



UGANDA TECHNOLOGY AND MANAGEMENT UNIVERSITY

UTAMU

UNIVERSITY MANAGEMENT APPOINTMENTS POLICY

Amended at the 5th Meeting of University Council held on 11th June 2015

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1. INTRODUCTION

Uganda Technology and Management University (UTAMU) has positioned itself as a high quality education and research institution in the region. Furthermore the University has positioned itself to undertake consultancy, knowledge transfer partnerships and business incubation.

The Vision of Uganda Technology and Management University is “To be a global educational institution for management, science, technology and innovation” and

The Mission of the university is “To provide global quality education, Research and innovation critical to economic and human development.

For UTAMU to achieve its broader mandate as enshrined in its vision and mission, it needs Transformational Leaders and Top Managers that have the capacity to enhance the motivation, morale, and the performance of followers. The process leading to the appointment of such leaders and top managers is as good as the individuals appointed. In this University Management Appointments Policy, the criteria and the personal requirements are aimed at recruiting the best of the best personnel in an open and transparent manner. This is for the very fact that human resource is most important resource in any organization. Thus the leaders and top managers in any organization can make or break the institution. So as Uganda Technology and Management University positions itself in the region as a best employer and higher education provider, the remuneration, job requirements and the recruitment process have been clearly thought out to lead to the recruitment of the best leaders and top managers in the Higher Education Sector in the region.

2. CORE PRINCIPLES

- UTAMU has a code of conduct of open competition in its approach to recruitment which is in line with its Quality Assurance Policy.
- UTAMU, through its University Management Appointments Policy will seek to recruit the best person for the job based on merit.
- UTAMU adheres to equal opportunities employment and encourages the recruitment of staff irrespective of their nature. UTAMU will make the recruitment process very transparent at all stages of the recruitment process in order to select the best of the best candidate to undertake the post.
- UTAMU will make sure that the recruitment and selection process is undertaken in a professional, timely and responsive manner and in accordance with all existing University Policies.
- UTAMU will ensure that appropriate training, development and support is offered to those involved in recruitment and selection activities in order to have a smooth selection process.
- UTAMU will ensure that its recruitment and selection process is cost effective.

- If a member of the University Management Appointments Committee has personal or is related with an applicant they must declare this as soon as they are aware of the individual's application and avoid any involvement in the recruitment and selection decision-making process.
- All documentation relating to applicants will be treated with confidentiality in accordance with the Data Protection Act.

3. UNIVERSITY MANAGEMENT

The University Management shall consist of the following members:

- (i) The Vice Chancellor as Chairperson;
- (ii) The Deputy Vice Chancellor (s);
- (iii) Deans of Schools; and
- (iv) Directors of Directorates.
- (v) The Executive Secretary in the Office of The Vice Chancellor shall serve as Secretary.
- (vi) The Vice Chancellor may from time to time and in writing invite other staff of the University to be in attendance.

3.1. VICE CHANCELLOR

The Vice Chancellor shall perform the following duties:

- (i) Serve as Chairperson of the University Senate;
- (ii) Serve as Chairperson of the University Executive Board;
- (iii) Serve as Chairperson of the University Management;
- (iv) Be the Chief Public Relations Officer of the University;
- (v) Perform the duties stipulated under one of the Deputy Vice Chancellor position; and
- (vi) In the absence of the Chancellor preside at all ceremonies of the University and in the name of Uganda Technology And Management University (UTAMU) confer degrees and other academic titles and distinctions of Uganda Technology And Management University (UTAMU).

The Vice Chancellor shall be a Holder of a PhD or equivalent; be at the rank of Professor and possess a minimum of 10 years of relevant managerial experience, 5 of which shall be at the level of at least a Dean of a School/ Faculty/ College or equivalent in a reputable academic and / or corporate or government institution.

The Vice Chancellor shall hold office for a period of three (3) years and shall be eligible for re-appointment for two more terms subject to satisfactory performance. The Vice Chancellor shall be responsible to the University Council.

3.2 THE DEPUTY VICE CHANCELLOR FOR ACADEMIC AFFAIRS

The Deputy Vice Chancellor for Academic Affairs shall perform the following duties:

- (i) Serve as the Chief Academic Officer of the University and as such shall be responsible for the academic affairs in the University;

- (ii) Be Responsible for library services in the University;
- (iii) Be responsible for ICT services in the University;
- (iv) Be responsible for e-learning in the University; and
- (v) Be responsible for student affairs in the University.

