



**UNIVERSITY OF NAIROBI**

**POLICY ON APPOINTMENT OF ADJUNCT FACULTY**

**NOVEMBER 2017**

## **1. PURPOSE**

Adjunct appointments are special academic appointments made to qualified individuals who are expected to make significant contributions to the University's academic activities in their areas of professional expertise. This enhances greater internationalization and tapping of industrial experience. The purpose of this Policy is to define the procedure for adjunct appointments in order to ensure consistency and accountability in selection, appointment and treatment of adjunct faculty.

## **2. SCOPE**

This policy covers appointment of adjunct faculty normally from outside the University, both locally and internationally. However, employees from the University may also be appointed as adjunct faculty in a department outside of their own but within the University, provided they possess the required skills, qualifications and meet the criteria for appointment.

In both cases, the appointment shall be made broadly on the basis of an individual's high achievement in the world of academia and professional qualifications including industry status and eminence.

## **3. ELIGIBILITY CRITERIA**

A candidates for consideration for appointment as adjunct faculty shall:

- a) Have the professional standing and specialist expertise to make a significant contribution to teaching and research in the university
- b) Be an eminent leader in their field and a person of distinction and high achievement in the world of industry, business, science, professions, arts or public service
- c) Have evidence of significant and ongoing contributions to a field or expertise relevant to the programme they intend to join
- d) Not ordinarily be employed by the University but an existing member of staff may be considered for an unpaid adjunct appointment where they will not create conflict of interest or affect their performance in the existing appointment
- e) Possess professional and/or academic qualifications and expertise comparable with those expected of faculty in the University

- f) Enhance teaching or research profile of the University and contribute to the intellectual life of the University
- g) Where necessary, have evidence of appropriate level of scholarship such as a relevant academic degree, recent contribution to relevant literatures or professional practice
- h) Have evidence of willingness and ability to contribute to a programme

#### **4. TITLES**

The following titles shall be applicable:

- Adjunct Graduate Assistant/ Junior Research Associate
- Adjunct Tutorial Fellow/Research Associate
- Adjunct Lecturer/Research Fellow
- Adjunct Senior Lecturer/Senior Research Fellow
- Adjunct Associate Professor/Assoc. Professor (Research)
- Adjunct Professor/Professor (Research)

In exceptional cases where a suitable or equivalent title may not be applicable, the individual will retain titles and honors held in their current/former home institution or engagement, but preceded by the modifier "adjunct".

#### **5. COMPENSATION**

There shall be no compensation attached to adjunct appointments. However, compensation may be considered in the following exceptional cases:

- i. Where remuneration is recommended as in the case of grants/projects from where such remuneration is drawn
- ii. Where the appointee is assigned formal teaching responsibilities where a separate teaching appointment is made; or
- iii. Where an appointment, depending on skill or need, is converted to fixed-term part-time with pay by mutual agreement

## **6. PRIVILEGES, BENEFITS AND ENTITLEMENTS**

The following privileges, benefits and entitlements shall apply:

- a) Access to university services and support e.g. computers, email, library, laboratory, sports facilities, etc.
- b) Office space and incidental or reasonable overhead where necessary and applicable
- c) Use of the adjunct title in business cards, publications and correspondence
- d) Listing in University calendar or publications
- e) Reimbursement of pre-approved out-of-pocket expenses where such is provided
- f) Honoraria payment in exceptional cases as in the case of grants/projects from where such is drawn
- g) For purposes of courtesy, official functions and ceremonies, adjunct faculty shall be regarded as academic staff
- h) Use for association with the university for purposes of CVs or application for any relevant opportunities
- i) May apply for external research grants funding but such funds shall be administered by the university
- j) Accommodation (depending on the nature of agreement)
- k) House to office commuting allowance

## **7. RIGHTS, ROLES AND RESPONSIBILITIES**

Individuals appointed as adjunct faculty shall:

- a) Offer teaching and supervision in field and practice placements
- b) Make significant contribution to academic activities
- c) Participate in projects and other intellectual activities
- d) Constitute a minimum of 5% FTE
- e) Supervise/advice on students dissertations, projects or practicums
- f) Mentor students if applicable
- g) Acknowledge their affiliation with the university in all scholarly works resulting from adjunct appointment
- h) Comply with all university policies
- i) Enhance teaching and research profile of the University

- j) Collaborate and assist in the professional training of students
- k) Collaborate in research or teaching invited or sponsored by existing academic staff
- l) Attend the University at such times as necessary to meet commitments associated with the appointment
- m) Maintain the highest ethical standards when representing the university
- n) Ensure there's no conflict of interest between their adjunct appointment and any other outside work
- o) Not supervise university staff
- p) Not authorize expenditure
- q) Not commit University to any contractual or legally binding agreement

## **8. WORK PERMIT**

The applicable work permit shall be obtained by the candidate considered for appointment as adjunct faculty. The University shall assist where necessary.

## **9. TENURE**

The appointment or re-appointment shall be for periods not exceeding 2 years.

## **10. RENEWAL OF APPOINTMENT**

Renewal of appointment shall be done after suitable review and upon recommendation by the relevant College authorities – Chairman of Department, Dean/Director and Principal. Renewal of appointment shall be done provided it has been less than 10 years since the first appointment was made, after which fresh application must be done.

## **11. TERMINATION**

Termination of appointment shall be by mutual agreement or by either party. However, the University reserves the right to withdraw the appointment. In both cases, termination of appointment shall be by written notice of at least three (3) months to the other party.

## **12. ACCOUNTABILITY**

The Vice Chancellor shall be responsible for the implementation of this policy.

### **13. POLICY REVIEW**

This policy will be reviewed after every five years or as need may arise.