




# The Catholic University of Eastern Africa

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<b>PROCEDURE FOR TEACHING (CUEA/DVC ACD/TCH/01)</b>	<b>HEADS OF DEPARTMENT</b>
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<b>NOTE:</b> 1. Write amendments on the page provided (Clause 0.2) 2. Controlled copies of this document will be in the DVC Academic, Deans, HoDs and the Examination Officer's office	

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1.	21 July 2014	3	6.1.3, Insert clause of registers	Registrar

**0.3 Distribution / Circulation**

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

**1.0 PURPOSE**

The purpose of this procedure is to ensure the efficient and effective delivery of quality teaching services in CUEA to the satisfaction of stakeholder needs.


**2.0 SCOPE**

This procedure covers all teaching and learning processes including fieldwork and practicum at certificate, diploma, undergraduate and post graduate levels.

**3.0 REFERENCES**

**3.1 ISO 9001:2008 Standard**

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- 3.2 Student Handbook
- 3.3 Programme of Studies
- 3.4 Staffing Management Manual
- 3.5 Lecturer's Handbook
- 3.6 Syllabi
- 3.7 Laboratory Safety Manual

#### 4.0. **TERMS AND DEFINITIONS**

For the purposes of this procedure, the definitions in the quality manual and those used in the CUEA corporate procedure shall apply in addition to the following:

- 4.1 **Stakeholders:** This refers to individuals, students, sponsors, employers and such other that require or are affected by the services of CUEA.

#### 5.0 **PRINCIPAL RESPONSIBILITIES**


- 5.1 The DVC Academic shall be responsible for ensuring that this procedure is adhered to.
- 5.2 The Deans shall be responsible for teaching and learning in their faculties.
- 5.3 The Executive Directors shall be responsible for teaching and learning in their campuses.
- 5.3 The HODs shall be responsible for teaching and learning in their respective departments.

#### 6.0. **METHOD**

##### **6.1 Teaching**

- 6.1.1 The HOD/Coordinator shall allocate units to the lecturers/facilitators before the end of the preceding trimester.
- 6.1.2 The lecturer shall prepare in advance and avail the course outline on the first day of lectures after its approval by the HODs.
- 6.1.3 Lecturer shall ensure that class attendance is recorded on official class registers provided by the University Registry
- 6.1.4 The Lecturer shall prepare all lessons as per the Staffing Manual.

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- 6.1.5 The lecturer shall conduct teaching in accordance with stated learning outcomes.
- 6.1.6 The Lecturer shall evaluate learning outcomes on continuous and summative basis using appropriate methods such as CATS, assignments and term papers.
- 6.1.7 All teaching shall be done using current study methods and references.
- 6.1.8 The lecturer in liaison with the relevant personnel where applicable, shall ensure teaching and learning resources are prepared in advance and assessed for their suitability to the attainment of the desired learning outcomes.
- 6.1.9 The lecturer shall employ effective teaching techniques to keep the learners motivated and involved in the learning process.
- 6.1.10 The HOD/coordinator shall ensure course evaluation is done in the course of the trimester as well as at the end.

**6.2 Practicals**

All practicals shall be done with regard to safety procedures and stated learning outcomes in mind based on developed manuals.

- 6.2.1 Fieldwork shall be done as per the specific working instructions in the various departments.
- 6.2.2 The course Instructor with involvement of the learners shall identify the topics and area of study and undertake all the preparatory steps before embarking on the study project.
- 6.2.3 The HOD shall release timelines in the project cycle in advance to allow the students and lecturers to plan.

**7. APPENDICES**

None

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