



For an Open Mind

UNIVERSAL TECHNOLOGY AND MANAGEMENT UNIVERSITY

UTAMU

**UTAMU STAFF DEVELOPMENT POLICY,
2026.**

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1.0 INTRODUCTION

1.1 Background

Universal Technology and Management University (UTAMU) was granted a provisional license by the National Council for Higher Education (NCHE) on 11th March 2013 (License No. UIPL022), and its name and particulars were published in the Uganda Gazette Vol. CVI No. 14 of 22nd March 2013 under Legal Notice No. 4 of 2013.

The University was established to make a difference in the training of Technology and Management Professionals across the globe. Thus, the University has positioned itself as a high-quality education and research global institution. Furthermore, the University has positioned itself to undertake consultancy, knowledge and technology transfer partnerships and business incubation.

Universal Technology and Management University (UTAMU) is committed to the provision of quality, relevant, inclusive, and innovative teaching and learning that responds to the needs of learners, industry, society, and national development priorities. This Teaching and Learning Policy establish a coherent institutional framework to guide teaching and learning practices across all academic programmes and modes of delivery at UTAMU.

1.2 Vision

The Vision of UTAMU is A global educational institution of excellence in management, science, technology and innovation.

1.3 Mission

The mission of UTAMU is to provide global quality education, research and innovation critical to economic and human development.

1.4 Core Values

The Core values of UTAMU are:

- a) **Professionalism:** making sure that staff and students conduct themselves with the highest ethical standards and taking responsibility for all their actions
- b) **Creativity:** committing to stimulating the culture of scientific and technological advancement, innovation and practical enrichment to UTAMU's stakeholders through a rich and flexible educational experience
- c) **Integrity:** adhering to ethical and moral principles in all the educational, research and innovation processes
- d) **Transparency:** seeking to provide accountability and value for money to UTAMU's stakeholders
- e) **Empowerment:** offering unsurpassed practical opportunities to UTAMU's stakeholders through industry-oriented collaborations, research engagements and incubation clusters in order to transform the educational environment
- f) **Community Engagement:** working with the community to solve the real-world problems as a focal point towards economic development

2.0 PURPOSE

(1) The UTAMU Staff Development Policy has been developed as part of the University's overall people development strategy, and as one of the key empowerment tools directed towards the enablement of staff via support and assistance in professional and personal development.

(2) UTAMU aims to be recognised as a University which has a flexible, innovative, responsive and just approach to the management and development of its staff. The management and development of staff will be pursued to provide a working environment which is supportive, energizing, and rewarding of creativity, intellectual rigour and academic excellence. This working environment will be directed to and engaged with the strategic and operational objectives of the university.

3.0 POLICY STATEMENT

(1) The University endorses the principle that its academic and non-academic staff should be encouraged and supported to continue their professional growth and development and recognises that staff development is integral to both personal job satisfaction and reward and to the achievement of the University's mission.

(2) It is therefore the policy of the University to make provision for equity of access to a range of professional development opportunities (both internal and external), resources and support mechanisms that will facilitate staff to develop to their full potential. The University will provide a range of centrally funded staff development and training opportunities that support the implementation of its plans and policies and the professional development of its staff. The University will also ensure support and funding for a range of specific professional and educational development strategies and programmes aimed at redressing under-

representation of specific groups within the University, e.g. women, staff with a disability etc. The University will also ensure provision of budget allocations in all unit budgets for funding of external staff development options.

(3) The University is committed to achieving substantive equality for all staff in their participation in University supported staff development programmes.

(4) To reinforce this commitment the University will ensure that:

(a) Internal training venues and external venues organised for University staff development functions are accessible for people with disabilities

(b) Training documents in alternative formats e.g. talking books etc. will be made available to staff as required

(c) Staff development that involves staying overnight will consider equity of access for staff with career's responsibilities

(d) Specific programmes will be provided for equity groups traditionally underrepresented in the University's employment profile as part of the University's commitment to employment equity

(5) Staff development opportunities for employees with disabilities will be included in the employees Annual Training Plan and associated costs of participations including elements such as transport and accommodation costs will be funded by the University.

