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**MACHAKOS UNIVERSITY**  
ISO 9001:2015 Certified 

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## **VISITING ACADEMIC STAFF POLICY**

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## LIST OF ACRONYMS

ISO - International Standardization Organization

MKSU - Machakos University

ASA - Academic and Student Affairs

APF - Administration, Planning and Finance

COD - Chairman of Department



## FUNDAMENTAL STATEMENTS

### VISION STATEMENT

A preferred University of excellence in scholarship and service delivery

### MISSION STATEMENT

Provide scholarly education through training, research and innovation for industrial and socio-economic transformation of our communities

### PHILOSOPHY STATEMENT

Education for industrial and economic transformation

### QUALITY POLICY STATEMENT

Machakos University aspires to be a model Institution of higher learning committed to providing competitive and professional programmes. The University is committed to providing high level manpower through quality training, research, consultancy and community service. These shall be attained through customer satisfaction, good corporate governance, integrity and professionalism, creativity and responsibility, teamwork and adaption to change. In order to realize this commitment, the University shall comply with all applicable requirements through the implementation of an effective quality management systems based on ISO 9001:2015. The University's Management shall through ISO team ensure the establishment of quality objectives at departmental level. Annually, the Heads of Departments shall review the established quality objectives. The University's Top Management shall ensure annual review of this policy for continuing suitability.



## CORE VALUES

- Integrity** – To honestly deliver on our promises to our stakeholders
- Accountability** – To always be accountable in the assigned duties
- Professionalism** – To be committed to high standards of training and service delivery
- Inclusivity** – Respect for diversity
- Creativity** – Determination to continually improve
- Teamwork** – To actively work together to achieve common goals
- Equity** – To strive to be an equal University where meritocracy is practiced in all areas



## FOREWORD

Machakos University has a strong technical background and has therefore built a unique niche in training technical personnel in diverse areas of Civil Engineering, Electrical and Electronic Engineering, Fashion Design and Marketing, Humanities and Social Sciences, Hospitality, Business, Education, Agribusiness and Applied Sciences. The Machakos University Visiting Staff Policy is developed in line with the university vision: “A preferred University of Excellence in Scholarship and Service Delivery”.

The central goal of Machakos University Visiting Staff Policy is to provide guidelines for the appointment of visiting staff from other academic and research institutions. This is because Machakos University recognises that such scholars would provide an opportunity for the University community to acquire access to additional specialised and often high-level expertise in teaching and research. Indeed, the mandate of the University is to teach, train, research, innovate and impart requisite skills necessary for industrial and technological advancement.

It is expected that this policy shall provide clear guidelines for the engagement of visiting scholars and researchers. However, Machakos University and its stakeholders will update and improve this document from time to time on need basis to accommodate emerging needs on the engagement of visiting staff from other academic and research institutions.

SIGNED: .....  
PROF. LUCY IRUNGU, PHD  
VICE-CHANCELLOR, MACHAKOS UNIVERSITY

.....  
DATE

SIGNED: .....  
DR. MECHAH CHARLES MOTURI, PHD  
COUNCIL CHAIRMAN, MACHAKOS UNIVERSITY

.....  
DATE



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## 1.0 PREAMBLE

Machakos University, formerly Machakos University College was established through the Machakos University Order, Legal Notice NO. 161 of 4th November, 2011 as a Constituent College of Kenyatta University. It was chartered on 7<sup>th</sup> October 2016 as a fully-fledged University. Machakos University aims at becoming a leading center of academic excellence in Technical, Professional and Scientific education, research, training and community service Nationally and Internationally.

## 2.0 MANDATE

- a) Provide directly or in collaboration with other institutions facilities for technological, professional and scientific education
- b) Advance knowledge and its practical application by Research, Innovation extension and other means
- c) Disseminate the outcomes of research by various means, and commercially exploit the results of such research
- d) Participate in technological innovation as well as in the discovery, transmission and enhancement of knowledge and to stimulate the intellectual life in the economic, social, cultural, scientific, and technological development
- e) Contribute to industrial and technological development of society in collaboration with industry and other organizations
- f) Make proposals for new programmes of study including those that culminate with degrees, diplomas and certificates
- g) Make proposals for the establishment of colleges, campuses, faculties, schools, institutes, departments, and other resource and administrative units as may be appropriate from time to time

## 3.0 POLICY STATEMENT

This policy defines the purpose and criteria for the appointment of visiting staff from other academic and research institutions for periods between one month and up to twelve months, or more depending on the nature of the visit.

The appointment or invitation of visiting scholars provides an opportunity for the University to acquire access to additional specialized and often high-level expertise in teaching and research.





#### **4.0 SCOPE OF THE POLICY**

This policy shall apply to the appointment or invitation of all Visiting Academic staff and Researchers in Machakos University.

#### **5.0 PURPOSE**

The purpose of this policy is to provide guidelines on the appointment/invitation and terms for Visiting Academic staff.

#### **6.0. POLICY OBJECTIVES**

- a) To outline the roles and responsibilities of Visiting Academic staff and Researchers, including Visiting Professors and Scholars;
- b) To further enrich academic and research opportunities and experiences available to students and School on campus;
- c) To increase collaboration and create affiliations with nationally and internationally recognized scholars;
- d) To advance Machakos University's national and International reputation in innovation, teaching and research.

