



EU/15/PIEPL/2013

EGERTON UNIVERSITY

PAYMENT OF INTERNAL / EXTERNAL PART-TIME LECTURERS POLICY

2012

Transforming Lives Through Quality Education
Egerton University is ISO 9001:2008 Certified

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PAYMENT OF INTERNAL / EXTERNAL PART-TIME LECTURERS POLICY

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Published by Egerton University
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Printed by
DANSTE AGENCIES
P.O. Box 9654-00300 Nairobi, Kenya

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Table of Contents

| | |
|---|---|
| 1.0 Introduction..... | 1 |
| 2.0 Programmes..... | 2 |
| 3.0 Distribution of Income from Bridging and short Courses..... | 7 |
| Table 1 Summary of recommended Hourly Rates..... | 8 |
| Appendix 1 Comparative Hourly Rates for Part time Payments-Nakuru..... | 9 |

1.0 INTRODUCTION

1.1. Preamble

In May 2001, Egerton University Council discussed and approved a policy providing guidance on Self Sponsored Programmes (SSP). The items covered by the policy included: An SSP Board of Directors, Financial Management of SSP, Admission and Registration of students and Assignment of courses to teaching staff.

SSP programmes have increased since 2001 where a number of programmes now admit SSP students and are integrated into the regular JAB programmes. In certain programmes there are so many options where small classes may arise due to the options. Furthermore, the rate paid to part time lecturers is low (Kes 600 - 650 per hour) compared to that paid to SSP (upto Kes 2000 per hour). Therefore, there is need to review the payment to part timers and the management of SSP programmes in the University to improve on the efficiency of programmes.

1.2 Objectives of the Self Sponsored Programmes

The objectives of the Self Sponsored Programmes are:-

- (a) Support the vision and mission of the University.
- (b) Give Kenyans more opportunity of higher education at a lower cost compared to joining (| private Universities or going abroad.
- (c) Generate income for the University.
- (d) Provide extra financial and welfare support to the university

staff.

- (e) Motivate University staff to improve the quality of instruction.
- (f) Improve teaching facilities
- (g) Raise funds to help needy students and provide other benefits to regular students.

2.0 Programmes

2.1 Types of Programmes

- (a) All regular programmes in the University can be mounted as Self-Sponsored: Programmes.
- (b) Faculties are at liberty to develop client-driven programmes that are in high demand.

2.2 Location of programmes

The Self-Sponsored Programme will be located in Njoro, Nakuru Town and Nairobi City Campuses. Other teaching centres as approved by the Senate may also offer SSP programmes. SSP may also be offered through Open and Distance learning modes of delivery.

2.3 Admission Requirements

All students applying for Self-Sponsored diploma or Degree Programme must meet the minimum admission criteria as set out by senate for each programme.

2.4 Relationship with Regular Programmes

Programmes offered to regular students will also be available where facilities allow. All Degree/Diploma programmes may be mounted during the day and/or in the evening. The following programmes shall be offered.

- a) Integrated programmes (where the regular and SSP students learn together).
- b) Programmes targeting the work based students, which are expected to run at times convenient to these clients.
- c) Programmes targeting school leavers.
- d) Evening programmes will run from 5.30 p.m. to 8.30 p.m. from Mondays to Fridays and from 8.30 a.m. to 4.30 p.m. on Saturdays.

2.5 Fee Payment

The fees structure payable by all students of Egerton is as approved by the Council from time to time. The current fees are shown in annex I

2.6 General Principles for Part timers

The following principles shall apply;

2.6.1 Full time staff

- (a) Lecturers who teach regular programmes shall be eligible to teach self sponsored-Programmes.
- (b) For integrated programmes Lecturers can only be remunerated

for any extra hours taught beyond the normal load. A minimum number of students in a class for both Arts and Science courses should be 25.