(6) The University will identify organisational staff development goals and priorities and implement a range of strategies to facilitate progress towards these goals. All University organisational units are required to plan and prioritise the development needs of their staff, University staff members are encouraged to take an active role in their own on-going learning and to apply their learning to its most effective use.

(7) Annual monitoring of participation rates of employees will be undertaken in relation to attendance at:

- (a) Internal staff development programmes.
- (b) External staff development programmes.
- (c) Conferences.
- (d) Professional Development Programmes.

(8) Annual Reports will be provided to UTAMU Council on Professional Development activities.

4.0 INSTITUTIONAL STRATEGIES TO SUPPORT STAFF DEVELOPMENT

(1) The University will implement a range of strategies to support achievement of the University's mission and advance the professional standing of its staff.

(2) Institutional staff development strategies will include:

- (a) An agreed minimum percentage of each unit (academic and administrative) budget will be allocated annually to support professional development and training.
- (b) Individual staff development plans will be prepared as part of the performance planning and review process of both academic and non-academic staff.
- (c) Human Resources Office to develop organisational unit staff development plans and priorities and have a responsibility for ensuring equity of access for all staff when preparing such plans.
- (d) Centrally funded internal staff development providers to support individual and organisational learning and development.

- (e) Support for attendance at external professional development courses and conferences.
- (f) Professional Development Programme (PDP) for academic staff.
- (g) Support for ongoing accredited education.
- (h) Secondments and Staff Exchange Programmes.
- (i) Annual central staff development reports.
- (j) Annual UTAMU Staff Development Report to the University Council.

(3) UTAMU will develop an annual Professional Development Program (PDP) for non-academic staff. The objective of this programme will be to enable non-academic staff to seek approval to take an extended period of professional development leave which is directly relevant to their current employment and forward career development.

5.0 INDIVIDUAL STAFF DEVELOPMENT PLANS

(1) As a component of the Performance Planning and Review process each staff member shall develop, in consultation with their supervisor, a meaningful professional development plan. It is the responsibility of the individual staff member, with the support of their supervisor, to actively implement their development plan, and to summarise outcomes or obstacles to achievement of their plans at their annual review meeting with their supervisor. Supervisors also have a responsibility to ensure effective planning and implementation of staff's professional development plans. Monitoring of implementation of these plans will be an inherent part of the annual reporting on professional development.

6.0 INTERNAL UNIVERSITY STAFF DEVELOPMENT PROVIDERS

(1) The Academic Units and the Human Resources Office have the primary responsibility for the provision of University wide internal staff development opportunities and activities for individuals, groups, Campuses, academic units, and administrative units. Internal staff development programmes will be developed in response to development and training needs analysis and will be informed by the University's plans and strategic goals. Internal providers are centrally funded and as a general principle individual work areas are not required to fund central staff development programs other than provide work time for staff to attend. The main objective of internal staff development activities is to support organisational development and training which assists the University to achieve its goals. The dedicated internal staff development providers reflect the University's intention to be a "place to grow" in understanding and tolerance and to be at the forefront of professional practice.

(2) Where an academic or administrative unit requests Human Resources Office to undertake the development and delivery of a specific focused training programme aimed at meeting the Unit development need, the costs of development and delivery will be met from the requesting Unit's Budget. Such costs will be agreed as part of the planning process.

7.0 EXTERNAL PROFESSIONAL DEVELOPMENT, WORKSHOP AND CONFERENCE ATTENDANCE

(1) The University will support both academic and non-staff attendance at relevant external professional development courses, workshops and conferences. Support will be via granting of work time to attend the course, workshop or conference and a contribution towards the course fees, conference registration fee and travel costs. Where the University directs or requires the employee to attend such activities the University will meet the full cost of attendance and participation, including reimbursement of actual costs of travel and

accommodation and sustenance's involved. Where the proposal to attend the activity emanates from the employee the University will normally make a contribution towards total costs of participation.