#### **7.0 SOURCE OF VISITING ACADEMIC STAFF**

Visiting Academic staff shall be from both local and foreign Universities, Research Institutions, Industry or be independent Scholars.

#### **8.0 QUALIFICATIONS**

The visiting academic staff;

- a) Shall be an established scholar with earned PhD or equivalent degree qualification in the relevant field from an accredited and recognized University or research institution.
- b) Must meet all other requirements as per the Commission for University Education criteria for appointment to the respective positions they hold.



## 9.0 PROCEDURE OF APPOINTMENT

1. The process of filling a vacancy shall be initiated by the Chairperson of department (COD); who shall write a requisition to the Deputy Vice-Chancellor(Administration, Planning and Finance) through the Dean of School, Deputy Vice-Chancellor (Academic and Student Affairs) and Deputy Vice-Chancellor (Research Innovation and Linkages). The request MUST include the following;
  - a. Confirmation of a vacancy as per the approved Machakos University Establishment;
  - b. The area of specialization and the number(s) required as shall be agreed by the Departmental Board of the requesting department;
  - c. The terms of reference for the visiting staff;
2. The DVC (APF) after obtaining the necessary approval shall advertise the vacancies.
3. Applications for new appointments should be submitted to the DVC (APF) and must be accompanied by:
  - a) The curriculum vitae of the nominee
  - b) Three references
  - c) A reference letter from the mother institution where applicable.
4. Short listing of candidates shall be done by the respective Committees as per the Machakos University Statutes and make recommendations on the appointment.
5. The Deputy Vice-Chancellor (APF) shall offer appointment letters and terms of service to successful candidates.
6. The COD shall raise a Staff Movement Advice form indicating when the visiting staff reported on duty.
7. Machakos University may consider unsolicited applications from applicants who have expressed interest to work as visiting academic staff.

## 10.0 TERMS OF APPOINTMENT

The applicant shall join Machakos University with the title they hold from their parent Institution.



- a) Visiting academic staff from local Universities shall be paid a monthly honorarium of 60% of one's basic salary at mother institution and transport allowance payable to Machakos University staff whereas those from foreign Universities shall be paid 60% of the minimum basic salary and transport allowance payable to Machakos University staff at the equivalent grade.
- b) For visiting lecturers who have been fully funded by their mother institutions and are only interested to be hosted by Machakos University shall not be entitled to the benefits in clause 10.0 (a) above.
- c) Other emoluments such as student supervision will be guided by the relevant University policy documents.
- d) The obligations of Machakos University regarding emoluments, allowances and other benefits in respect to visiting appointees shall be specified in the letter of appointment.
- e) The appointment shall be in tandem with Machakos University Recruitment Policy and ISO Recruitment Procedures.
- f) Performance targets and deliverables shall be agreed upon by the Dean of School and the appointee and shall teach, research, course development, resource mobilization and external liaison among others.
- g) In accepting their appointment, the visiting academic staff will have agreed to be bound by the terms of Machakos University Intellectual Property policy and its associated confidentiality provisions.
- h) Visiting academic staff shall be bound by the Machakos University code of conduct.

#### **11.0 DURATION OF APPOINTMENT**

The following time limits shall apply to visiting appointments:

- a) Visiting academic staff appointments shall not exceed one-year at a time.
- b) An additional consecutive appointment for a one-year or less is permissible when the needs of the Department/School justify such continuation.
- c) Visiting academic staff appointments in any circumstance are limited to a maximum of two consecutive appointments (four consecutive semesters) of one year after which a minimum of one semester's break in service from the University is required before another visiting appointment may be initiated for the same individual.



- d) For those visiting through funding from projects or other sources, their duration for the appointment will be determined by the terms of the funding agency.

## 12.0 ENTITLEMENTS

- a) Appropriate office space and laboratory facilities as are available.
- b) Medical cover for the period of engagement in Machakos University.
- c) Subsistence allowances applicable to an academic staff member at a similar level in Machakos University, when attending national seminars, technical discussion, project facility on Machakos University assignment for those not provided through projects or other funding sources.
- d) Academic staff/Faculty privileges with regard to access to library services and access to information technology resources.
- e) Full housing allowance if not funded through a project or other funding agency.
- f) For visiting lecturers who have been fully funded by their mother institutions and are only interested to be hosted by Machakos University shall not be entitled to the benefits in clauses 12.0 (b)(c) and (e) above.

## 13.0 TERMINATION

The engagement can be terminated by either side giving three-months notice unless in case of gross misconduct as stipulated in the Machakos University Statutes.

## 14.0 POLICY REVIEW

This Policy shall be reviewed after every four years. However, if there are developments in any of the areas relating to the contents herein, a review may be done before the four-year (4) period.



**15.0 COMMUNICATION**

This Policy will be communicated to all stakeholders of Machakos University for them to understand and implement. It's the responsibility of Machakos University Management to implement this Policy.

**16.0 EFFECTIVE DATE**

This Policy on recruitment of Visiting Academic staff of Machakos University shall take effect from the date of signing.



**APPENDIX I: PROCESS CHART FOR THE APPOINTMENT OF VISITING ACADEMIC STAFF**

