UGANDA CHRISTIAN UNIVERSITY

UCU RECRUITMENT POLICY
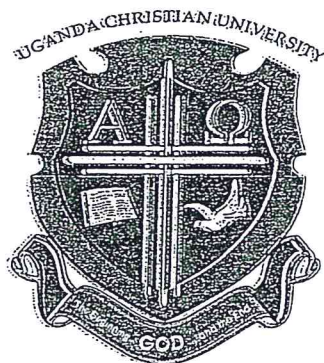
A Centre of Excellence in the Heart of Africa

Policy Schedule

Title	UCU Recruitment Policy
Policy Lead Contact	Director/Human Resource & Administration
Date of approval	First approved: 11th May 2007 by the Appointments & Staff Welfare Board. Subsequent revisions by the Vice Chancellor's Cabinet: 10 Aug 2009; 18th March 2013
Approving Body	Vice Chancellor's Cabinet
This version No.	0.3
Policy linkage	Staff Handbooks
Review interval	3 years
Vice Chancellor's Signature	

When reviewing the needs the following sources should be consulted:-

1. University & departmental strategies
2. Feedback from the supervisor about how the job description reflects the duties.

In instances where the User Department and the Directorate of Human Resource Administration are not in agreement with regard to the filling of a vacancy, the matter shall be referred to the Human Resource Committee.

2.1.2. Reviewing the Role

A thorough analysis of the role can highlight workloads that are too light or too heavy, and provides the basis for the job description and person specification.

It is advisable to consider the following when assessing how the needs for the position might best be met:-

- Is there a continued need for the work undertaken by the previous post-holder/job position being created?
- Can any of the work be re-allocated?
- Could the job be done on a part-time or full-time basis?
- Is the post correctly graded?
- Is there an internal candidate who could be promoted to the position with the required competences required for the job/role?

2.1.3. Developing the Job Description

Once the review of the position has been completed a new or updated job description is required. A job description defines the role purpose, principal duties and responsibilities of the position and enables the compilation of a short list and guides the interview process. The Human Resource & Administration Office will draw up a fitting Job Description which incorporates the role, duties and rank in consultation with the user department or faculty.

An accurate job description allows applicants the opportunity to assess their suitability for the role and to decide whether to proceed with their applications, thereby helping to minimize the number of inappropriate applications. It will also define the expectations of both the successful candidate and the supervisor and serve as a framework for the working agreement and an essential tool for induction, probation and appraisal.

2.1.4. Developing the Person Specification

The person specification should be based on the job description and describes the knowledge, skills and attributes to perform the duties of the position. These criteria provide the standard against which candidates can be assessed objectively. The user department / faculty should be involved.

The User Department and Directorate of Human Resource & Administration are responsible for drafting advertisements. The Public Relations Office is responsible for advertising both internally and externally as guided by the office of the Deputy Vice Chancellor (Finance & Administration).

The Public Relations Office may suggest amendments to advertisements to comply with the University's identity, eliminate inconsistencies with the person specifications or job description or following advice from the advertising agency.

Normally, all vacancies will be advertised in the University. This ensures all staff are provided with opportunities for consideration for career development or movement. Most positions may simultaneously be advertised externally.

Applicants should be encouraged to obtain vacancy details and biodata forms from the University.

If the University employs an external consultant, recruitment agency, or external experts are used to assist in the recruitment process, the Deputy Vice Chancellor (Finance & Administration) shall ensure compliance with the University's Recruitment Policy. The University shall enter contractual arrangements with such external agencies, spelling out terms and expectations consistent with the Christian Identity of the University. The University pays for the services of such consultants.

Under no circumstances should a job seeker pay a fee to obtain UCU employment. Furthermore, any form payment or lobby to any person involved in the selection or interview shall automatically disqualify the applicant for the job.

Priority when hiring staff into University service, priority will be given to Ugandan applicants unless the skills being sought are not readily available in Uganda.

4.2   Head Hunting or Strategic Hires

In instances when the services of the individual being sourced cannot easily be obtained from the open job market through advertising a head hunt may be conducted.

The Vice Chancellor may direct an intentional recruitment to take advantage of an opportunity or to address a constraint of time frame.

The University may engage the services of an external expert or recruitment agency.

