




# The Catholic University of Eastern Africa

TITLE	AUTHOR
<b>PROCEDURE FOR RECRUITMENT OF ACADEMIC STAFF AND SENIOR LIBRARY STAFF (CUEA/VC/ACD/01)</b>	<b>DEPUTY VICE CHANCELLOR/ACADEMIC</b>
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**0.2 Record of Changes**

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**0.3 Distribution / Circulation**

This Standard Operating Procedure is available at the relevant function for authorized users.

**1.0 Purpose**

This procedure seeks to ensure efficient and effective administration and recruitment of Academic staff and Senior Library Staff.


**2.0 Scope**

This procedure applies to all committees under the jurisdiction of the DVC – Academic on recruitment of Academic Staff and Senior Library Staff.

**3.0 Terms and Definitions**

- 3.1 CUEA - The Catholic University of Eastern Africa
- 3.2 VC - Vice Chancellor
- 3.3 DVC - Deputy Vice chancellor
- 3.4 ACD - Academic

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- 3.5 HOD- Head of Department
- 3.6 CV - Curriculum Vitae
- 3.7 SOP - Standard Operating Procedure
- 3.8 WI - Work Instruction
- 3.9 Search Committee – Standing Committee to screen possible candidates in a faculty and prepare dossier on each applicant. It is chaired by the Dean of Faculty.

#### 4.0 **References**

This procedure makes references to the following:

- 4.1 CUEA Quality Management Manual
- 4.2 ISO 9001:2008 Standard

#### 5.0 **Principal Responsibilities**

The DVC – Academics shall ensure the effective implementation of this procedure.

#### 6.0 **Method**

##### 6.1 Interview Committee - Recruitment of Full-time Teaching, Part-time Teaching and Senior Library staff members


###### 6.1.1 The membership of the committee shall be:

- a) The Deputy Vice chancellor – Academics (Chairperson)
- b) The Deputy Vice chancellor – Finance
- c) The Deputy Vice chancellor – Administration
- d) The Registrar
- e) The Human Resource Manager
- f) The Dean of Faculty
- g) The Heads of department concerned
- h) One or two co-opted members

###### 6.1.2 The Chairperson – Search Committee shall ensure that the relevant documents from five to ten shortlisted applicants and dossiers from the Search Committee are availed to the committee members at least one day prior to the date of the interview. The documents to be availed are:

- a) Application letter
- b) The CV detailing Secondary school results, diplomas and degrees obtained employment history, and at least three referees with contact addresses.
- c) Copies of certificates, diplomas and degree certificates
- d) Official transcripts from all graduate and undergraduate institutions (originals shall be availed during the interview)
- e) The last pay-slip, if applicable (not necessary part time staff members)

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- f) A medical certificate as per CUEA requirements (not necessary part-time staff members)
- g) At least three letters of recommendation
- h) Any other documents deemed useful

6.1.3. The committee shall undertake the interviews on the stated date and grade the applicants based on the guidelines detailed in **Appendix (A): DVC ACD/SoP/WI/01**.

6.1.4 After the grading and discussion among the members, the committee shall select three candidates, in order of preference, and forward their dossiers to the Secretary of the Council Staffing Committee for **full-time staff members**.

6.1.5 The recommendations and dossiers for part-time staff members shall be forwarded to the Dean Faculty and the Human Resource Manager for final approval.

6.1.6 The dossier shall include a memo from the chairperson recommending the appointment with mention of any disagreements in the committee, the proposed rank and the probationary period. In the cases detailed in 6.1.4, the memo shall be distributed to all members of the Council Staffing Committee.

## 7.0 Appendices

### 7.1 Guidelines for Interviewing and Grading Applicants

#### Appendix A: Guidelines for interviewing and grading applicants

##### WORK INSTRUCTION

7.1.1 In the weighing process, the committee should be on the look-out for candidates who would be committed to the educational mission of CUEA. The committee shall test and interview candidates and award scores for the attributes:

- a) Commitment to Catholic Higher Education
- b) Witness to Christian life
- c) Respect for Catholic Principles
- d) Appropriate educational/ academic background, academic transcripts
- e) The strength of the applicant's specialization
- f) Successful working and teaching experience
- g) Interest in interdisciplinary work
- h) Interest and reading beyond one's own field
- i) Scholarly accomplishment and/ or promise, publications and current research projects
- j) Future contributions to CUEA's academic and social campus life

7.1.2 The applicant's own expectation on his/her professional career at CUEA

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