The Chancellor on the recommendation of the University Council shall appoint the Deputy Vice Chancellor for Academic Affairs.

The Deputy Vice Chancellor for Academic Affairs shall be a Holder of a PhD or equivalent; be at the rank of Professor and possess a minimum of 7 years of relevant managerial experience, 3 of which shall be at the level of at least a Dean of a School/ Faculty/ College or equivalent in a reputable academic and / or corporate or government institution.

The Deputy Vice Chancellor for Academic Affairs shall hold office for a period of five years and shall be eligible for re-appointment for one more term subject to satisfactory performance. The Deputy Vice Chancellor for Academic Affairs shall be responsible to the University Council.

3.3 THE DEPUTY VICE CHANCELLOR FOR RESEARCH, INNOVATION AND BUSINESS DEVELOPMENT

The Deputy Vice Chancellor for Research, Innovation and Business Development shall perform the following duties:

- (i) Be responsible for research and development (R&D) in the University;
- (ii) Be responsible for innovation and business incubation in the University;
- (iii) Be responsible for business development in the University;
- (iv) Be responsible for resource mobilization in the University; and
- (v) Be responsible for alumni relations in the University.

The Chancellor on the recommendation of the University Council shall appoint the Deputy Vice Chancellor for Research, Innovation and Business Development.

The Deputy Vice Chancellor for Research, Innovation and Business Development shall be a Holder of a PhD or equivalent; be at the rank of Professor and possess a minimum of 7 years of relevant managerial experience, 3 of which shall be at the level of at least a Dean of a School/ Faculty/ College or equivalent in a reputable academic and / or corporate or government institution.

The Deputy Vice Chancellor for Research, Innovation and Business Development shall hold office for a period of five years and shall be eligible for re-appointment for one more term subject to satisfactory performance. The Deputy Vice Chancellor for Research, Innovation and Business Development shall be responsible to the University Council.

3.4 THE DEPUTY VICE CHANCELLOR FOR PLANNING, FINANCE AND ADMINISTRATION

The Deputy Vice Chancellor for Planning, Finance and Administration shall perform the following duties:

- (i) Be the Accounting Officer of the University;
- (ii) Be the Chief Financial and Administrative Officer of the University; and
- (iii) Be responsible for the Human Resources in the University.

The Chancellor on the recommendation of the University Council shall appoint the Deputy Vice Chancellor for Planning, Finance and Administration.

The Deputy Vice Chancellor for Planning, Finance and Administration shall be a Holder of a PhD or equivalent, (Executive) Master of Business Administration or its equivalent, and Bachelor's degree with a major in accounting or its equivalent. He or she shall possess a minimum of 7 years of relevant managerial experience, 3 of which shall be at senior managerial level in a reputable academic and / or corporate or government institution. An academic rank at the level of senior lecturer and above and professional qualifications such as ACCA and CPA will be an added advantage. The Deputy Vice Chancellor for Planning, Finance and Administration shall hold office for a period of five years and shall be eligible for re-appointment for one more term subject to satisfactory performance. The Deputy Vice Chancellor for Planning, Finance and Administration shall be responsible to the University Council.

3.5 ACADEMIC REGISTRAR

The Academic Registrar shall serve as Director for academic affairs in the University and as such shall assist the Deputy Vice Chancellor in overseeing the coordination, administration and organization of all academic matters in the Schools including admission, undergraduate studies, postgraduate studies, and examinations. The Academic Registrar shall be the Secretary of the University Senate.

The Appointments Board shall appoint a Reputable Consultancy Firm to undertake a search for the Academic Registrar and recommend the best three candidates to the Appointments Board for consideration. The Appointments Board shall appoint the Academic Registrar from among the three candidates recommended to the Appointments Board by a Reputable Consultancy Firm. The Academic Registrar shall be a Holder of a PhD or equivalent; be at the rank of at least Associate Professor and possess a minimum of 5 years of relevant managerial experience, 3 of which shall be at the level of at least a Head of Department or equivalent in a reputable academic and / or corporate or government institution.

The Academic Registrar shall hold office for a period of five years and shall be eligible for re-appointment for one more term subject to satisfactory performance. The Academic Registrar shall be responsible to the Deputy Vice Chancellor.

3.6 DIRECTOR FOR ENGAGEMENT, RESEARCH AND INNOVATION

The Director for Engagement, Research and Innovation shall assist the Deputy Vice Chancellor in the coordination, administration and organization of all matters regarding engagement, research and innovation.