2.6.2 Part time staff - Internal and External Lecturer

- (a) Part-time lecturers shall be paid a credit factor hourly rate of Kes. 1,600.00 (one thousand six hundred only) subject to minimum 25 students per course.
- (b) No payments shall be made for transport, subsistence and accommodation.
- (c) When teaching a normal load, there will be no payment
- (d) Before teaching staff can benefit for part time payments, they must carry a teaching, load of at least 18 (eighteen) Credit Factors per academic year (or 6 CF for CODs, Programme Coordinators, Deans, and Directors). Staff engaged in teaching while on official leave will be paid as part time lecturers.
- (e) A staff member cannot belong to more than one duty station simultaneously. For example, staffs posted to Nakuru Town Campus College are expected to derive their teaching load mainly from the Campus. If another campus requires their services to teach regular programmes, then that campus would make all arrangements for such teaching in accordance with this policy.

- (f) Payments to various providers shall depend on;
 - (I) The amount of fees collected,
 - (ii) The number of students admitted per programme,
 - (iii) The number of hours taught.

Payments of Lecturers shall be made once only at the end of the Semester after the examination grades have been submitted.

2.6.3 Hire of External Lecturers

In unique special cases, where there is a course that must be taught but the only specialized lecturer is available in another university, then a term contract for that particular course and semester may be considered subject to the approval of the Vice-Chancellor. The course should have the minimum number of students as prescribed by senate and the contract sum shall be subject to a maximum of Kes 150,000 per semester

2.7 Applicable rates for Part time teaching

(a) Regular JAB and Integrated classes.

The applicable rate will be Kes 1600 and Kes 800 per credit factor hour of teaching and practical respectively. These rates are to apply for both internal and external part time lecturers. There shall be no payment for subsistence and accommodation allowances.

(b) Pure SSP Classes

The applicable rate will be based on 35% of the actual paid up

tuition fees from that particular class upto a maximum of Kes 2,300 per credit factor hour. An integrated class may be considered SSP if the number of SSP students are more than 25.

2.8 Payment of Indirect service providers

All Members of staff will be paid up to a maximum of 10% of the tuition fees paid by the SSP students once a year. Distribution will be based on income received. These funds will be set aside from tuition received every semester/session.

2.9 Contribution towards the University

- (a). 35% of the tuition will go towards the University recurrent budget.
- b). 20% of the tuition will go towards development budget of the University.

3.0 DISTRIBUTION OF INCOME FROM BRIDGING AND SHORT COURSES

Where a Department offers a short course or a bridging course such as Mathematics, or Chemistry, the income accruing from such a course will be distributed as follows:-

(a) Service Providers: 35% of the income

The amount to be paid to a service provider will be computed on an hourly basis subject to a maximum of Kes 2,300/- per credit factor hour.

(b) Administrative Cost: 10% of the income

This will be distributed as follows:-

The University will accumulate the 10% of tuition received and an annual payment will be made to all staff based on income received.

(c) Contribution towards the University

The balance on the tuition from Bridging courses of 55% will go towards the University budget. The department however may be considered for enhanced teaching materials in their budget

4. Payment for supervision External Examiner (Thesis)

- a) Master's Project Kes 10,000. (Shared)
- b) Master's Thesis Kes 12,000. Kes 15,000.
- c) PhD Thesis Kes 20,000. Kes 20,000.

5. Examination Management

Rules and regulations governing examinations for regular programmes shall apply to Self-Sponsored Programme students.

SUMMARY OF RECOMMENDED HOURLY RATES

TABLE 1

This Policy will be implemented with effect from January 2012 and will be reviewed after every two years

