff Level	Promotion scale for Certificate (Technical)
M14	Certificate Courses (Technical)	2 years in the relevant area	Promotion scale for Certificate (Humanities)
M15	Certificate Courses (Humanities)	2 years in the relevant area	
Others	"O" level Certificate		

10.0 Types of Appointment

Appointment into the University service shall be contractual.

10.1 Contractual appointments

Contractual appointments shall be where the terms of employment are as defined in a particular contract between the University and an employee.

10.2 Administrative Appointments (Short-Term contracts)

- i. All short term/administrative appointments shall be made by the Vice-Chancellor on the recommendation of the Appointments and Promotions Committee of the unit in need through the office responsible Human Resource, provided that **no such appointment shall exceed 12 months.**
- ii. Three (3) months prior to the expiry of the short term/administrative appointment, the

position shall be advertised either internally or externally unless circumstances render it impossible to do so.

- iii. The short term/administrative appointments of support staff shall be done by Management.
- iv. An employee appointed on a short term basis shall enjoy such terms and conditions of Service as may be specified in his /her letter of appointment.
- v. The qualifications of short term contract staff shall be comparable to the rank they are appointed against.
- vi. The appointments in (i) and (ii) shall be tabled before the Appointments Board for noting.

10.3 Other specific categories of administrative appointments

The following shall comprise specific categories of administrative appointments.

10.3.1 Visiting Professors and Lecturers

a) Appointment of Visiting Professor and Lecturers shall be made by the Vice Chancellor on the recommendations of the Heads of Department submitted through the responsible Dean of Faculty and the office responsible Human Resource

b) Title/Status

Visiting Professor or Lecturer shall be appointed by Busitema University based on their status from the parent institution as long as the parent institution where he/she is serving is a recognized University or an academic institution of repute.

c) Tenure

A Visiting Professor or Lecturer shall be appointed for two (2) years renewable on the recommendation of their respective unit and supported by their parent Institution. Their appointment shall not be subjected to age limits. In cases where the Visiting Academic staff is not a member of staff of another Academic Institution, the University will seek recommendation from the provided referees. He or she will be supported by the University on negotiated terms.

d) Administrative Roles

In units where there may be no suitable staff to be appointed to occupy Headship or Deanship position, the Visiting Lecturer may be assigned such administrative role.

e) Promotion of Visiting Academic Staff

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

f) 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.

10.3.2 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 for formal appointment by office responsible for Human Resource. The office responsible for Human Resource shall report such appointments to the Appointments Board for noting.
- c) **Conditions for an Acting Appointment in a vacant post**
 - i. An employee shall receive a written letter of appointment to act for a continuous period not exceeding one year.

- ii. 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 3 months.**
- iii. 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.
- iv. In order to qualify for an acting allowance, an employee shall have worked for a minimum period of **30 continuous working days.**
- v. 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.

10.3.3 Appointment of an Acting Vice-Chancellor

When the position of Vice-Chancellor falls vacant before a substantive one is appointed, the University Council shall recommend to the Chancellor to appoint an acting Vice-Chancellor whom Council shall have identified using methods the Council will have agreed upon

10.3.4 Special Duty Appointments

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 properly 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.

10.3.5 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, programme 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) Procedure for appointment

- i) Nominations for honorary positions should originate from a Faculty/School/Institute;
- ii) The CV or profile of the applicant, together with a full publications list should be submitted to the Vice-Chancellor's Office.
- iii) Applications should be accompanied by a letter of support from a head of Department familiar with the work of the applicant;
- iv) Applications will be handled following the University guidelines for appointment of academic staff;
- v) The respective Faculty/School/Institute and Department committee will discuss the applicant's level and nature of the mutual commitment and these will be communicated to the appointing authority
- vi) Recommendations for appointment will be submitted to the Vice-Chancellor if the appointment is for one or less than one academic year and to the Appointments Board if the appointment is for a period longer than one academic year
- vii) After approval, by the appointing authority, letter of appointment shall be issued by the office responsible Human Resource; and
- viii) If an appointment is not approved, this will be communicated to the applicant and the sponsor office responsible Human Resource