The Appointments Board shall appoint a Reputable Consultancy Firm to undertake a search for the Director for Engagement, Research and Innovation and recommend the best three candidates to the Appointments Board for consideration. The Appointments Board shall appoint the Director for Engagement, Research and Innovation from among the three candidates recommended to the Appointments Board by a Reputable Consultancy Firm.

The Director for Engagement, Research and Innovation shall be a Holder of a PhD or equivalent; be at the rank of at least Associate Professor and possess a minimum of 5 years of relevant managerial experience, 3 of which shall be at the level of at least a Head of Department or equivalent in a reputable academic and / or research institution.

The Director for Engagement, Research and Innovation shall hold office for a period of five years and shall be eligible for re-appointment for one more term subject to satisfactory performance. The Director for Engagement, Research and Innovation shall be responsible to the Deputy Vice Chancellor.

3.7 DIRECTOR FOR ICT, QUALITY ASSURANCE AND LIBRARY SERVICES

The Director for ICT, Quality Assurance and Library Services shall assist the Deputy Vice Chancellor in the coordination, administration and organization of all matters regarding ICT, Quality Assurance and Library Services.

The Appointments Board shall appoint a Reputable Consultancy Firm to undertake a search for the Director for ICT, Quality Assurance and Library Services and recommend the best three candidates to the Appointments Board for consideration. The Appointments Board shall appoint the Director for ICT, Quality Assurance and Library Services from among the three candidates recommended to the Appointments Board by a Reputable Consultancy Firm.

The Director for ICT, Quality Assurance and Library Services shall be a Holder of a PhD or equivalent in ICT or Information Science; be at the rank of at least Senior Lecturer and possess a minimum of 5 years of relevant managerial experience, 3 of which shall be at the level of at least a Head of Department or equivalent in a reputable academic and / or corporate or government institution. The Director for ICT, Quality Assurance

and Library Services shall hold office for a period of five years and shall be eligible for re-appointment for one more term subject to satisfactory performance. The Director for ICT, Quality Assurance and Library Services shall be responsible to the Deputy Vice Chancellor.

3.8 DIRECTOR FOR FINANCE AND ADMINISTRATION

The Director for Finance and Administration shall handle finance and administration matters in the University and as such shall:

- (a) Assist the Vice Chancellor in the coordination, administration and organization of all financial and administrative matters in the University including financial administration and planning, planning and development, investment, accountability, human resource management, and general administration.
- (b) Be the custodian of the seal of the University and an administrator of its assets.
- (c) Perform such other functions that may be delegated to him or her by the Vice Chancellor.

The Director for Finance and Administration shall be the Secretary of the University Council.

The Appointments Board shall appoint a Reputable Consultancy Firm to undertake a search for the Director for Finance and Administration and recommend the best three candidates to the Appointments Board for consideration. The Appointments Board shall appoint the Director for Finance and Administration from among the three candidates recommended to the Appointments Board by a Reputable Consultancy Firm.

The Director for Finance and Administration shall be a Holder of a Master of Business Administration (MBA) and a PhD or equivalent; be at the rank of at least Senior Lecturer and possess a minimum of 5 years of relevant managerial experience, 3 of which shall be at the level of at least a Head of Department or equivalent in a reputable academic and / or corporate or government institution. A full professional qualification such as ACCA will be an added advantage.

The Director for Finance and Administration shall hold office for a period of five years and shall be eligible for re-appointment for one more term subject to satisfactory performance. The Director of Finance and Administration shall be responsible to the Vice Chancellor.

3.9 DEAN OF A SCHOOL

The Dean shall be responsible for the academic and administrative matters of the School and as such shall assist the Deputy Vice Chancellor in the coordination, administration and organization of all academic matters in the School including admission, undergraduate studies, postgraduate studies, examinations, publications, research and innovation. The Dean shall be the Chairperson of the School Board of Studies.

The Appointments Board shall appoint a Reputable Consultancy Firm to undertake a search for the Dean and recommend the best three candidates to the Appointments Board for consideration. The Appointments Board shall appoint the Dean from among the three candidates recommended to the Appointments Board by a Reputable Consultancy Firm.

The Dean shall be a Holder of a PhD or equivalent in one of the core disciplines of the School; be at the rank of at least Associate Professor and possess a minimum of 5 years of relevant managerial experience, 3 of which shall be at the level of at least a Head of Department or equivalent in a reputable academic and / or relevant corporate or government institution.

The Dean shall hold office for a period of five years and shall be eligible for reappointment for one more term subject to satisfactory performance. The Dean shall be responsible to the Deputy Vice Chancellor.