

*Addressing gender disparity and fostering equity in higher education*

## RESEARCH INNOVATION AND POSTGRADUATE CENTRE

### WUA ADJUNCT PROFESSORS AND ACADEMIC ASSOCIATES POLICY.

#### 1. INTERPRETATION (DEFINITION OF TERMS)

1.1. **Adjunct Professors** are part-time faculty members hired to teach specific courses. They may also engage in student advising and departmental service as needed.

1.2. **Academic associate** refers to a person appointed by the Vice Chancellor: Teaching, Learning, Community Engagement and Student Support or Vice Principal: Research, Postgraduate, Innovation and Centre on recommendation of the Executive Committee of Senate (Senex) and colleges in terms of this policy. It is a collective term that refers to:

- professor extraordinarius
- research fellow
- honorary professor

1.3. **Department** is an operational unit

1.4. **Research output refers to:** an output of original work done by an scholar and recognised in the university as publishable and constituting new knowledge. The research output may include but not limited one of the following:

##### 1.4.1. Journals

1.4.1.1. Journals refer to peer-reviewed periodical publications devoted to disseminating original research and new developments within specific disciplines, sub-disciplines or fields of study. These include original articles, research letters, research papers, and review articles published in peer viewed journal and deemed acceptable by the WUA librarian.

##### 1.4.2. Proceedings

1.4.2.1. Proceedings refer to a published record of a conference, congress, symposium or other meeting where the purpose was to discuss and disseminate original research and new developments within specific disciplines, sub-disciplines or fields of study. Published conference proceedings must meet the following criteria:

1.4.2.2. The purpose of the proceedings must be to disseminate original research and new developments within specific disciplines, sub-disciplines or fields of study.

1.4.2.3. Complete articles (not abstracts) accepted for publication in the proceedings must be peer- reviewed prior to publication, for which evidence must be given.

1.4.2.4. The proceedings must have an International Standard Book or Serial Number (ISBN or ISSN).

1.4.2.5. Proceedings published online must have an e-ISBN or e-ISSN.

1.4.2.6. The target audience of the proceedings must be specialists in the relevant field.

1.4.2.7. More than 60% of contributions published in the conference proceedings being submitted for a subsidy claim must emanate from multiple institutions.

1.4.2.8. The conference must have an editorial board and/or organising committee, with a significant majority of members beyond a single institution, which is reflective of expertise in the relevant subject area

#### 1.4.3. **Books**

Books refer to peer-reviewed, non-periodical scholarly or research publications disseminating original research on developments within specific disciplines, sub-disciplines or fields of study. Scholarly books are characterized as follows:

1.4.4. An extensive and in-depth scholarly treatment of a topic by one or more scholars, largely comprising significant and original (own) research, embedded in relevant literature.

1.4.5. An extensive and in-depth scholarly exposition by one or more scholars of the available literature on a topic, from a position of demonstrable authority, which makes a significant conceptual or empirical

1.4.6. synthesis that advances scholarship.

1.4.7. A collected work, assembled by one or more (usually many) scholars in a field or group of related fields, which, as a planned group of individually peer-reviewed chapters by appropriately qualified authors, generates a new conceptual synthesis that advances scholarship.

1.5. **Thesis/ Dissertation** completed research master's or doctoral degrees;

1.6. **Other peer-reviewed publications recognised by Senate** on the recommendation of the department/ faculties.

1.7. **Researcher** refers to permanently appointed WUA employee and current academic associates and refers collectively to developing researchers, emerging researchers and proven researchers;

1.8. **Academic Committee:** means the academic Committee of Senate

1.9. **HOD** means the Chairperson of Department;

1.10. **HR** means the Department: Human Resources;

## 2. **PURPOSE**

2.1. The purpose of this policy is to outline the roles, responsibilities, and expectations for academic associates and adjunct professors at Women's University in Africa. This policy aims to ensure high-quality education and consistent standards across all academic programs and research output.

