



## KIRINYAGA UNIVERSITY

<b>DOCUMENT:</b>  Academic Workload and Part Time Teaching Policy	<b>REF:</b> KyU/DVC/Pol/03
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## **FOREWORD**

Kirinyaga University (KyU) recognizes the need to define workload allocation to fulltime and part-time lecturers and in line with best practices in the university industry. Part-time lecturers are engaged on short term renewable contracts to supplement full time lecturers.

This policy outlines how full time staff workload shall be allocated in departments, and defines the recruitment process, engagement and performance measurement for part time lecturers.



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**Vice Chancellor, KyU**

## **ACRONYMS AND DEFINITION OF TERMS**

**CLASS:** Ten to one hundred and fifty students taking a course unit and taught together

**CoD:** Chairperson of Academic Department

**COURSE UNIT:** A subject in an academic programme counted as one unit in the programme structure

**CUE:** Commission for University Education

**EXTERNAL PART TIME LECTURER:** A visiting lecturer teaching at the University on non-permanent basis and also known as adjunct faculty.

**FTSE:** Full Time Staff Equivalent

**SUPERVISION LOAD:** The total number of students allocated to a supervisor who are undertaking a research project or thesis. This constitutes the newly allocated students and those allocated earlier and are still being supervised within the legitimate duration allowed for completion of their research projects or theses.

**INTERNAL PART-TIME TEACHING** refers to a full-time lecturer who has a full teaching load but takes additional course unit/s and receives additional payment to her/his monthly salary.

## **1.0 INTRODUCTION**

Kirinyaga University defines fulltime teaching load as five course units taught per semester per lecturer, three course units per Dean, CoDs, examination Officers, and teaching staff with other administrative university appointments. Academic departments use Part-time lecturers to supplement the work of fulltime teaching staff after allocation of duties as defined herein above. Part-time lecturers are engaged on short term renewable contracts.

### **1.1 Objectives of the Policy aims**

- a) To provide guidelines to academic departments on allocation of teaching workload and engagement of part time lecturers
- b) To harmonize academic engagement practices across departments in the University
- c) To ensure equity in distribution of teaching workload

### **1.2 Scope**

The policy applies to all academic departments and faculty of KyU

## 2.0 POLICY PRINCIPLES AND GUIDELINES

### 2.1. Measurement of Academic Staff Work Load

- a) Internationally, academic staff workload is estimated using the UNESCO developed formula of Full Time Staff Equivalent Staff (FTSE). The formula is based on Staff Student Ratios, thus:

$$FTSE = \frac{[\sum \text{Contact hours per week} * \text{Number of Students} * \text{Duration of course in weeks}]}{SSR}$$

Where SSR = Staff: Student ratio for a programme

- b) Guidelines for fulltime staff: Student ratios used for the various programmes are given by CUE standards and guidelines (PROG/STD/17/ clause 5) as follows:

Programme	Ratio
Applied Sciences	- 1:10
Arts and Humanities	- 1:15
Medical and Allied Sciences	- 1:7
Pure and Natural Sciences	- 1:10
Social Sciences	- 1:18

- c) Attainment of an FTSE of between 1 and 1.9 is what is considered to define full time academic teaching load. This varies with the number of students in each class and the number of contact hours per course unit.
- d) Kirinyaga University defines fulltime teaching load as five course units taught per semester per lecturer, three course units per Dean, CoD, examination Officers, and teaching staff with administrative University appointments
- e) The maximum lecturer workload shall be 40 hours per week as illustrated on tables 1 and 2 below.

Table 1: Academic activity time allocations per week for theoretical course teaching.

Academic activity	Hours per week
Teaching	15 hours/week
Preparation of teaching	10 hours /week (assuming a ratio of 2:1 between preparation time in hours for a three hour teaching block)



Supervision of academic work (attachments and research projects)	3 hours/week (diploma and undergraduate students undertaking industrial attachment and research projects as well as Postgraduate students undertaking research)
And research/research assignments	10 hours/week
Preparation of examination papers	1 hour/week (an average. Total is 16hrs/semester)
Marking of examination scripts and CATs	1 hour/week (scripts are marked at the end of the semester hence use of teaching and preparation time can apply. However, CATs are marked during the semester. 1 hr /wk on average for 14 weeks totals to 14 hours/ semester)
Administrative work	Reduction of fulltime teaching workload to apply on equivalent basis based on the time requirement of the administrative tasks assigned.
TOTAL	40 HOURS

Table 2: Academic activity time allocations per week for teaching of practical courses