8.0 FORMAL AWARD EDUCATION SUPPORT AND ALLOWANCE .

(1) The University will provide study leave and an education support allowance to academic and non-academic staff members undertaking "approved formal award courses/programmes. Study support will be available to all fulltime academic staff or employees on contracts of two years or more.

(2) "Approved formal award courses/programmes" are programmes which are related to the staff member's current job or career progression and have significant value both to the individual and to the University. 'Approved study' generally refers to courses that lead to a recognised qualification either from a University or a Recognised Training Institution.

(3) Decisions on relevancy of the course/programme will be made by the staff members head of unit in consultation with the human resources office. In determining relevance, the head of the unit will consider the need to enable employees to advance into other areas of employment within the higher education sector.

(4) Study leave for "approved formal award courses/programmes" will be negotiated in association with the staff member's workload agreement and in accordance with the unit's workload policies.

(5) Study leave may be used on a per week basis or accumulated and used in blocks. The nature and extent of study leave will be determined as part of the workload negotiation process. In the event that an application for study leave to

undertake an approved formal award course/programme is not approved within an academic's workload agreement, full reasons for the decision not to approve the application will be provided to the employee.

(6) Study leave may be used to attend weekly classes or residential, to study for exams, to undertake course related research, to attend practicals or to undertake other needs related to study as required. Study leave may be used on a per week basis or accumulated for use in blocks. All absences in relation to approved study leave must have prior approval by the designated official of the University. Where a staff member is undertaking study where face-to-face learning is not required, the staff member must provide information regarding the required study commitment. This information may be by way of documented evidence from the institution/provider or an estimate provided by the staff member.

(7) Eligible staff enrolled in a formal study programme will be granted paid leave to attend examinations. Exam leave will be limited to the time necessary to complete the examination, including reasonable travelling time. Exam leave is additional to any study leave granted.

9.0 SECONDMENTS AND EXCHANGES

9.1. Internal Secondments

(1) An 'internal secondment' is a mechanism for staff development, whereby a staff member is appointed to another position within the University for a specified period, without surrendering their substantive position.

(2) Internal secondment opportunities may arise in order to replace staff taking some form of extended leave or absence, where a position is created to undertake a specific task or project, or where a position is provided from identifiable funding external to the University's operating grant.

(3) Where a Head of a unit in consultation with the Human Resources Office, identifies a position as suitable for secondment, it will be advertised internally, followed by a selection process. Factors to be taken into account in this process will include the applicant's suitability and readiness for the position; whether the position offers the likelihood of appropriate skill development for an individual; how the individual views the relevance of the position to their career path with the University; and in what way the secondment facilitates substantive equality of opportunity for employees from specific groups.

(4) The duration of a secondment will generally to be from 6 to 12 months, after which the staff member is expected to return to their substantive position.

(5) All continuing full-time or part-time staff are eligible to apply for a secondment. Staff on a fixed-term contract may apply if the total secondment duration falls within their contract period.

(6) The head of the unit for the area of the staff member's substantive position has delegation to recommend the secondment to the Vice Chancellor. Where a secondment presents a genuine opportunity for a staff member to gain new skills or knowledge and/or to act at a higher level, the head of the unit is expected to support it. If the position is at a higher level the staff member will be eligible for higher duties allowance at the minimum grade of the seconded position. If the position is at the same level, the staff member will be eligible for the increments that would normally apply if they had remained in their substantive position. If the position is at a lower level, the staff member will be paid at the highest salary step in the level. Staff are expected to take annual leave accrued during the secondment during the period of the secondment.

(7) The unit to which the staff member has been seconded must provide appropriate on-the-job training. Coaching from peers and the new supervisor and

attendance at staff development programmes would be expected to complement the training.

9.2. External Secondments and Exchanges

(1) An external secondment is an arrangement made with the mutual consent of the University and a staff member whereby the University agrees to make the staff member available under specific agreed conditions to work with another employer for a specified period of time.

(2) An 'exchange' is a placement of a staff member with another university/tertiary/research institution either in Uganda or overseas. Exchanges normally involve a reciprocal visit by a staff member from the other institution. The conditions of an exchange will be negotiated and agreed upon by both Universities, including details of functional placement, cost responsibilities and insurances.