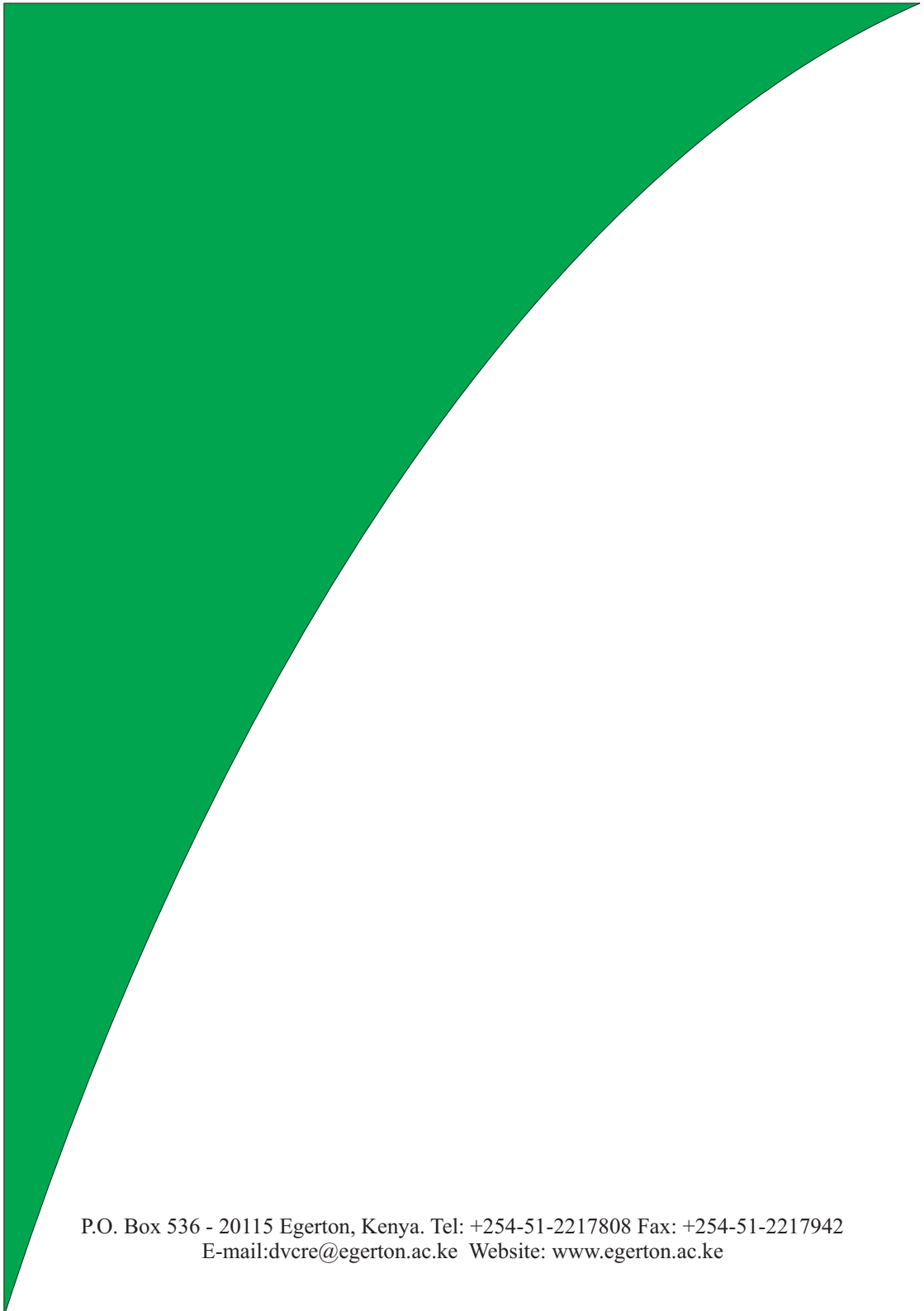
APPENDIX 1

COMPARATIVE HOURLY RATES FOR PART TIME PAYMENTS - NAKURU

| Programme | Maximum Rate Per Hour (Kes) | Minimum No. of Students in a course |
|--------------------------------------|-------------------------------------|---|
| Post graduate | 2,000. | 5 |
| Under graduate - Lecturer CF hour | 1,600. | 25 |
| Under graduate- Practical CF hour | 800. | 25 |
| Pure SSP - Per CF Hour | 2,300. | Upto Kes 2,300. Per hour subject to minimum of 25 students for integrated class |
| staff - non direct service provision | 10% of tuition fees from SSP income | |

Kes Per hour).

| Per/Hr | Kabarak | K.U. | JKUAT | EGERTON | RECOMMENDED |
|------------------------------|----------------|-------------|--------------|-------------------------------|--|
| Lecture Under graduate | 1,600 | 1,800 | 1,000 | 600 | 1600 |
| Practical/ hour | | | | 300 | 800 |
| Lecture graduate | 2,000 | 2,000 | 2,300 | 600 | 1600 |
| SSP | | | 2,000 | Upto Kes 2,000 per hour | Upto Kes 2,300. Per hour subject to minimum of 25 students for integrated class |
| | | | | | |
| | | | | | |

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