The Vice Chancellor or members of the Vice Chancellor's Cabinet may individually identify and interview a candidate outside East Africa. The report should first come to the Search Committee before they can appear.

Short listing should be based on the applications, assessed against the information contained on the job description and person specification and recorded on the Shortlist Record Form.

Staff involved in the short-listing process are required to keep all applications confidential.

A copy of the Shortlist Record Form should be returned to the Directorate of Human Resource & Administration. Once the shortlist is complete, the User department / Faculty must submit it to the Directorate of Human Resource & Administration, which then contacts the candidates to request for any missing documents or information.

All applications shall be returned to the Directorate of Human Resource Administration after each stage of vetting.

If there are no suitable candidates who meet the requirements of a position then it should be re-advertised.

6.2 Academic Positions

6.2.1 Full Time Academic Positions

1. Applications shall be received from the Directorate of Human Resource & Administration and discussed by a Committee of Heads of Department and any other co-opted members chaired by the Dean of the Faculty into which the candidate is being recruited;
2. Candidates successful at this stage shall be forwarded to the Search Committee for interviewing;
3. The candidate(s) recommended for appointment by the Search Committee shall then be vetted by the Senate/Academic Board;
4. The candidates in categories CU6 and above shall then be recommended to the Appointments & Staff Welfare Board for appointment;
5. The candidate(s) in categories CU8 & CU7 recommended for appointments are to be forwarded to Deputy Vice Chancellor (Finance & Administration) for appointment;
6. All applications shall be returned to the Director, Human Resource & Administration after vetting.

6.2.2 Part - Time Academic Positions

1. Applications shall be received and discussed by a Faculty Committee chaired by the Dean of the Faculty/ Head of Department into which the candidate is being recruited.

2. The names of the successful candidates shall be forwarded for appointment to the Deputy Vice Chancellor (Finance & Administration) upon recommendation by the Deputy Vice Chancellor (Academic Affairs).

3. Senate shall note staff appointed on a part-time basis.

minimum selection method; however, it is recommended that consideration be given to incorporating multiple selection methods into the recruitment process. This can help to enable a more rounded and fuller assessment to be made of the candidates. Other methods might include presentations, seminars, lecturers, psychometric tests, practical tests, in-tray exercises, group discussions, etc. Practical Tests will usually be given to candidates according to the needs of the User Department.

Selection is a two-way process - candidates are assessing the job and organization, so it is important to present a true picture of these, so that the candidate makes an informed decision on whether they would really like to take on the job.

8.0   The Search Committee

8.1.   Composition

8.1.1 Membership:-

The Search Committee shall not exceed twelve (12) members as designated below:-

1. Deputy Vice Chancellor (Finance & Administration) - Chair
2. Deputy Vice Chancellor (Academic Affairs)
3. Deputy Vice Chancellor (Development & External Relations)
4. The Director, Quality Assurance
5. The Chair, HR Committee
6. One (1) Faculty Dean designated by the Vice Chancellor - representing Faculty Deans
7. Director of Student Affairs
8. University Librarian
9. Director, Facilities & Capital Projects
10. One (1) representative of the Institute of Faith, Learning & Service (IFLS)
11. One (1) Committee Member appointed by the Vice Chancellor
12. Director, Human Resource & Administration - Secretary

Chairman:-

The Deputy Vice Chancellor (Finance & Administration) shall be the Chair of the Search Committee. However, the Search Committee shall only sit when the line Deputy Vice Chancellor (or his/her delegate) and the line supervisor (or his/her delegate) are present.

1. The Vice Chancellor will issue an "Interim Appointment Letter" that will spell out the terms and conditions of the employees work during the interim period which shall normally not exceed six (6) months;

2. The person will be paid a basic salary and housing allowance at the appropriate level without benefits such as Annual Savings Allowance, Annual Medical Allowance and Annual Bonus. However, when the employee is fully appointed they would then receive arrears for these benefits for the months they were engaged in University service;

3. The person will be admitted to appropriate meetings of the Faculty and the University;

4. Upon approval by the Appointments & Staff Welfare Board, the person will be given an offer letter for the job for which they were interviewed - or otherwise as per the Board's resolution, and upon acceptance of the job offer, an appointment letter shall be issued.

Approved by the Appointments and Staff Welfare Board 11th May 2007; revised 10 Aug 2009; revised 18th March 2013