

ACADEMIC ASSIGNMENT PROTOCOL

The established MOE contact hours for academic staff are:

Position	Core Timetable Hrs
Vice President	0
Senior Administrative Staff	0
Dean	0
Principal Lecturer II/ HOD II	9+1
Principal Lecturer I/HOD I	12+1
Senior Lecturer	15+1
Lecturer	18+1

There are internal structures that have been established: departments, faculties and positions of responsibilities. Staff are assigned varying responsibilities which forms part of the strategy for the preparation for promotion consideration. In these cases, we have agreed to make the adjustments in the contact hours to facilitate those additional responsibilities.

Clarity of Ideas:

1. Head of Department is a titled position on the establishment. There are two (2) such positions: Principal Lecturer II/HOD II and Principal Lecturer I/HOD I.
2. Department Head is an internal position of responsibility.
3. ONLY the School of Continuing Studies and School of Graduate Studies have Programme Co-ordinators assigned as there are no full time staff. These must be approved by the office of the Dean from their assigned Faculty.
4. Senior Lecturers who are assigned fifteen hours are required to assume additional responsibilities through research and/or administrative duties to account for the reduced teaching hours.
5. Where a lecturer has been assigned departmental responsibilities, for example, Department Head, adjustments will be made to the contact hours.
6. No Head of Section or Assistant Head of Section positions exist.

Given the organizational needs, the Management has assigned the following core hours to facilitate the internal structures:

Position	Core Timetable Hrs	Comments
Vice President	0	
Senior Administrative Staff	0	
Dean	0	

Principal Lecturer II/ HOD II	9+1	
Principal Lecturer I/HOD I	12+1	
Senior Lecturer	15+1	
Lecturer	18+1	
Lecturer assigned Department Head/Centre Manager	12+1 to 15+1	Applies where the lecturer is assigned as Department Head/Centre Manager (depending on the size of the department/Centre).

General Consideration

1. All employment arrangements are done by HR. A request is made from the Dean to the HR Department; an approval is sought and an appropriate action taken.
2. Employment is done twice per year (August & January) except for emergencies.
3. All electives must be taught by academic staff.
4. Senior Administrative staff are not allowed to do overtime during their assigned work day. So the HR Director, for example, cannot teach a class and charge overtime during 8:30 a.m. to 4:30 p.m. as she cannot be assigned for paid overtime during her regular hours.
5. Overtime limits as stated in the Overtime Policy still apply.
6. Assistant Lecturers are not eligible to fill the position of Co-ordinator.