



MUHIMBILI UNIVERSITY OF HEALTH AND ALLIED SCIENCES
GUIDELINES FOR NOMINATION TO ADJUNCT STAFF POSITIONS

This document provides criteria and procedures for the nomination of staff to the following positions

- a) Honorary Lectureship
- b) Teaching Associate
- c) Teaching Assistant

1.0 CRITERIA

1.1 Honorary Lectureship position

- a) Qualification: Candidate must possess an undergraduate or first degree in relevant field/area of interest and must have completed at least relevant specialization at Master’s Degree level within the minimum registration period set by training institution **OR** any MUHAS PhD trainee in any field
- b) Must show evidence in at least one of each of the following:

Criteria			Expected contributions to the University
(1) Teaching	(2) Research	(3) Professional eminence	
Evidence of, or potential to make:- (i) Successful contribution to teaching, including lectures, facilitating seminars and clinical teaching if applicable	Evidence of, or potential to make:- (i) A significant contribution to research in the department of interest or potential to make productive research collaborations with the department. (ii) Evidence that, has at least one publication in a local journal recognized by the University in the past 3 years (can be revised as research capacity standards of the University increases) or has evidence of the potential to publish (Conference papers/research presentations at conferences)	Has an appropriate status within profession or occupation including; Has:- (i) Academic qualifications at an appropriate level. (ii) Demonstrated professional activity such as clinical work (where appropriate) and/or consultation or evidence to be involved in any health program/work and committed to professional self-development. (i) Membership of learned	(i) To teach, undergraduate and or postgraduate students. (ii) To supervise or assist research and projects supervision of undergraduate and postgraduate students. (iii) To develop and implement new methods of teaching to reflect changes in research and research findings. (iv) To design, prepare and develop teaching materials and course outlines. (v) To assess student’s coursework and academic progress.

	(iii) Demonstrated ability to access research funding internally or externally	societies/professional bodies.	
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1.2: Teaching Associate position

- a) A teaching associate is a person nominated to assist teaching of undergraduate and post graduate students exposed to clinical or practical placement outside the University or its teaching hospitals. Employees at MUHAS or its teaching hospitals are hence not eligible for this position.
- b) Must show evidences as per the following criteria:

Criteria	Expected Contributions to the University
Teaching, Research, Professional Eminence	
Candidate.... (i) Must be an expert in the area of interest/relevant field (the level of expertise shall be determined by the respective schools after recommendations from the department concerned). (ii) Must have shown demonstrable contributions in the field of interest (iii) Must have demonstrated working experience of not less than three (3) years in the field of interest. (iv) Must have the potential to evaluate and supervise students. (v) Where necessary, must show evidence from employer that he/she works in an environment that is supportive of teaching and learning. (vi) Must be able to commit time to teaching and evaluating students.	(i) To undertake clinical preceptor ship. (ii) Where applicable to supervise students during practical placements involving laboratory, industrial or any other relevant field work. (iii) To provide any other professional expertise that may not be available in the University.

1.3: Teaching Assistant position

- (a) All MUHAS postgraduate students registered to undertake studies for more than three semesters. Students with six (6) semesters in their training will commence their teaching assistant position at semester 3. Students with four (4) semesters in their training will commence their training assistant position at semester 2.
- (b) This post does not preclude the teaching responsibilities of postgraduate students as defined by post graduate training programmes
- (c) The following criteria will be used for nomination to this position:

Criteria	Expected Contributions to the University
Teaching, Research, Professional Eminence	
i) All MUHAS postgraduate students as defined above are eligible but not necessarily entitled to nomination to this post. Candidates: ii) Will have demonstrated potential and interest in teaching undergraduates and intern trainees and must show specific teaching competency Candidates: iii) Shall be evaluated as per university procedures for the continuing evaluation of post graduate students iv) Shall be closely supervised by respective departments.	<ul style="list-style-type: none"> Teaching and supervising undergraduate students and intern trainees

2.0 PROCEDURES AND HUMAN RESOURCES POLICIES APPLICABLE TO ALL POSITIONS

2.1: Nomination and Appointment Procedures

- (i) The Appointing Authority shall be the University Appointments & Human Resources Management Committee (A&HRMC).

The department or head of a teaching hospitals affiliated to MUHAS shall nominate the potential candidates to fill any adjunct position when need be.
- (ii) During nomination, the Heads of Departments or heads of a teaching hospitals affiliated to MUHAS shall use special HR – forms to guide nomination process. The form shall among other things indicate submission of the following by the nominated candidates.
 - (a) An up to date CV.
 - (b) The dossier of the nominated candidate.
 - (c) An outline of the potential ways in which the University will benefit.
 - (d) Evidence of the candidate’s commitment to contribute to the academic work of the University and other activities as appropriate.
- (iii) The head of department or head of a teaching hospital affiliated to MUHAS shall forward its recommendations of the nominated candidates to the Office of the Dean/Director for deliberation.
- (iv) The Office of the Dean/ Director shall recommend candidates for further deliberation to the MUHAS Committee of Deans and Directors (CDD).
- (v) The CDD shall forward its recommendations to the Appointments and Human Resource Management Committee (A&HRMC) for final appointment.
- (vi) All nominees to adjunct positions/titles shall be notified in writing on the decision related to their nomination by the appointing authority. For successful appointees, the letter of appointment shall stipulate all terms and conditions commensurate with the respective post.
- (vii) The commencement of service for Adjunct positions/titles shall be one month before commencement of the academic year. The nomination and appointment process at different levels shall be completed as follows:
 - (a) At the departmental level – by May 31st of each calendar year.
 - (b) At the school level - by 30th June of each calendar year.
 - (c) At the Adjunct Positions/Titles Committee - by 31st July of each calendar year
 - (d) HRMC - by 31st August of each calendar year

2.2 Duration

- i) The appointment duration for Honorary Lecturer and Teaching Associate positions shall be three (3) years and renewable.
- ii) The duration for the post of Teaching Assistant shall be one year and renewable.
- iii) Renewal for all positions shall be done by A&HRMC subject to satisfactory annual performance appraisal

2.3 Performance Appraisal Systems

- i) The post holders for the Honorary Lecturer and Teaching Associate positions shall be appraised annually using the existing University Academic Staff appraisal system/ or other in agreement with teaching hospitals/institutions affiliated to MUHAS.
- ii) Teaching assistants will be assessed at the end of each semester using the relevant evaluation tools for postgraduate students

2.4 Remuneration/Benefits

- ii) Remuneration/Benefits will mainly be in kind
Post holder in Adjunct positions/titles will be accorded:
 - (a) Privilege of using Library and IT facilities and therefore will be issued with special ID cards.
 - (b) The privilege of invitation to appropriate University functions such as graduation, anniversaries, and academic and professional development activities.
 - (c) Privilege of listing their names in the University prospectus.
 - (d) Privilege of being provided with University prospectus, almanac and other relevant University materials.
 - (e) Privilege of being given support for grants applications.
 - (f) Privilege of being exposed to faculty development workshops including but not limited to teaching methodology modules, laboratory trainings, clinical training modules etc. when available