



UNIVERSITY OF DAR ES SALAAM

GUIDELINES FOR ENGAGING ADJUNCT PROFESSORS

February 2018

FOREWORD

These Guidelines are intended to address some of the challenges faced by the University relating to staff-student ratio, training and recruiting staff and providing a hands-on training to give graduates self employment skills to enable them to comfortably fit into the labour market. In the course of doing this, the Regulations also seek to maintain the best quality in the course of the University meeting its main objectives of teaching, research and public service. In order to address these challenges the University has considered engaging Adjunct Professors.

We bank on the continued cooperation of all stakeholders and reiterate our gratitude for their resolve in ensuring the University meets its objectives. We trust that they will continue to provide the requisite support in the course of implementing these Guidelines.

Prof. William A.L. Anangisye

Vice Chancellor, University of Dar-es-Salaam

February 2018

1. Background and Justification

The need for engaging Adjunct Professors at the University of Dar-es-Salaam (hereinafter referred to as the University) has been prompted by, *inter alia*, an increased enrolment of students at undergraduate and postgraduate levels, increased degree programs and significant and rapid decrease in the number of senior staff. These factors have led some Colleges, Schools, Departments and Faculties (hereinafter referred to as Units) to devise various approaches in using part-time or visiting Professors to assist in teaching at the University. These approaches have been diverse and uncoordinated, necessitating intervention to address problems likely to occur.

Definition: In the context of this Policy, an Adjunct Professor includes an academic or a person who is very knowledgeable in specialized fields or areas but is not engaged on a contractual basis by a University or tertiary institution. Adjunct Professors are those persons who will be engaged by the University but will not hold permanent or full-time positions and will have no expectation of tenure.

- 1.1 Adjunct Professors are capable of bringing their specialities in assisting to impart knowledge to students and are a catalyst in reducing the pressure on teaching and related activities at the University. In undertaking these tasks, the Adjunct Professors also get some valuable experiences while at the same time developing their careers.
- 1.2 If not regulated, there are dangers of engaging Adjunct Professors as left on their own, Units may develop sporadic procedures which are uncoordinated which may compromise the quality of education and put the University in disrepute. In this regard, it has been deemed necessary to provide guidance to the Units in engaging Adjunct Professors at the University.
- 1.3 These Guidelines shall apply to Adjunct Professors engaged at the University in teaching or providing technical assistance in courses at the

University in accordance with the procedures and Regulations of the University.

- 1.4 The Guidelines provide a general framework for engaging Adjunct Professors at the Units at the University. Adjunct Professors shall be engaged on the basis of qualification, aptitude, written and spoken language proficiency, experience and ability to deliver. The engagement process shall be based on a selection criterion which shall be transparent and non-discriminatory on the basis of, *inter alia*, gender or religion.

2. Registration, Advertising, Selection and Allocation of Teaching

- 2.1 Heads of Units shall cause to be advertised available positions for Adjunct Professors in conspicuous places accessible to all potential applicants at least three weeks before the commencement of the Semester in which the course is to be taught or technical assistance required. All Adjunct Professors to be engaged at the University shall be required to register with the Head of a Unit. The Head of Units shall place all names of applicants in a register.
- 2.2 The Adjunct Professors' positions and opportunities advertised shall indicate clearly courses or modules, hours involved in terms of preparation, delivery, assessment and training that will be required for the role.
- 2.3 Adjunct Professors who register shall receive written confirmation of the receipt of their application.
- 2.4 To ensure that teaching standards are maintained, the selection process carried out at the Units shall include an assessment against the role and criteria to ensure that Adjunct Professors have the necessary qualifications, skills and experience for the teaching activities allocated.
- 2.5 The Unit Heads shall provide written comments on the appropriate stage for an Adjunct Professor to undertake teaching.

- 2.6 Units shall draw up a matrix of teaching activities and allocate these to Adjunct Professors selected. Selected Adjunct Professors will be provided, in writing, with the workload matrix which confirms details of the activities allocated and a breakdown of the agreed hours of engagement.
- 2.7 The Principal, Director, Dean or Head of the Unit shall have the overall say in the decision on allocating Adjunct Professors teaching assignments and other assignments allocated to them.

3. Procedures for Engaging Adjunct Professors, Evaluation and Review

- 3.1 All Units shall establish an assessment Panel (comprising of at least 4 senior members) for purposes of reviewing applications for engaging Adjunct Professors at their respective Units.
- 3.2 The Head of Department or Deputy Principal/Associate Dean/Deputy Director shall be the Convenor of the Panel. The Panel shall set its own rules of procedure, provided that the selection and assessment process shall be done in a transparent manner.
- 3.3 The record of the deliberations of the Panel shall be tabled at College/School/Directorate Board for approval and forwarded to the Deputy Vice Chancellor (Academic) with the proposal to engage any identified Adjunct Professor at the Unit.
- 3.4 The Head of the department shall provide a report on the teaching activities and other assignments allocated to Adjunct Professors engaged. Such report shall, *inter alia*, raise issues of concerns, if any, on the operational aspects of engaging Adjunct Professors in the Unit.