2.2. It aims to enhance and sustain an enabling academic environment at WUA through the appointment of academic associates, thus enhancing WUA's academic profile and prestige.

2.3. This policy should be read in conjunction with other relevant Women's University in Africa policies

### 3. SCOPE

- 3.1. This policy applies to all external researchers and lecturers appointed to participate in, research projects, consultancies, teaching and learning, and service delivery applied for by faculties and any relevant entities of WUA.

### 4. PRINCIPLES GUIDED BY THE ADJUNCT PROFESSORS POLICY

- 4.1. The **WUA Adjunct Professors** Policy is a living document reflective of the Women's University in Africa's goal to support and promote a culture of any patentable invention, any copyrightable subject matter, or trade secret as items of intellectual property. Invention or creation is within the research signature for WUA across the university and enshrined in gender inclusivity and responsiveness. Driven by the Transformational Strategy (2023-2027) and values based on the **Honesty, Integrity, Professionalism, Reliability, Accountability, and Efficiency** concepts in line with the procedure set out in the Women's University in Africa Charter SI 30 of 2004 and Transformational Strategy (2023-2027). Transformational strategy influenced by Education 5.0 and the National Development Strategy 1. This policy is informed by the faculties of Agricultural, Environmental, and Health Sciences, Adjunct Professors and Entrepreneurial Sciences, Social and Gender Transformative Sciences, Research, Innovation, Postgraduate Centre, Gender and Diversity Centre, and Students Affairs Departmental strategies, government policies, non-governmental organizations', and collaborative partners' visionary directions.

### 5. DEVELOPMENT OF THE Adjunct Professor Policy

- 5.1. To move the development of the WUA Adjunct Professors and Academic Associates policy, HR engaged all deans of the faculties, RIPGC and key stakeholders—the PhD and Masters students, university management, including some of the university collaborative partners, and industry representatives—in developing a people-led Adjunct Professors and Academic Associate policy. The actions involved holding consultative meetings with stakeholder groups at various levels to introduce the WUA Adjunct Professors policy and Academic Associates policy culture and creative works, which include.
- 5.2. From the above focused creation and/or innovation areas, the following ten broad thematic areas emerged (**connect, initiate, cooperate, impress, goodness, veracity, expertise, dependability, responsibility, and proficiency**). The ten creation and innovation themes cross-cut across all operational areas in the university. These originations and/or creations areas are founded on the present transformational strategy. The process was intended at providing the shareholders with the bottom-up and up-down all-encompassing policy development process. This was intended to augment the orientation of each stakeholder's value clarification on WUA, research signature. Lastly, bench marking was carried out with two (2) local, one (1) regional, and three international universities. The Women's University in Africa's Adjunct Professors policy will serve as a roadmap to champion the **WUA Adjunct Professors and Academic Associates** policy benchmarked by some universities in Africa and globally.
- 5.3. Women's University in Africa has been a research-intensive university for critical gender issues since its inception and thrives to remain thus for the years to come,

contributing to the personal, social, cultural, and political well-being of local, national, and international contexts. Its vision and mission are as follows:

- 5.4. WUA is also a noteworthy and unique player in education 5.0 as an institute of higher education and expected to be innovative and industrious a genderized heritage-based philosophy of education 5.0 to align it with a mandate, teasing out the university's unique way of driving the country towards achieving its vision 2030 in a genderized style. The university decided to produce a genderized education 5.0 model that unveils the vision of the university's role in championing towards reaching vision 2030 to the effect that Zimbabwe's modernization and industrialization, with good reasons, reflect gender inclusivity in its development. To achieve this, WUA rebranded Education 5.0 through packaging the gender inclusivity aspect in university education, innovation, research, innovation, industrialization, and community service. This process has actually made it explicit that the university has since its inception been on track or subtle, declaring the 'Living no one behind' unveiled in its mantra.
- 5.5. Against this background, Women's University in Africa's (WUA's) innovation and creation can attest to each of the components of education 5.0 and how the university fulfils these (teaching, research, community service, innovation, and industrialization) within its signature mark of gender inclusivity and diversity in university education. The main thrust of the university is to promote gender equality and inclusivity across all the university departments; hence, it is dubbed the signature mark of the university. To ensure that gender diversity and inclusivity are visible and overarching throughout the issues to do within the invention and creation of items within the university's mandate. In addition to ensuring that this is enshrined in the university's endeavours to fulfil the country's education 5.0 mandate within the mantra of leaving no one behind. Hence, the structure of the university programs, strategies, and policies is structured in such a way that women are encouraged to participate in the generation of women-led technical solutions through research and innovation. To ensure that the gender inclusivity aspect is not neglected in the structures and policies of the university, a fully functional gender and diversity centre manned by a director is in place to harness the brand.
- 5.6. The Women's University in Africa, hereinafter referred to as "the university," was established in 2002 and granted a charter by the Government of Zimbabwe in 2004, and its mission is to provide quality tuition, research, and service to the community to empower students for leadership and social development.
- 5.7. **Whereas** the university seeks to create a conducive environment for its staff and students to be able to improve the university visibility through the provision of professional and quality services to the wider community, including government, industry, and civic society, and through sourcing of adjunct services;
- 5.8. **Whereas** the provision of **Adjunct Professors and Academic Associates** services helps to address staff capacity and university visibility issues and challenges;
- 5.9. **Whereas** the university, consistent with international good practice, is committed to upholding and protecting the integrity of the university and capacity building of its staff and students;
- 5.10. **and in order to:** Promote innovation and academic excellence; and promote equal opportunity and gender equality

## 6. APPOINTMENT AND EMPLOYMENT OF ADJUNCT PROFESSORS

- 6.1. **Eligibility:** Adjunct professors must possess at least a master's degree in their field or a related discipline. Relevant professional experience may also be considered.
- 6.2. **Hiring Process:** Adjunct faculty will be recruited through an open application process. Selection will be based on qualifications, experience, and departmental needs.
- 6.3. **Contracts:** Adjunct professors will receive a contract outlining their teaching responsibilities, compensation, and duration of appointment.

## 7. COMPENSATION

- 7.1. **Payment Structure:** Compensation will be determined based on the number of credit hours taught, experience, and institutional guidelines.
- 7.2. **Benefits:** Adjunct professors are not eligible for full-time employee benefits, but they may access certain university resources (e.g., library, professional development).

## 8. RESPONSIBILITIES

- 8.1. **Teaching:** Adjunct professors are responsible for delivering course content, assessing student performance, and maintaining academic standards.
- 8.2. **Office Hours:** Adjunct faculty should hold a minimum of one office hour per week for student consultations.

**8.3 Course Materials:** Adjuncts are expected to prepare and distribute syllabi, course materials, and assignments in alignment with departmental guidelines.

### 8.4 Professional Development

**8.5 Training:** Adjunct professors are encouraged to participate in university-sponsored professional development opportunities.

**8.6 Evaluation:** Performance evaluations will be conducted periodically, based on student feedback, peer reviews, and self-assessments.

## 9. ACADEMIC INTEGRITY

Adjunct professors must uphold and promote academic integrity. Any incidents of academic dishonesty should be reported to the department chair.

## 10. COMPLIANCE WITH UNIVERSITY POLICIES

Adjunct professors are expected to adhere to all university policies, including those related to diversity, equity, and inclusion, as well as health and safety.

## 11. APPOINTMENT AND EMPLOYMENT OF ACADEMIC ASSOCIATES

11.1 The appointment of academic associates shall be dependent on the under the following categories of academic associates in the academic sector:

11.1.1 **Professor extraordinarius** must meet the academic qualifications and research requirements for the appointment of a professor at WUA, as per the ZIMCHE Guidelines for Minimum Criteria for Appointment and Promotion of Academic Employees.