d) Renewal of Honorary Appointments

- i) Honorary appointments shall have a limited tenure of three (3) years maximum.
- ii) Renewal shall be subject to satisfactory performance in the post and will require evidence of continuing positive contribution to the strategic objectives of the host faculty;
- iii) Holders of honorary appointments shall be required to provide **annual reports** of their activities
- iv) Applications for renewal shall be submitted at least three (3) months before expiry of the running appointment

e) Appointment Letters

Honorary appointment shall be issued with letters to serve for a period of two years and renewable once on the recommendation of the respective Department and Faculty.

f) Ranks

Honorary academics shall be assessed and ranked based on their credentials/qualifications as follows;

- i) Honorary Lecture;
- ii) Honorary Senior Lecturer;
- iii) Honorary Associate Professor
- iv) Honorary Professor.

g. Appointment Guidelines for Honorary Lecturer

1. General requirements

- i. Be a professional or holder of a scientific or middle managerial post;
- ii. Have a major academic, teaching, research or management interest in matters relevant to the position;
- iii. Accreditation in their specialty from the appropriate Professional Institute or equivalent professional body; and
- iv. Having a Masters or higher degree or equivalent is an added advantage.
- v. Track record of ethical Conduct

2. Teaching

Evidence of, or potential to make, a successful contribution to teaching, including practical work.

3. Research

- i) Evidence of, or potential to make, productive research collaboration with the University;
- ii) Evidence of, or potential to publish conference papers/research presentations at conferences; and
- iii) Being capable of obtaining external funding for research.

Professional eminence

- i) Appropriate status within a profession or occupation;
- ii) Academic qualifications at an appropriate level;
- iii) Professional activity;
- iv) Practical work (where appropriate); and
- v) Membership of learned societies/professional bodies.

h. Appointment Guidelines for Honorary Senior Lecturer

1. General requirements

- i) The individual will normally follow any three of the following requirements:
- ii) Be a senior professional or hold a senior scientific or managerial post;
- iii) Have a major academic, teaching, research or management interest;
- iv) Have accreditation in his/her specialty from the appropriate Professional Institute or equivalent professional body; and
- v) Have a Masters or higher degree or equivalent is an added advantage.
Track record of ethical

2. Teaching

- i) Evidence of a successful contribution to teaching, including clinical teaching if applicable, in a University;
- ii) Contribution, at an appropriate level, to the development of new modules and pathways in a University;
- iii) Contribution, at an appropriate level, to curriculum review;
- iv) Innovative methodologies/pedagogy;
- v) Author of subject text book or chapter;
- vi) Possession of technical/subject expertise;
- vii) Mentoring or potential to mentor junior colleagues in the Faculty; and
- viii) Evidence of support and supervision of research students.

3. Research

- i) Evidence of a productive collaboration with a University or clear evidence of intention to collaborate;
- ii) Evidence of other successful collaborations;
- iii) Being capable of obtaining external funding for research;

4. Professional eminence

- i) Appropriate status within a profession or occupation;
- ii) Academic qualifications at an appropriate level;
- iii) Professional contributions;
- iv) Successful technology transfer;
- v) Entrepreneurial activity;
- vi) Membership of learned societies/professional bodies.

i) Appointment Guidelines for Honorary Associate Professor

1. General requirements

- i. The individual will normally fulfill three (3) of the following requirements:
- iii. Be a leading professional or hold a senior/leading scientific or managerial post;
- iv. Have a major academic, teaching, research or management interest;
- v. Have accreditation in his/her specialty from the appropriate Professional Institute or equivalent professional body; and
- vi. Having a Masters or higher degree or equivalent is an added advantage.
- vii. Track record of ethical

2. Teaching

- i) Evidence of a successful contribution to teaching/training in a University;
- ii) Contribution, at an appropriate level, to the development of new modules and pathways in a University;
- iii) Contribution, at an appropriate level, to curriculum review
- iv) Innovative methodologies/pedagogy;
- v) Author of a subject text book or chapter;
- vi) Possession of technical/subject expertise;
- vii) Mentoring or potential to mentor junior colleagues in a College or University ; and
- viii) External examining.