4. Responsibilities

- 4.1 Adjunct Professors shall abide to and will be bound with the applicable University policies and procedures. The engagement of Adjunct Professors shall not extend to designing course outlines or curriculum,

which shall be solely reserved for academic staff in the employment of the University. Adjunct Professors shall also not be assigned coordination of courses in the Units.

4.2 Adjunct Professors may, under the coordination and guidance of a senior member of academic staff at the Unit, be engaged in conducting tutorials, seminars, studios, invigilating tests and examinations, and marking coursework and examinations.

4.3 The Deputy Principal/Associate Dean/Deputy Director of the Unit, in consultation with the relevant Head of Department, shall be responsible of initiating and overseeing the pre-training and engagement of Adjunct Professors at the Units.

5 Remuneration

5.1 Payment to Adjunct Professors engaged at the University shall be made by Units but in accordance with the terms and conditions approved by University Management.

5.2 Units may provide some payment as agreed, in writing, between the Head of the Units and the Adjunct Professors and approved by the Principal/Dean/Director and the Deputy Vice Chancellor (Academic).

5.3 Payments for Adjunct Professors shall not be included in the University payroll.

6 Training

6.1 Adjunct Professors may be required to undergo training and short courses for induction.

6.2 The Centre for Continuing Education (CCE) shall, in consultation with Units, organize and provide training and induction for Adjunct Professors identified by Units who require training.

6.3 Adjunct Professors engaged at the University may, on the recommendation of the relevant Unit:-

- a) receive an induction into teaching in their Units;
- b) be trained in health and safety procedures in laboratories;
- c) be fully informed of all risks and controls required as an outcome of any risk assessments;
- d) be trained in the use of any special equipment required for demonstrating or other techniques specific to the Unit;
- e) receive all information for the module(s) on which they are teaching – module materials, handouts, etc.
- f) be assigned a senior academic member of staff as guide with whom they shall meet at least twice a month to discuss their specific duties and responsibilities, the modules within which their involvement takes place, their progress and any problems and marking conventions within the Unit;
- g) be kept informed about relevant administrative procedures, e.g. plagiarism and cheating, late or non-submission of work, attendance at classes;
- h) receive constructive feedback on their performance from the module guide or another member of the academic staff; and
- i) receive appropriate assessment training.

6.4 Adjunct Professors may be involved in any curriculum/module/programme review.

7 Marking, Grading and Invigilation

7.1 Coordinators of courses, in consultation with Heads of Departments where an Adjunct Professor is allocated teaching responsibilities shall give careful consideration as to whether or not the Professor should be involved in marking and assessment.

- 7.2 All Units shall put in place adequate guidance, including clear criteria and marking schemes where appropriate, and make these available to the Adjunct Professors.
- 7.3 Units may devise mechanisms to closely monitor and moderate marking or grading done by Adjunct Professors.
- 7.4 Adjunct Professors may be deployed by Units only for purposes of assisting in invigilation of University examinations but shall not be vested with invigilation powers and shall be under the guidance of an academic member of staff who is the main invigilator.
- 7.5 Adjunct Professors may be required to undergo an inductive course in invigilation procedures and regulations of the University by the Units before being deployed to invigilate examinations.

8 Attendance of Meetings at Units

Adjunct Professors may be invited to attend Departmental Meetings as ex-officio members but shall have no right to vote.

9 Other Support by Units

- 9.1 Units shall organise support services for Adjunct Professors by: -
 - (a) nominating an academic member of staff at the Unit who will guide them;
 - (b) providing peer support mechanisms such as regular meetings of Adjunct Professors to pool ideas, discuss teaching methods, problems and solutions.

10 Terminating Engagements

- 10.1 The University may withdraw its offer to engage an Adjunct Professor in teaching or provision of technical assistance or discontinue the engagement without prior notice where:-
 - (a) it is established, after consultation with the Adjunct Professors guide that other activities are interfering with the Professor's duties;

- (b) the Adjunct regularly fails to carry out assigned tasks and duties related to teaching assigned and accepted without providing prior notice;
- (c) the standard of performance/conduct is deemed to be unsatisfactory by the Unit.

10.2 Where an Adjunct Professor's services are terminated for any of the circumstances under these Regulations, such Adjunct Professor shall be notified in writing giving the reasons for ending the engagement.

11 Further Directives and Guidance

11.1 The Deputy Vice Chancellor (Academic) may issue directives from time to time on the procedure of engaging Adjunct Professors at the University.

11.2 Head of Units may consult the Directorate of Human Resources for further clarification and guidance in engaging Adjunct Professors at their respective Units.
