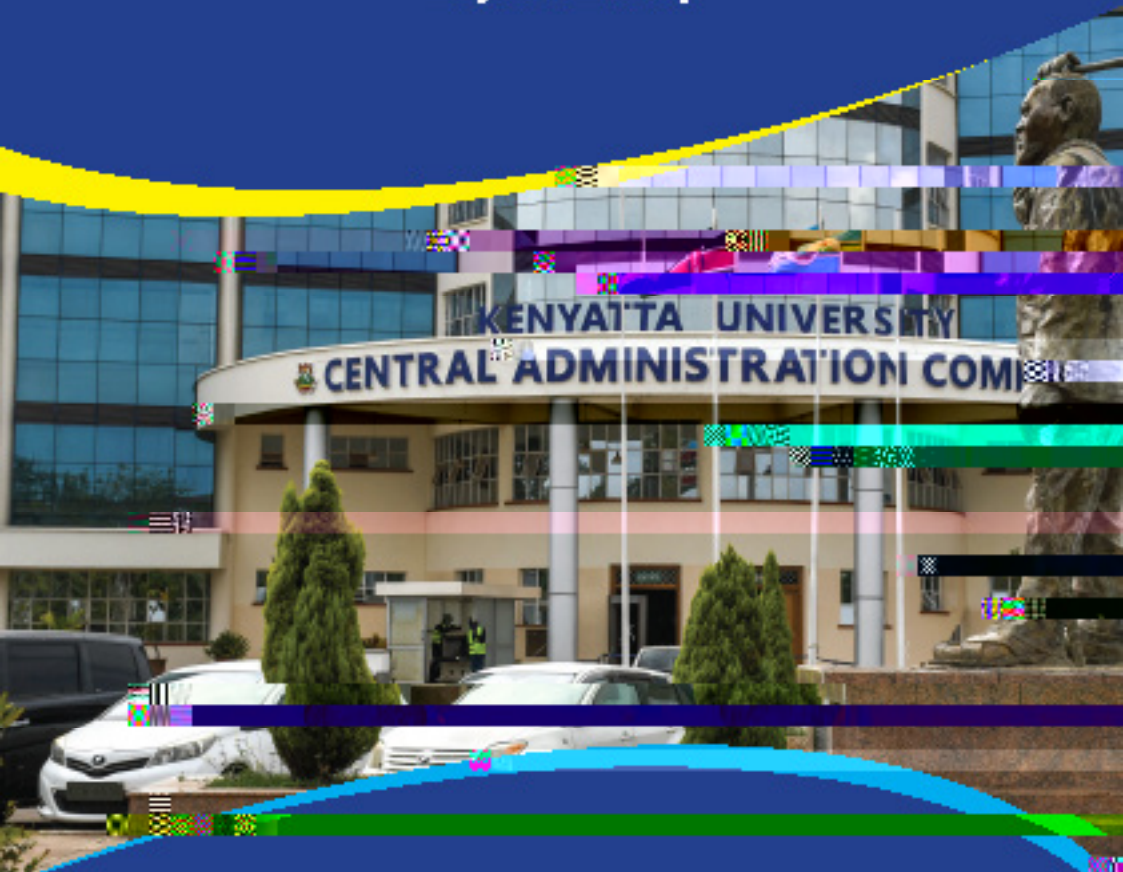




**Kenyatta University**



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

# Kenyatta University Fundamental Statements

## Our Vision

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

## Our Mission

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

## Our Identity

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

## Our Philosophy

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

## Core Values

Respect  
Integrity  
Commitment  
Hard work  
Excellence  
Tolerance

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## FOREWORD

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

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

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

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

## **1. ACADEMIC DIVISION MATTERS**

### **ROLE OF THE CHAIRPERSON IN VARIOUS ACADEMIC PROCESSES**

#### **1.1 Admission Process**

The Chairperson is expected to:

- 1.1.1 Identify the approved programmes to be offered and submit the list to the Registrar (Academic) at least three months before the intake for academic year (the list to the Registrar) 17.7 (ar (A

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

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

#### 1.4.1 Setting of Examinations

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

#### 1.4.2 Moderation of Examinations

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

#### 1.4.3 Processing of Examinations

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

2. Notify members of teaching staff on proofreading of typed copies required including the ones for visually challenged students.

#### 1.4.4 Collection and Invigilation of Examinations

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



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

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

#### 1.4.6 Processing of Examination Results at the Departmental Level

1. Ensure moderation of marks by Departmental Board of Examiners and that all registered students in all modes of study and in all campuses are accounted for.
2. Ensure that all registered students in all modes of study and campuses, and for all units registered, are accounted for, hETEMC /Span 4L

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

#### 1.4.8 Remarking of Examination Scripts

1. Acknowledge receipt of requests for remarking and respond to the requestor (Academic).  
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lecturers specializing in the examination content area to the Deputy Vice-Chancellor (Academic).
3. Ensure that remarking is done expeditiously and new marks are entered online once approved.