(3) No change of employer is involved and the seconded or exchanged employee retains all conditions of employment applicable to the 'parent' institution. One possible exception may be in relation to hours of work whereby the seconded employee would reasonably be expected to work within the host institution's 'hours of work' guidelines.

(4) The staff member and their supervisor will initiate applications for a secondment or exchange programme. All details of the proposed programme including estimated costs and conditions of the programme together with a written agreement by the host institution will be forwarded to the Head of the unit for recommendation before approval by the Vice-Chancellor or the delegate of

the Vice Chancellor. The Human Resources Office is always available for advice in relation to the secondment during its operation.

(5) Staff members remain the employee of the parent institution for the period of the secondment/exchange and will continue to be paid by the parent institution.

(6) UTAMU employees retain the right of return to their substantive position at the expiration of the secondment/exchange.

(7) Unless other arrangements are agreed between the relevant parties, the conditions of employment, including salary and any increments falling due, of the parent institution will continue to apply during the period of secondment/exchange.

(8) Normal leave entitlements will continue to accrue and, subject to agreement with the host institution, should be taken during the secondment/exchange period.

(9) Workers' compensation and public liability cover will remain the responsibility of the parent institution.

(10) Where employees are seconded to another institution, the agreement should provide for the costs of any overtime, meal allowances and expenses related to work in the host institution to be met by the host institution.

(11) Employer superannuation contributions will continue to be paid by the parent institution and employee contributions remain the responsibility of the staff member and will normally continue to be deducted from the employee's salary.

(12) To be eligible for a secondment opportunity, the staff member must be employed on full-time basis by the university and the remaining period of the contract shall not be less than 3 years.

(13) Where a secondment is of 6 months or more, formal terms of agreement should be drawn up and signed by both institutions and the seconded employee before the secondment commences. The agreement should include:

- (a) a Position Description for the position to be occupied by the seconded employee during the period of secondment;
- (b) remuneration arrangements;
- (c) duration of the secondment;
- (d) ownership of intellectual property;
- (e) indemnities and liabilities;
- (f) provision for the agreement to be terminated;
- (g) responsibility of the host institution to notify the parent institution of any leave taken during the secondment;
- (h) responsibility for travel and accommodation expenses; and
- (i) details of any requirement for the taking of leave that accrues during the period of the secondment.

(14) Where a UTAMU employee is seconded to an external institution to fulfil the needs of that institution, the host institution will be responsible for all the costs associated with the secondment. These costs include:

- (a) salary, allowances and any non-cash benefits;
- (b) employer's contribution to superannuation;
- (c) any associated travel, accommodation and removal expenses;
- (d) workers' compensation cover;
- (e) public liability and professional indemnity cover (if applicable);
- (f) Pay as You Earn / payroll tax;
- (g) pro-rata annual leave, annual leave loading and long service leave; and
- (h) an administration fee to cover the University's indirect overhead costs.

10.0 MONITORING, EVALUATION, AND CONTINUOUS IMPROVEMENT

(1) An annual Staff Development Report will be presented to University Management outlining participation and access in internal and external staff development and training. Following University Management consideration, the Report will be submitted to the University Council for consideration.

(2) Periodic reviews shall be conducted to assess impact and effectiveness.

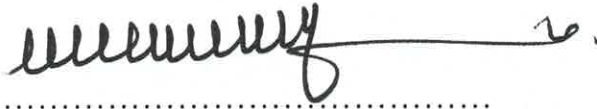
(3) Feedback from academic staff, research staff, students, Honorary, Visitors or Emeritus members of staff and other affiliates to UTAMU shall inform improvements.

11.0 POLICY REVIEW

This Policy shall be reviewed every five (5) years or earlier as may be required by the University Council on the recommendation of the University Senate or relevant regulatory bodies.

Signed on this.....27th.....day of.....March..... 2026.

By:



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Chairperson, University Council



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Vice Chancellor

