

# WOMEN'S UNIVERSITY IN AFRICA



*Addressing gender disparity and fostering equity in higher education*

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## WOMEN'S UNIVERSITY IN AFRICA POLICY ON THE ENGAGEMENT OF ADMINISTRATORS AS PART-TIME LECTURERS

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### 1. PREAMBLE

The Women's University in Africa (WUA) was established in 2002 and was granted a Charter by the Parliament and the President of the Republic of Zimbabwe in 2004 through Statutory Instrument 30 of 2004. The University has three faculties namely: Agricultural Sciences, Management and Entrepreneurial Sciences and Social and Gender Transformative Sciences.

The inclusion of administrative staff into the pool of part-time lecturers has increased in recent years necessitating the development of a policy to regulate their operations. Such appointments are being used to supplement course offerings or when expertise cannot be fulfilled by the full-time lecturers. More recently, an increasing proportion of universities have responded to financial exigencies by firmly embedding part-time lecturing positions in their employment structures. The option of employing administrative staff as part-time lecturers offers financial benefits for the institution and also enriches curricular programmes.

This policy provides procedural guidance relating to recruitment, remuneration, other working conditions as well as clarifying to both parties the expectations of the University and functions of the administrative part-time lecturer.

### 2. INTERPRETATION (DEFINITION OF TERMS)

**2.1 Administrative staff:** a university employee who occupies a non-lecturing positions.

Their role is to manage and oversee day-to-day institutional operations.

**2.2 Part-time lecturer:** a lecturer who teaches fewer hours per week than a full-time lecturer and does not take a full teaching load.

**2.3 Contract:** a written agreement that is intended to be enforceable by law.

**2.4 The University:** means the Women's University in Africa.

### 3. SCOPE OF THE POLICY

The policy applies to all administrative part-time lecturing staff of the University.

## **4. POLICY PROVISIONS**

### **4.1 Recruitment**

All part-time lecturing positions shall be advertised in accordance with the regulations of the University.

Just like all other part-time lecturers, administrative staff shall provide a copy of the following documents:

- i) Up to date curriculum vitae (CV);
- ii) National Identity;
- iii) Academic and professional qualifications; and
- iv) Other relevant documents certifying skills and/ or experience.

All prospective administrative part-time lecturers shall be interviewed. On having accepted the offer to lecture on a part-time basis, an employment contract shall be signed stipulating the Terms and Conditions of Service.

The University reserves the right to suspend or dismiss any administrative part-time lecturer for gross misconduct after a disciplinary hearing.

### **4.2 Contractual Statement**

For each appointment, the hiring department should provide a clear contractual statement of expectations and specific assignments, including in-class teaching and other responsibilities such as student advising and service.

### **4.3 Lecturing Time Table**

All administrative staff engaged in part-time lecturing will only do so during evenings, weekends or on-line after working hours. No lecturing is allowed during normal working hours. Part-time lecturing work should not in any way interfere with one's normal administrative work. An administrator can take days off from work to offer teaching services.

### **4.4 Workload for Part-Time**

Administrative part-time lecturer is expected to perform the following duties as assigned by the Dean of Faculty:

- a) conducting lectures both physical and online;
- b) setting and marking of assignments;
- c) marking of examinations which shall also be done outside working hours;
- d) supervising students on attachment/industrial attachment; and

e) supervising and marking projects/dissertations.

#### **4.5 Compensation**

Additional compensation will be provided to administrative staff who undertake additional duties as part-time lecturers. This will be based on rates similar to the rest of the part-time lecturers who are employed by the University. An approved claim form shall be completed and submitted to the respective Head of Department at the end of the month.

#### **4.6 Working conditions**

The University will provide appropriate working conditions essential to performing assigned responsibilities. These would include: office space, supplies, support services and equipment.

Academic departments should provide orientation, mentoring and access to all appropriate departmental communication in order to incorporate part-time lecturers as colleagues in the intellectual life of the University.

#### **4.7 Scholarly development**

Administrative part-time lecturers should have access to opportunities for scholarly development including support for research travel and support to present their work at professional conferences. When such opportunities arise, administrative part-time lecturers shall be required to apply for leave from their normal administrative duties. The leave should be approved by a member's Head of Department.

#### **4.8 Evaluations**

Hiring academic departments should implement regular evaluation of administrative part-time lecturers based on established criteria consistent with their assigned responsibilities. This will aid in maintaining high standards of lecture room instruction and the recognition of merit. Evaluations will take the form of student and peer evaluation.

#### **4.9 Grievance Procedure**


The University should provide a grievance procedure for administrative part-time lecturers to deal with cases of alleged discrimination, violation of contract and denial of academic freedom.

#### **5.0 Policy Review**

This Policy shall be reviewed periodically to ensure adequacy and relevance to all

University quality assurance interventions in academic and support services provision. The Policy shall be reviewed at least every five years or more frequently as the need arises.

## 6.0 DOCUMENT VERSION MANAGEMENT AND CONTROL

Document Name	Women's University in Africa Policy on the Engagement of Administrative Staff as Part Time Lecturers	 <b>WUA</b>
Version Reference	01	
Document Owner	Teaching and Learning Committee	
Council Chairperson's Name	Rachel Chibaya	
Date of Approval		
Signature	<i>R. Chibaya</i>	
Review Date		