3. Research

- i) Evidence of a productive collaboration with a University or clear evidence of intention to collaborate;
- ii) Significant research output over career;
- iii) Successful external funding over career, including as lead applicant in grants;
- iv) Invited speaker at international conferences, workshops and meetings;
- v) Leadership of research group(s);
- vi) Member of international research groups;
- vii) Successful postgraduate supervision;
- viii) Referee, editor or member of editorial board for major journals;
- ix) Invited assessor for major grant awarding Bodies;
- x) National/international subject association Executive;
- xi) Leading expert in subject field; and
- xii) Member of Research Council sub-committees.

4. Professional eminence

- i) Outstanding professional achievement;
- ii) Recognized as leading expert within profession or occupation;
- iii) Academic qualifications at an appropriate Level;
- iv) Professional contributions;
- v) Successful technology transfer;
- vi) Successful entrepreneurial activity; and
- vii) Invited assessor for major grant awarding bodies.

5. Other considerations

- i) Service on local, regional, national or international committees or advisory bodies; and
- ii) Management work of relevance and/or benefit to the University.

I) Appointment Guidelines for Honorary Professor

1. General requirements

The individual will normally fulfill three (3) of the following requirements:

- i) Be a leading professional or hold a senior/leading scientific or managerial post;
- ii) Have a major academic, teaching, research or management interest;
- iii) Have accreditation in his/her specialty from the appropriate Professional Institute or equivalent professional body; and
- iv) Having a Masters or higher degree or equivalent is an added advantage.
- v) Track record of ethical

2. Teaching

- i) Evidence of a successful contribution to teaching/training, in a University;
- ii) Contribution, at an appropriate level, to the development of new modules and pathways in a University;
- iii) Contribution, at an appropriate level, to curriculum review
- iv) Innovative methodologies/pedagogy;
- v) Author of a subject text book or chapter;
- vi) Possession of technical/subject expertise;
- vii) Mentoring or potential to mentor junior colleagues in a College or University ; and
- viii) External examining.

3. Research

- i) Evidence of a productive collaboration with a University or clear evidence of intention to collaborate;
- ii) Significant research output over career;
- iii) Successful external funding over career, including as lead applicant in grants;
- iv) Invited speaker at international conferences, workshops and meetings;
- v) Leadership of research group(s);
- vi) Member of international research groups;
- vii) Successful postgraduate supervision;
- viii) Referee, editor or member of editorial board for major journals;
- ix) Invited assessor for major grant awarding Bodies;
- x) National/international subject association Executive;
- xi) Leading expert in subject field; and
- xii) Member of Research Council sub-committees.

4. Professional eminence

- i) Outstanding professional achievement;
- ii) Recognized as leading expert within profession or occupation;
- iii) Academic qualifications at an appropriate Level;
- iv) Professional contributions;
- v) Successful technology transfer;
- vi) Successful entrepreneurial activity; and
- vii) Invited assessor for major grant awarding bodies.

5. Other considerations

- i) Service on local, regional, national or international committees or advisory bodies; and
- ii) Management work of relevance and/or benefit to the University.

11.0 PART TIME APPOINTMENT

- a) A part-time employee is appointed where a vacancy exists and it has not been possible to fill that vacancy substantively on fulltime basis.
- b) The working hours on part-time basis shall be as determined by the University Council from time to time. The current maximum is twenty hours a week.
- c) For academic staff, part-time appointments shall be renewable every academic year upon need and mutual consent.
- d) Part-time appointments for non-academic staff shall be made by the Vice-Chancellor on the recommendation of the recipient unit.
- e) Part-time staff who serve for up to six (6) months shall be appointed by Vice-Chancellor on recommendation of the Dean of a particular Faculty.
- f) The qualifications of part-time staff shall be comparable to the rank such staff are appointed against.