**11.1.2 Research fellow** must meet the academic requirements for the appointment of a senior lecturer/associate professor at WUA, as per the ZIMCHE Guidelines for Minimum Criteria for Appointment and Promotion of Academic Employees. Research fellow must be in possession of a doctoral degree. Only in exceptional circumstances, and with a detailed motivation, may a research fellow who is not in possession of a doctorate degree, be appointed.

**11.1.3 Honorary professor** must have significant research and/or professional achievements, and be widely recognised as a leader in the field.

## **12. APPOINTMENTS AND REPORTING OF ACADEMIC ASSOCIATES**

**12.1** All academic associates are appointed, by the Pro Vice Chancellor Academic or Vice Chancellor: on recommendation of academic committee in liaison with the relevant department, school or faculty.

**12.2** Academic associates are contracted for a period of three years, their contracts are to be reviewed by Senate annually, and renewable at the end of term upon submission of a comprehensive report covering the entire period. Renewal or extension of the appointment of academic associates is not automatic.

**12.3** Faculties and department must include the activities and outputs of academic associates in their reports to the Senate.

**12.4** Each academic associate must submit an annual written report, outlining his/her research activities and achievements to the HOD of the department where one has been appointed. This report must be included in the annual justifications by Faculties and departments to senate, for the continued appointment of an academic associate.

**12.5** WUA reserves the right to cancel and withdraw the appointment of an academic associate at any time. Such cancellations may result from:

- a) instances of dereliction of duty
- b) conduct that brings the university into disrepute
- c) violation of any of the university's policies
- d) the academic associate's wish to resign before the end of the contract period (voluntary resignation as academic associate)

## **13. ENTITLEMENTS AND CONFINEMENTS**

**13.1** Academic associates may not be remunerated, including profit sharing, on the strength of their appointment as academic associates. Departments and colleges may however engage them in separate remunerable independent contracts, to perform certain duties such as examination of papers and dissertations/theses, including the supervision and co-supervision of postgraduate students, course development and the writing of study material.

Academic associates appointed on separate remunerable independent contracts are not eligible for any incentives linked to the same duties.

**13.2** Academic associates qualify for research incentives as per the Policy on bloc allocation and seed funding as per research policy.

**13.3 Academic associates may not:**

**13.3.1** serve on any university committee, except as an expert or consultant co-opted in terms of the particular committee or sub-committee's rules, 11.3.2 interfere in the financial, budgetary or employment arrangements in a department or college,

**13.3.3** give instructions for the purchase, lease, hire, use, rental, or sale of any university asset.

**13.4** Scholarly research outputs published as a result of the appointment as an academic associate, must show the university as the affiliation.

**13.5** Academic associates are granted access to the library and internet facilities on campus in order to facilitate their research engagement.

**13.6** None of the categories of academic associates, may, by being academic associates, ordinarily use the title of "professor". Only those academic associates who currently function as professors, and have been duly appointed as professors in their field of expertise at recognised institutions of higher learning, may use the title of "professor".

**13.7** However, the title "professor", may be used by academic associates in the categories of honorary professor and professor extraordinarius, subject to the following conditions and with the following qualifications:

- a) for official, formal, ceremonial and written purposes (e.g. business cards)
- b) on all such occasions, the full designation must be given (e.g. Professor X, Honorary Professor or Professor Extraordinarius) Such use of the title is not a permanent designation and may be used for the period of appointment only

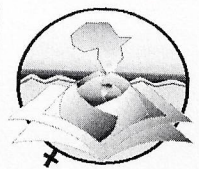
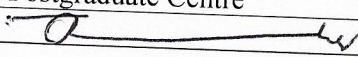
**14. REVIEW AND AMENDMENTS**

This policy will be reviewed every five years and may be amended as necessary to reflect changes in university practices or accreditation standards.

**15. CONTACT INFORMATION**

For questions regarding this policy, please contact Human Resources Department

## 16. DOCUMENT VERSION MANAGEMENT AND CONTROL

Document Name	Adjunct Professors Policy	 WUA
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