



GUIDELINES ON ACADEMIC ASSOCIATES

Approved by Academic Senate meeting of 14th November 2017

Table of Contents

1. Purpose statement.....	2
2. Definition.....	2
3. Scope	2
4. Duties and responsibilities	2
5. Procedures of Appointment and Deployment.....	2

1. Purpose statement

The University of Rwanda recognizes the services rendered by its Academic Associates. The aim of these guidelines is to clarify what are Academic Associates, to precise their duties and responsibilities and to determine the procedures of appointment and deployment.

2. Definition

For the purpose of these guidelines, UR considers an Academic Associate as anyone attached to one College, one School, one Centre or one Department but who works closely with an academic unit of another College, School, Centre or Department to complement or supplement his/her workload due to his/her expertise required by the other College, School, Centre or Department.

3. Scope

These guidelines apply to all Colleges, Schools and Departments of the University of Rwanda.

4. Duties and responsibilities

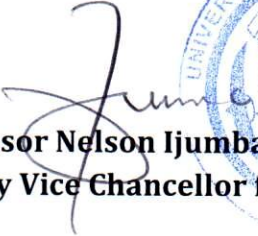
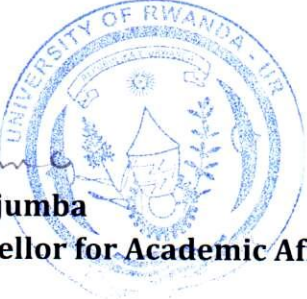
Academic Associates (AAs) shall assist a College, a School, Centre or Department in teaching and facilitating the learning, developing teaching materials for ODeL, setting and marking examination papers and assignments, conducting moderation of examinations, invigilation of examinations, collaborating in research, and any other related activities of the University.

5. Procedures of Appointment and Deployment

- A College, School, Centre or Department desiring an Academic Associate (AA) shall first determine and describe the type of job, the expertise and the duration for which it needs to hire an AA with a clear justification attached.
- The College, School, Centre or Department shall address the description and a formal request to other Colleges, Schools, Centres or Departments which may have the expertise needed.
- The College, School, Centre or Department having staff without full work-load shall first determine if they don't qualify to the type of job needed by the other College, School, Centre or Department.
- In that case, the Principal of the College, the Dean of the School, the Director of the Centre whose the member of staff reports to shall appoint him/her officially as AA of the other College, School, Centre or Department. The letter of appointment shall precise the terms of appointment and statement of responsibilities.

- An AA is normally not paid. However, he/she should be facilitated to execute his/her mandate. Where applicable, a mission order should be issued before travelling.

At the end of the mission, a report shall be written and addressed to the Principal of the College whose the member of staff reports to with copies to the Principal of the College whose the work was done and the respective Heads of Departments, Deans of Schools or Directors of Centres in the two Colleges.



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