12.0 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) He/ she shall be required to present copies of his/ her passport and work permit before
- c) taking up his/ her duties with the University.
- d) All non-Citizens shall be employed on **local contractual terms** or in exceptional circumstances, on terms negotiated by both parties prior to appointment.
- e) Non citizens shall not be subjected to age limits for appointment into University service. The ability for the applicant to serve shall be the major assessment factor.

13.0 OFFER OF APPOINTMENT AND ACCEPTANCE

- a) Offer of Appointment shall be made in writing by the office responsible for Human Resource. Faculty 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 offer of 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.
- d) All new employees shall be required to fill the Bio Data form which captures their bio-data and other information required by the University during and after their tenure of employment.

- e) It shall be the responsibility of the employee to up-date information about their bio-data to capture significant changes during their tenure of employment.

14.0 INDUCTION AND ORIENTATION

- a) Induction shall be mandatory to properly initiate all new employees (hired, promoted or transferred) into their new tasks.
- b) All new staff shall receive induction and orientation to familiarize them with the vision, mission, objectives, core values, policies, structures, systems, working relationships, social skills and practices of the University.
- c) The Human Resource unit shall coordinate the induction and orientation sessions and it shall not exceed one (1) month.

15.0 PROBATION

- a) The maximum length of a probationary period is **six months**, but it may be extended for a further period of not more than six months with the agreement of the employee.
- b) An employee shall not be employed for a probationary period of service **on more than one occasion** by the University unless he/she is engaged for work of a different nature.
- c) A contract for a probationary period may be terminated by either party by giving not less than fourteen days' notice of termination, or by payment of fourteen days' wages in lieu of notice by either party.
- d) New employees on contractual terms shall serve a probation period of six months like all other staff.
- e) Notwithstanding the provisions of (a) above, the appointing authority **may waive** the whole or part of the probationary period of service.
- f) An employee shall not be promoted during his or her probationary period of service.

16.0 CONFIRMATION

An employee who has successfully completed his/her probation may be confirmed in the University service with effect from the date of expiry of their probationary period.

The procedure for confirmation shall be as follows:

- (a) An employee concerned shall, with the Head of Academic or Administrative Department/Unit, complete an appraisal form **two months before the expiry of the probationary period**.
- (b) Where the performance of an employee due for confirmation is found satisfactory, the Head of Academic or Administrative Department/Unit, shall forward to the office responsible for Human Resource a recommendation from the Departmental Appointments and Promotions Advisory Committee that the employee should be confirmed.
- (c) Where the Departmental Appointments and Promotions Advisory Committee finds the performance of an employee due for confirmation to be unsatisfactory, the head shall so inform both the appointing authority and the employee in writing and indicate clearly the recommendation of the committee.
- (d) Confirmation in all cases must be processed within the probationary period of an employee. In the event that this is not done and the probationary period expires, the employee shall be entitled to have their confirmation **back dated** to the date it was first due.
- (e) Heads of unit who fail to process confirmations of employees within the probationary period shall face disciplinary action as shall be determined by the Appointing Authority.

SECTION THREE

PROMOTION POLICY

1.0 PROMOTION POLICY STATEMENT

The Promotion Policy is aimed at ensuring equitable, fair and harmonious promotion procedure for the University.

1.1 POLICY OBJECTIVES

- a) To ensure equitable, fair and harmonized promotion procedure for Academic, Administrative and Support staff of the University.
- b) To provide a framework for recognizing and rewarding good performance of staff.
- c) To enhance innovation in administration service and leadership in the University.

1.2 LEGISLATION FRAMEWORK

The University shall comply with the existing applicable laws.

1.3 PURPOSE OF THE POLICY

The policy is intended to identify and guide the promotion of Academic, Administrative and Support staff

1.4 GUIDING PRINCIPLES

- a) The University uses transparent professional objective fair approach in the promotion of staff.
- b) The University regards promotion of staff as means of motivating, rewarding recognizing, identifying and retaining
- c) To promote the best deserving staff in order to maximally utilize the potential of the staff.