#### 1.4.9 Incomplete Results

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

#### 1.4.10 Supplementary and Special Examinations

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

#### 1.4.11 External Examiners

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

3. Play good host by being in contact with the external examiner before and after arrival by arranging for his or her allowances in good time.
4. Organize for the external examiner to receive the examination scripts and projects and making sure exhibitions and other engagements are arranged for in good time.
5. Convene a meeting between the external examiner and the

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

### 1.5.1 Development of New Programmes

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

### 1.5.2 Policy Guidelines on Review of Existing Programmes

The chairperson oversees the following process:

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

out what their needs are).

- 4.
- 5.

Hold consultative fora of stakeholders (external and internal).  
Consult with the librarian in regard to the CUE Standards and Guidelines for University Libraries and availability of bookn in regard to th

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- 1.7.2 Give details of students proceeding for attachment, teaching practice and /or practicum to Student Finance in the antecedent semester.
- 1.7.3 Submit to Student Finance lists signed by students who
- -š@Yš°; f °d; Y·Y°Y-



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

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

## **2.0 DEAN OF SCHOOLS**

### **Responsibilities and Functions**

- 1.1 The Dean shall be the academic and administrative hylC(acons)TJETEMC /





## 1.5 Management and Protection of Intellectual Property

The Dean / Chairperson is expected to:

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

## 1.6 Incubation Process

The Dean/Chairperson is expected to:

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

## 1.7 Promotion of Innovation and commercial potential of research

The Dean / Chairperson is expected to:

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

## FINANCE AND DEVELOPMENT DIVISION MATTERS

The Dean / Chairperson is expected to:

- 1.1.1 Make a formal request for members of staff in the School/Registrar Finance and Development.

## 1.2 Maintenance and Repairs

The Dean / Chairperson is expected to:

- 1.2.1 Liaise with the caretakers of their building or facilities to make Estates Manager.
- 1.2.2 Repairs of staff houses shall be done at the beginning of tenancy

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

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

### **1.3 Collection & Disposal of Garbage**

The Dean / Chairperson is expected to:

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

### **1.4 Matters relating to Finance**

The Dean /Chairperson is expected to:

- 1.4.1 Make inquiry regarding salaries of staff members or part-time
- 





### **1.3 Industrial Attachment**

The Dean / Chairperson is expected to:

1.3.1 Make a recommendation to the Deputy Vice Chancellor

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

1.6.2 Ensure that all teaching members of staff are present on campus

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## 1.7 Induction of New Employees

The Dean / Chairperson is expected to:

1.7.1 Take charge of the Departmental induction for new employees so

roster for members of staff in their School/Departments by 31st January of every year. The Leave roster should indicate who will perform the duties of a particular member of staff while on leave.

1.9.2 Ensure accuracy of the application for leave, at least fourteen (14) days in advance, as per the approved leave schedule, and provide appropriate recommendation through the online system.

to the Registrar (Administration), latest end of October, in the respective year.

1.9.4 Forward to the Deputy Vice Chancellor (Administration) request

for sabbatical leave from members of staff who have served the University continuously for at least six (6) years, since date of appointment or since return from sabbatical or Study Leave, to enable them undertake research, publish, gain some valuable work or research experience at a recognized Institution.

1.9.5 Forward to the Deputy Vice Chancellor (Administration), applications for sabbatical leave from members of staff who have served the University continuously for at least six (6) years, since date of appointment or since return from sabbatical or Study Leave, to enable them undertake research, publish, gain some valuable work or research experience at a recognized Institution. The application letter should indicate the proposed effective date

of the sabbatical leave. The application should be submitted to the Registrar (Administration) by the end of October in the respective year.

1.9.10 Forward to the Deputy Vice Chancellor (Administration) an application approximately one (1) month before the expected date of delivery.

1.9.11 Forward to the Deputy Vice Chancellor (Administration), through the relevant Dean/Chairperson (where applicable), an application for Physical practitioner indicating the expected date of delivery, approximately fourteen (14) days in advance.

### 1.10 Termination of Contract of Employment

The Dean / Chairperson is expected to:

1.10.1 Sign the clearance form for a member of staff whose contract same should be submitted to the Supervisor Personnel Registry for processing.

1.10.2 Forward to Deputy Vice Chancellor (Administration) a notice of resignation. Any earned leave and/or accumulated off days with permission, may form part of the notice for resignation.

1.10.3 Send to the Deputy Vice Chancellor (Administration), a written request also include a request pertaining to funeral expenses (where applicable) also include a request for funeral announcement within the University, and over the radio and in the print media (one daily newspaper).

### 1.11 Cooking in University Offices

The Dean / Chairperson is expected to:

1.11.2 To report in writing to the Registrar (Administration), any member of staff who contravenes this policy requirement.







**CONTACT:**

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