



KMTc is ISO 9001:2015 Certified

Kenya Medical Training College



**HIRING OF PART TIME LECTURERS & CASUALS
POLICY**

MAY 2019

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PREFACE

On behalf of the Kenya Medical Training College (KMTc) Board of Directors, I am delighted to approve this Policy for use by Management. The KMTc Board is determined to improve access to and equity of quality medical training and to ensure that the institution plays its role in the realization of Sustainable Development Goals (SDGs), Vision 2030, health sector policies and the government agenda on the “Big Four”. The Board continues to realize the set milestones which contribute to improving the quality and quantity of essential health care providers. Inadequate numbers of skilled care providers have had a negative impact on efforts to expand access and improve the quality of health services. This situation is compounded by continued high prevalence of communicable and non-communicable diseases in the country.

Towards this end, the KMTc Board of Directors under my leadership is determined to critically address the task of defining long-term strategies for addressing the constraints to training and development of quality health care providers through:

- i. Improved policy and corporate governance for enhancing accountability and decision making.
- ii. Enhanced access, quality, relevance and equity in medical training.
- iii. Prudent resource utilization and good infrastructural management.
- iv. Increased visibility of Kenya Medical Training College nationally and internationally as a premier institution focusing on training, research and consultancy.
- v. Improved resource base, partnership and linkages.

Continuous quality improvement and quality assurance of academic programmes are necessary ingredients to maintaining KMTc as a global frontrunner in provision of healthcare education in the various fields. To this end, this Policy aims at ensuring that the hiring of Part Time Lecturers and casuals measures up to international best practice.

I believe successful implementation of the Policy will be realized through total commitment of the entire staff, students and other key stakeholders.



Prof. Philip Kaloki, MBS,

Chairperson, KMTc Board of Directors.

FOREWORD

Part-time faculty members are an integral part of the instructional capacity of the Kenya Medical Training College. The College recognizes the value of part-time faculty in promoting its vision and mission.

KMTC strives to address the professional needs and interests of part-time faculty members and that those appointed to these positions are persons renowned for academic excellence in the respective areas of expertise.

It is therefore paramount to establish systems, and standards of engagement of such Part Time Lecturers to make our teaching and learning processes more effective while having the required quality controls.

KMTC shall also recruit casual workers as need arises and in accordance with existing Human Resource guidelines.

I therefore forward this Policy to provide guidelines for engaging part time lecturers and casuals.



Prof. Michael Kiptoo,

Chief Executive Officer.

VISION

A model institution in the training and development of competent health professionals

MISSION

To produce competent health professionals through training and research, and provide consultancy services

CORE VALUES

Accountability

Integrity

Responsiveness

Equity

Teamwork

Professionalism

Creativity and innovation

ABBREVIATIONS

CEO	Chief Executive Officer
DDA	Deputy Director Academics
HRM	Human Resource Management
KMTC	Kenya Medical Training College

1.0 INTRODUCTION

Part-time faculty members are an integral part of the instructional capacity of the Kenya Medical Training College. The College recognizes the value of part-time faculty in promoting its vision and mission and focuses on fulfilling their needs and interests by ensuring the following:

- i. Job security;
- ii. Appropriate compensation;
- iii. Establishing accountability for hiring, compensation, and professional performance. In addition, it is appropriate to pursue opportunities to advance the College's affirmative action goals in administering this part of the institution's workforce.

KMTC strives to address the professional needs and interests of part-time faculty members in recognition of their importance to the academic program and to the vitality of the institution as an intellectual community. The objective of this Policy is to provide direction for both KMTC and part-time faculty members regarding critical areas of recruitment, selection, appointment, compensation, professional support, and supervision and evaluation.

1.1 Role(s) and Responsibilities of Part Time Lecturers

Part-time faculty members serve in a wide variety of important capacities at the College. They augment a department's ability to offer courses in specialised areas and perform critical role in teaching or supervising a required student practicum experience, in directing independent studies or research, or in serving on appropriate departmental committees. As members of the faculty, part-time lecturers are expected to maintain the institution's high standards for professional conduct and to adhere to the existing College's Quality Management Systems guidelines.

1.2 Qualifications of the Part Time Lecturers

Candidates to be considered for part time Lectures shall hold a bachelors degree in the relevant field or discipline. The Human Resource Manager in consultation with the Deputy Director Academics shall ensure compliance with this requirement at all times.