Academic activity	Hours per week
Teaching (Theory)	9 hours/week
Preparation of teaching	10 hours /week (assuming a ratio of 2:1 between preparation time in hours for a three hour teaching block )
Supervision of academic work (attachments and research projects)	3 hours per week (diploma and undergraduate students undertake industrial attachment and research project. Postgraduate students undertake research)
Research/research assignments	10 hours/week
Preparation of examination papers	1 hour/week (an average. Total is 16hrs/semester)
Marking of examination scripts and CATs	1 hour/week (scripts are marked at the end of the semester hence use of teaching and preparation time can apply. However, CATs are marked during the semester. 1 hr /wk on average for 14 weeks totals to 14 hours/ semester)
Administrative work	Reduction of fulltime teaching workload to apply on equivalent basis based on the time requirement of the administrative tasks assigned.
Preparation and participation in laboratory exercises	6 hrs. (where 3 hours practical hour is equated to 1 theory hour)
TOTAL	40 HOURS

## 2.2. Recruitment and Appointment of Part Time Lecturers

- a) Recruitment and appointment of part Time lecturers shall be done only where a workload assessment in the department reveals that the department does not have sufficient capacity to handle its entire workload using its full-time faculty. A part-time lecturer may also be appointed in cases where there is no specialist to teach specialized course unit or where a departmental staff member who could have taught the course unit is overloaded.
- b) In all such cases preference shall be given to internal part time lecturers in an effort to attain the 2:1 ratio of fulltime to part-time lecturers.
- c) CoDs shall provide to the appointing authority the following documents when requesting appointment of part time lecturers;



- (i) Curriculum vitae, certified copies of certificates and transcripts, a copy of the National identity card or passport for part time lecturers being appointed for the first time.
  - (ii) Minutes of the Departmental meeting at which the need for the desired appointments were discussed and recommended for further consideration by Deans Committee.
  - (iii) Recommendation of Deans committee in respect of the desired appointment/s
- d) Appointment letters shall be issued to all part time lecturers on a semester-by-semester basis as needed.
  - e) The Chairperson of Department shall prepare part-time teaching schedules on a semester-by-semester basis.
  - f) The decision not to renew appointment shall be made at the institution's discretion based on performance of the part time lecturer and available part-time workload. Non-renewal notice provisions shall not apply to part-time lecturer appointments.
  - g) The Chairperson of Academic Department shall ensure that those appointed to teach courses in his or her department do so in person and not by proxy. In case a part-time lecturer is unable to take up an appointment, the Dean of the School shall seek approval of the Vice Chancellor to hire a different part-time lecturer.
  - h) The University shall develop and maintain a database of part time lecturers centrally at the Office of Registrar (ASA) for the benefit of all concerned parties.
  - i) A staff on study leave and sabbatical leave shall not be appointed to teach on part-time basis within the University during their period of leave.
  - j) Administrators and technicians who meet the minimum prescribed teaching qualifications as per 2.3 may where applicable seek written authorization from the Vice Chancellor to teach on internal part-time basis only where this shall not affect in any way their routine duties as defined by the University.
  - k) Members of the University Management Board, staff in and above administration grade 14 shall not engage in internal part-time teaching for payment in order to avoid conflict of interest and to provide an avenue for arbitration in case of complaints. However, they can teach one course unit on regular basis.
  - l) All part-time appointment letters shall be issued by the Vice Chancellor.

### **2.3. Academic Qualifications**

- a) Part-time lecturers must meet the same minimum academic requirements and credentials as full-time faculty.
- b) In order to qualify to teach on part time basis, part-time lecturers must meet the CUE minimum requirements for teaching in a University for the level of programme they are to teach and have completed at least 2 years of teaching in a University setting.
- c) In exceptional cases, outstanding professional experience and demonstrated contributions to the teaching discipline may be presented and justified in lieu of the required formal academic qualifications.
- d) For Diploma and certificate Programmes, a minimum of a bachelor's degree in a relevant academic discipline and 1 year teaching experience shall apply.

### **2.4. Academic Rank**

- a) Faculty rank for part-time lecturers will be assigned according to the individual's highest degree and academic experience, as is the case with full-time faculty.
- b) All part-time lecturers, regardless of the academic rank they hold, shall not be eligible for tenure or tenure-track status.

### **2.5. Compensation and Benefits**

- a) Total compensation payable for part-time lecturer services shall be determined on a class-by-class basis as guided by the University Senate from time to time and on approval of the University Council.
- b) The rates of compensation shall be progressive from Certificate and Diploma level through Bachelor degree to PhD levels. In special circumstances the Council may vary the rates by academic programmes and faculty rank.
- b) The compensation rates approved by the Council shall include some or all of the following:
  - (i) Tuition rates per hour
  - (ii) Rates for demonstrators and technicians facilitating practical sessions
  - (iii) Examination setting and marking
  - (iv) Students' research supervision
  - (v) Marking of research project and thesis theses
  - (vi) Oral examination rates and any other rates that may be deemed appropriate.