1.5 THE POLICY

The policy ensures that:

- a) The University promotes qualified employees in order to promote academic. professional and administrative excellence
- b) The university shall promote fairness taking into account respect for diversity, fairness, equity and objectivity in the promotion process.
- c) The University shall encourage staffs who meet minimum requirements to compete for available positions.
- d) Supervisors shall guard against any form of conflict of interest during promotion.
- e) Promotion will depend on among other things, satisfactory assessment of performance.
- f) Departmental appointments and promotion committee are responsible for recommendations of individual staff.
- g) Promotion also depends on compliance or conformity.

1.6 IMPLEMENTATION

- a) Management through the office responsible for the human resource function is responsible for the implementation of the policy in terms of the necessary processes, systems and procedures.
- b) Heads of Department, Deans of Faculties and immediate supervisors are responsible for ensuring compliance of the policy. The Human Resource Office is responsible for the day to day, administration, monitoring and implementation of the Policy.

- c) Management through the office responsible for the human resource shall be in charge of administration and monitoring of implementation of the policy on a day to day basis.

1.7 PROCEDURE FOR PROMOTION OF UNIVERSITY STAFF

1.7.1 Promotion of Academic Staff

1.7.1.1 Multi-Tracks in Handling Promotions/Appointments

In recognition of varied capacity and knowledge creation among members of staff in the University, Busitema University shall use a flexible promotions and appointments criteria as follows:-

1.7.1.2 Ordinary Track Promotion:

- i) Shall require a number of publications plus a number of years of teaching in a position.
- ii) At least two of the following shall constitute evidence of pedagogical skills as defined under teaching experience:

A) Teaching

- i. Mentoring to a particular group of people
- ii. Supervision of other staff, research team, consultancy team
- iii. Team building
- iv. Supervision of students
- v. Qualification in pedagogical skills

B) The period of publications shall be specified as follows:

i. Senior Lecturer

Three (3) recognized publications in the area of specialization, at least one of the publications should have been produced since appointment or promotion to the rank of Lecturer.

ii. Associate Professor

Three new recognized publications in the area of specialization, since promotion to the rank of Senior Lecturer.

iii. Professor

Five new recognized publications since promotion to the rank of Associate Professor

1.7.1.3 Fast Track Promotion:

- i. Shall require at least **twice as many publications or exhibitions** as required on Ordinary Track minus the required number of years in teaching in particular position.
- ii. A member of staff may invoke either track when they feel that they meet the required criteria or criterion.
- iii. The teaching experience required shall be as follows:

A) Senior Lecturer

Two years of actual teaching experience and having served for a period of at least one year at the rank of Lecturer. Five recognized publications in the area of specialization since promotion to the rank of Lecturer. Supervision of at least 1 (one) Graduate Student to completion

B) Associate Professor

Five years of actual teaching experience and having served for a period of at least one year at the rank of Senior Lecturer. Six new recognized publications in the area of specialization since last promotion to the rank of Senior Lecturer. Supervision of at least 2 (two) Graduate Student to completion since last promotion

B) Professor

Six years of actual teaching experience and having served for a period of at least one year at the rank of Associate Professor. Ten new recognized publications in the area of specialization since last promotion to the rank of Associate Professor. Supervision of at least 3 (three) Graduate Student to completion since last promotion

- i. The period when an applicant is not involved in teaching such as study leave, shall not count for purposes of teaching experience
- ii. The teaching experience shall be cumulative with effect from appointment to the rank of Lecturer
- iii. An applicant for promotion under the Fast Track provision shall be required to serve for a period of **one year** at each level before being considered for promotion to the next level

1.8 External Vetting of Publication

Promotion to the ranks of Associate Professor and Professor shall take into account an external vetting process based on the following guidelines:

1.8.1 Scoring System for External Vetter

Assessors should be requested to submit the following information on each publication.

Assessment of the publication in relation to:

- i. Originality and contribution to knowledge.
- ii. Relevance to the academic discipline.
- iii. Relevance and currency of literature.
- iv. Relevance or consistency to the individual's own specialization in an academic discipline.
- v. Quality of published work.
- vi. Overall quality.