2.0 PROCEDURE FOR HIRING PART TIME LECTURERS

The Head of Department (HoD) shall write to the Principal justifying the need to hire part time lecturers.

The Principal shall forward the request to Deputy Director Academics who shall hold consultations with the Human Resource Manager (HRM) for confirmation of vacancies as per the KMTC staff establishment.

The HRM in consultation with the Deputy Director Academics (DDA) shall make recommendations to the Chief Executive Officer (CEO) for consideration and recommendation.

The CEO shall at every financial year make recommendations to the Board's Human Resource Committee for the number of lectures required, their qualifications and present budget for part time lecturers to the Board's Finance Planning and Development Committee, and the two committees shall make recommendations to the Board of Directors for budget provisions and approval.

The Human Resource Manager shall keep a database of all the part time lecturers in the College and ensure any changes are brought to the attention of Board of Directors through the relevant channels.

KMTC Board may deem it necessary to advertise part-time employment opportunities, either within the College or more broadly in the national media.

2.1 Selection

The College will make reasonable judgments, taking into primary account the academic program's needs, the quality and experience of the candidates under consideration as per the College Human Resource Policies.

2.2 Appointment

When a decision on appointment has been made, the successful applicant will be communicated to by the Chief Executive Officer as per the College Human Resource guidelines.

2.3 Code of Conduct

The part time lecturers shall operate in reference to the Code of Conduct for the public service as applicable to the College employees.

A part time lecturer is expected to take part in all duties pertaining to teaching and learning including follow up and supervision of students in their clinical area.

Notwithstanding the appointment of part-time lecturers, the principal shall ensure that existing lecturers have utilised full workload allocated at every given time in the campuses and requests shall only be made in cases where shortage is existing as confirmed by the Deputy Director Academics in consultation with the Human Resource Manager.

3.0 REMUNERATION OF PART TIME LECTURERS

Successful applicants on appointment shall be paid at a rate of Kenya Shillings, One Thousand per Hour (Ksh.1, 000)

4.0 PROCEDURE OF HIRING CASUAL WORKERS

A casual worker is a person whose terms of employment is on a daily or temporary basis and whose contract does not exceed 3 months.

4.1 The Recruitment process

The Head of Department (HoD) shall write to the supervisor justifying the need to hire casuals.

The supervisor shall forward the request to Deputy Director Finance and Administration, who in consultation with the Human Resource Manager (HRM) shall confirm vacancies as per the KMTC staff establishment.

The HRM in consultation with the Deputy Director Finance & Administration (DDFA) shall make recommendations to the Chief Executive Officer (CEO) for consideration and recommendation as per applicable Labour Laws.

The CEO shall at every financial year make recommendations to the Board's Human Resource Committee and present budget for casual workers to the Board's Finance Planning and Development Committee, and the two committees shall make recommendations to the Board of Directors for budget provisions and approval.

The HRM shall keep a database of all the casual workers in the College and ensure any changes are brought to the attention of Board of Directors through the relevant channels.

5.0 REMUNERATION OF CASUAL WORKERS

The Casual Workers shall be remunerated as provided in the Minimum Wage Guidelines issued by the Government from time to time.

6.0 POLICY IMPLEMENTATION

This Policy takes effect on the date it is approved by the Board of Directors of KMTC.

Monitoring and Evaluation

- i) The College shall conduct monitoring and evaluation of the effectiveness of this Policy in line with the Monitoring, Evaluation and Reporting framework.
- ii) The College shall:
 - a. Develop and maintain strategies and mechanisms for monitoring and evaluation of this Policy.
 - b. Undertake regular check on implementation of the Policy.
 - c. Carry out annual evaluation on the implementation of the Policy.
 - d. Use the information for planning and management.
 - e. Propose potential areas for review.

7.0 REVIEW

The Policy will be reviewed after every five (5) years or earlier as need arises with an aim to enhance efficient delivery of effective outcomes.

APPROVAL

Title : Hiring of Part Time Lectures and Casuals Policy

Contact : Human Resource Manager

Approval Authority : The Board of Directors

Commencement Date : May 2019

SIGNED :



**Prof. Philip Kaloki, MBS,
Chairperson, KMTTC Board of Directors.**

15th May 2019

Date



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