- c) Part-time lecturers shall not be eligible for additional benefits from the University.
- d) The Deans committee shall recommend to the Vice Chancellor for approval by the Council, new part time teaching compensation rates as and when need arises.

### **2.6. Academic Load**

- a) In all cases workload shall be computed on the basis of classes taught.
- b) For the purpose of analyzing a lecturer's loading, a regular class shall have between 10 to 150 students. Additional compensation shall be provided for class sizes larger than 150 using University prescribed rates.
- c) Fulltime staff teaching load shall be five (5) theory classes or five (5) classes with practical sessions taught on regular basis per Semester within the University in order to qualify to teach additional courses on internal part-time basis. Unless otherwise approved by the Vice Chancellor, full time faculty will be allowed a maximum of 3 internal part time course units and external part timers 3 course units.
- d) The workload of a lecturer combining theory and practical classes shall be determined using the CUE determined equating ratio of 1 instructional hour equals to 3 contact hours in practicum session with regard to c) and d) above.
- e) Supervision of postgraduate student' research, fulltime maximum workload shall be allocated as per the CUE guideline of 5 Master's students and 3 PhD students per academic staff in an academic year.
- f) Supervision of students' research fulltime maximum workload for Undergraduate levels shall be as follows: 8 Bachelor degree students and 10 Diploma students per academic staff in an academic year.
- g) Combined supervision load shall not exceed a total of 8 students for those with PhD students, 10 students for those supervising Masters students but not supervising PhD students, and 12 Students for those not supervising at postgraduate level. Additional allocations shall constitute part-time workload and the faculty shall be paid according to the approved University rates.
- h) A part time faculty (internal or external) shall not exceed the prescribed total load of classes.
- i) When two or more departments need to employ the same part-time faculty, the department of the primary assignment is responsible for coordinating the part-time faculty's total load and keeping it within the prescribed limits.
- j) No full time faculty shall be allocated internal part-time load if they have not attained the prescribed fulltime workload. In the same spirit, a department shall not



allocate work load to external part timers unless all departmental full time faculty have attained the prescribed full time teaching workload.

- k) Any course offered at the University in any academic department can be taken to complete regular load of any lecturer, or it can also be taken as an internal part-time load, provided that the lecturer concerned is qualified to teach the course.
- l) In all cases, classes being allocated as fulltime or part time teaching load shall have attained the University's set quorum numbers and other set requirements for constituting a class.
- m) Full-time faculty with administrative responsibilities at the rank of CoD shall qualify to teach on internal part time basis as per the provisions of this policy. Their full time teaching workload shall be balanced between administration work and teaching load. CoD's fulltime teaching load shall be two (2) course units taught regularly every semester.
- n) Fulltime faculty below the rank of COD with administrative responsibilities shall have their fulltime teaching workload reduced on equivalent basis based on the time requirement of the administrative tasks assigned. When appointing full time faculty to these administrative responsibilities, the appointing authority shall define the new fulltime workload of the appointee in the appointment letter. No academic staff with administrative responsibility shall have less than two (2) course units taught regularly every semester as fulltime workload.

### **2.7.Part-Time Teaching Payments.**

- a) The University shall each year budget for part-time teaching depending on the respective needs of the teaching departments.
- b) The University shall except under extraneous circumstances endeavor to pay all academic part-time payments at the end of the respective semesters.
- c) Payment details for all part time teaching shall be stipulated in the appointment letter. All claims made by part-time lecturers shall be made on official claim forms, dully signed by the claimant, accompanied by the letter of appointment, class attendance sheets and the Time Table dully signed by the CoD
- d) Where several lecturers are involved in modular or pool teaching, the number of hours in the course will be divided by the number of lecturers but taking into account time spent by each lecturer.

- e) The University reserves the right to amend the procedure in (c) owing to process re-engineering, adoption of technology or other considerations. Any new method adopted in lieu must be demonstrated to fully serve the purpose of clause (c) above and must be dully approved by the Vice Chancellor.

### **2.8. Performance Review**

- a) Part-time lecturers will be evaluated by CoD's each semester and will be considered in determining eligibility for re-appointment in the subsequent semesters. In evaluating the lecturer, the CoD shall incorporate the results of the Student - Lecturer evaluation reports
- b) Quality of teaching, marking and grading of students' performance shall also be enhanced through supervision by the CoD, moderation panels and external examiners reports.

### **2.9. Dispute resolution**

Disputes shall be channeled through the University's established management structure.

### **3. 0. Review of this policy**

This policy shall be reviewed every three years (3) or earlier as need arises



