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***Office of the University Secretary***

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**APPROVED FRAMEWORK FOR APPOINTMENT OF TEACHING STAFF  
AFTER RETIREMENT**

- 1.0 In order for Kyambogo University to transition into a modern, competitive University in the 21<sup>st</sup> Century with the capacity to attract and retain the best academics, who will promote relevant, appropriate and ground breaking research, the University Council approved the revision of the following Regulations of the Human Resources Manual 2014, as amended with regard to appointment of teaching staff after retirement in the table below;

<b>SN</b>	<b>Current provision</b>	<b>Approved review</b>	<b>justification</b>
1.	Regulation 3.2.5.1 provides that; Lecturers, Senior Lecturers, Associate Professors and Professors who have reached the mandatory retirement age of sixty (60) years and whose services are still needed by the University may be appointed on contract terms.	<p>1) Senior Lecturer, Assoc. Professor and Professor who have reached the mandatory retirement age of sixty (60) years and whose services are still needed by the University may be appointed on contract terms.</p> <p>2) Lecturers may be appointed for contract appointment after retirement under special circumstances which shall be determined by Appointments Board</p>	<p>1) Lecturers should be able to grow to senior level when they join the University in order for them to be retained. This clause will motivate Lecturers to work hard.</p> <p>2) The Insertion of this statement was to take care of special circumstances which may include but not limited to; (type of/rare discipline, age, disability, class of degree) which shall be determined by Appointments Board.</p>
2.	<p>Regulation 3.2.5.4, provides thus; The age limit for employment of retired teaching staff on contract terms shall be as follows:</p> <p>1) Lecturer Not above 66 years</p> <p>2) Senior Lecturers Not above 68 years</p> <p>3) Associate Professor Not above 72 years</p> <p>4) Professor Not above 74 years.</p>	<p>The age limit for employment of retired teaching staff on contract terms shall be as follows:</p> <p>1) Senior Lecturers not above 65 years;</p> <p>2) Associate Professor Not above 70 years;</p> <p>3) Professor Not above 72 years;</p>	<p>Revision of the age limit would encourage others to grow, except under special circumstances as may be determined by Appointments Board</p>

		4) Lecturers “may” be appointed for two (2) years contract after retirement under special circumstances as shall be determined by the Board.	
3.	Regulation 3.2.5.2 Each employment contract referred to in paragraph 3.2.5.1 above shall not exceed two years.	The employment contract shall be as follows; 1) Senior Lecturers; contracts of 3 yrs. + 2 yrs. 2) Associate Professor; contracts of 4 yrs. + 4 yrs.+ 2 yrs. 3) Professor Not above 72 Contracts of 4 yrs. + 4 yrs. + 4 yrs.	This is affordable for the University and provides for contractual security.
4.	Regulation 23.3.3; Other employees on contract (e.g., retired teaching staff) shall be paid gratuity at twenty-five (25) per cent of their monthly salary times the number of months worked.	Other employees on contract (e.g., retired teaching staff) shall be paid gratuity at gratuity of 8.3%, per cent of their monthly salary times the number of months worked.	The proposal was affordable by the University. In addition, the staff would also benefit from 10% NSSF government contribution, as an additional enhancement.
5.	Regulation 2.7; All new appointments at the age of fifty-five (55) years and above shall be on contract terms.	All new appointments at the age of 55 years, shall be on contract terms until mandatory retirement age.	

## 2.0 Value addition in respect to performance contract targets

Whereas section 3.2.5.3 provides that; the letter of appointment offering a contract to a retired teaching staff shall specify the performance targets of the person being offered the contract. There were no clear measurements, accordingly, the Committee proposed the following;

- 1) There shall be a performance plan/agreement between the staff and Head of Department
- 2) Introduced guide lines that on entry, applicants shall be assessed in the following areas as highlighted in the table below to ensure value addition to Department and the University at large. In addition, subsequent contract renewal will be subject to the same conditions as a way of ensuring value addition to the Department and University.
- 3) Introduced Performance targets which shall be as detailed in the schedule below to be attached to the Human Resources manual;

Sn	Item	Score	Details
1.	Graduate supervision and teaching	35%	1) Teaching @ course unit at graduate level is 3, max. is 9, 2) Ongoing research supervision @ candidate is 2, max. 6, 3) Graduate supervision to completion @ 5, max. is 20)
2.	Research and publication	30%	1) Publication 20 marks, 2) Research 10 marks in reputable books and journals)
3.	Curriculum development and review	10%	1) Development of a Masters or PhD 6 marks or 2) Programme, review of curriculum 4 Marks
4.	Mentoring/succession planning	10%	candidate should provide evidence
5.	University Service	10%	
6.	Community service	5%	

7.	Specify other value addition		
	<b>TOTAL</b>	<b>100%</b>	

**NB: For all the above, the candidate must attach evidence.**

- 4) The pass mark for contract appointment of staff seeking appointment after retirement shall be 60%.
- 5) The University Council also agreed that issues of affirmative action should be taken into consideration while implementing the proposal.