For each aspect (i) to (vi) above, a grade should be given as per the grading system shown below. A score of (Excellent) should only be awarded when indicators in (i),(ii)and (iii) are highly regarded. For (vi) above (i.e. overall quality), the grade should reflect the average of numbers (a) to (e) above.

Grade	Points	Comments
A	6	Excellent
B+	5	Very Good
B	4	Good
C	3	Average
D	2	Poor
E	1	Very Poor

1.9 Promotion Procedure for Administrative

- i. Each administrative department shall have a committee charged with the task of reviewing staff promotions for both administrative and support staff. The committee, made up of **three or four**

members (preferably the most senior) chaired by the head of department shall meet to review the progress of each member of staff for promotional consideration.

- ii. Where a head of department is a candidate or where two or more members of the department are being considered or where the department has fewer members, the committee shall **co-opt members from a higher status committee**.
- iii. The committee shall make recommendations to the Appointments Board using the University guidelines for appointment or promotion.

1.9.1 The Promotional Criteria

The promotional criteria for the Administrative staff shall be composed of the following elements:

- a) Years of relevant experience
- b) Academic/professional qualifications
- c) Performance appraisal based on Annual Progress Reports.
- d) Added advantage
- e) Conduct

1.9.2 Promotional interval

- a) No employee shall be promoted while on probation.
- b) An employee serving on probation may be eligible for confirmation after six (6) months of service and to a promotion when appointed to a new job category.
- c) Confirmation in University service shall be based on favorable appraisal reports from the supervisor.

1.9.3 Years of subsequent promotional interval

- a) The promotional interval from one post to the next shall be 3-years except under special circumstances of outstanding performance.
- b) Notwithstanding (i) above, the number of years of experience at a particular job grade may be waived by the appointing authority in cases where an employee has attained a higher qualification sufficient to enable him/her gain the minimum professional point score.

1.9.4 Supernumerary Promotion (personal to holder)

- i. In instances where an employee merits promotion due to **outstanding performance** and yet there is no vacant position at the next level, such an employee may be promoted on supernumerary basis or personal to holder basis.
- ii. Notwithstanding (i) above, supernumerary promotion shall only apply to positions below M3.
- iii. Posts established to cater for supernumerary promotion shall be **personal-to-holder**.

1.9.5 Promotion across job categories

Promotion from one job category to another i.e. from support category to the administrative category is not automatic. Available vacancies shall be advertised internally or externally and competed for by all eligible candidates.

1.10 PROMOTION OF SUPPORT STAFF

a) Application Procedure

An employee seeking promotion shall make an official application for the promotion to the University Secretary through both the immediate supervisor and the head of department.

b) Consideration of the Application

The Appointments and Promotions Committee of the department shall consider the application subjecting it to the assessment criteria.

- i. The minimum score to merit promotion under the criteria shall be 60 points out of 100.
- ii. All the applications for promotion shall be forwarded to the appointing authority by the head of department together with appropriate recommendations contained in Minutes of the Departmental Appointments and Promotions Advisory Committee.
- iii. The appointing authority shall make the final decision depending on the availability of a vacancy.

c) Promotional Interval

The promotional interval shall be a minimum of 3 years except under special circumstances arising out of outstanding or exemplary performance.

1.11 Re-designation

- i. Re-designation shall not amount to promotion. It shall be a lateral re-assignment of duties and responsibilities at the same level deemed administratively prudent. The office responsible for Human Resource shall re-designate employees deemed necessary to promote efficient human resource utilization.
- ii. Where duties and responsibilities remain unchanged, re-designation shall not apply. A change of title without a change in the substance of the job does not call for re-designation but an automatic change of title.

1.12 APPROVAL

The date of commencement of the Recruitment and Promotion Policy of Busitema University is the date of approval by the University Council. Approved by the University Council on the 9th day of December, **2011**

Signed

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CHAIRPERSON BUSITEMA UNIVERSITY COUNCIL

WITNESSED BY;

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THE UNIVERSITY SECRETARY