

EGERTON



UNIVERSITY

SUBJECT : Procedure for Teaching

DEPT: Faculty

DOC NO: EU/AA/OP/06

DATE OF ISSUE: August 2016

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ISSUED BY : Management Representative

AUTHORIZED BY : DVC (AA)

30th August 2016

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0.1 DOCUMENT CHANGES

DATE	DETAIL OF CHANGES	AUTHORIZED BY.
30 th August 2016	Revision of clause 6.9 to read..... The chairman shall retain records of the submissions using form EU/AA/FM/52A.....	DVC AA

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1.0 PURPOSE

To ensure efficient and effective teaching

2.0 SCOPE

The procedure covers undergraduate and postgraduate studies

3.0 REFERENCE

3.1 University catalogue 2013-2015

3.2 Terms and conditions of service

4.0 DEFINITION OF TERMS

4.1 EU – Egerton University

4.2 COD – Chairperson of Department

4.3 CF - Credit Factor

5.0 RESPONSIBILITIES

DVC (AA)

6.0 METHOD

6.1 Two (2) months before the end of the academic year, the COD shall call for a departmental Committee meeting to allocate courses for the subsequent academic year and to identify courses that have no lecturers.

6.2 At the departmental meeting, potential part-time lecturers shall be identified by members of the committee as per EU/AA/WI/05

6.3 Each lecturer shall teach a maximum of eighteen (18) CFs` per academic year (6 CFs per session or 9 CFs per semester. Where a lecturer has more than 6 or 9 CFs per session or semester, he/she shall be paid the extra load at the rate of a part time Lecturer up to 9CFs per session and 12 CFS semester.

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- 6.4 The COD shall forward to Director, Timetabling and Examinations, a list of courses to be taught during the semester for timetabling purposes ONE (1) month before commencement of academic year.
- 6.5 Teaching shall commence on the first day of the semester and stop on the last day of teaching in the semester. Daily class attendance for students shall be recorded of a class attendance form EU/AA/FM/31.
- 6.5.1 For military Science programme, teaching shall be done in three sessions namely, induction session (2 weeks), mid review Session (2 weeks) and end semester session (3 weeks). Class attendance shall be monitored as in 6.5 above for purposes of identification of student population and not eligibility for examinations.
- 6.6 The respective lecturers shall analyze the class attendance forms two weeks before the examination begins and submit the analysis to the COD who shall carryout cumulative analysis. The COD shall compile a list of the students who will have missed classes for a period of two weeks or more and submit it to the Registrar AA through the Dean of Faculty. Any student who shall have missed classes for a period of two (2) weeks shall not be eligible to sit the examinations and shall be discontinued.
- 6.7 A copy of the course outline shall be filed with the chairman of Department and Director CODL (for military Science programmes) at the beginning of the semester.
- 6.8 Lecturers shall ensure students have registered the courses to be taught in the semester in the 1st month of the semester.
- 6.9 Lecturers shall make fortnightly returns on content coverage assignment/tasks to students by filling in form EU/AA/FM/35. The chairman shall retain records of the submissions using form EU/AA/FM/52A. A copy of the report shall be made to CODs in service department. For military Science programmes, lectures shall make such returns at the end of each session to the COD and a copy to Director CODL.

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- 6.10 The COD shall submit bi-semester reports (Mid and end of semester) on course content coverage to the Dean of Faculty using course coverage submission register form EU/AA/FM/52A.
- 6.11 Where a Lecturer is unable to attend class he/she shall make prior arrangements for a make-up with the chairman ONE (1) day prior to the missed class. A Lecturer may request another qualified Lecturer to conduct the make-up for missed class.
- 6.12 Academic laboratory practicals shall be carried out as per EU/AA/WI/07.
- 6.13 Academic trips shall be organized as per EU/AA/WI/08
- 6.14 Teaching practice/ field/or industrial attachments shall be organized as per work instruction EU/AA/WI/09
- 6.15 Internal Engineering practice for engineering students shall be carried out as per Work instruction NO.EU/AA/WI/10.
- 6.16 At least two Continuous Assessment Tests shall be administered in the second and third quarter of the semester and for Military Science programmes in the mid review and end of semester review session.
- 6.17 Management of examinations shall be as per procedure EU/AA/OP/07.