

MAKERERE

P.O. Box 7062, Kampala, Uganda
www.mak.ac.ug



UNIVERSITY

Telephone: 0414 531 410
e-mail: hrd@mak.ac.ug

DIRECTORATE OF HUMAN RESOURCES OFFICE OF THE CHIEF HUMAN RESOURCES OFFICER

GENERAL NOTICE NO. 3093

7th November 2024

To: All Members of Staff
MAKERERE UNIVERSITY

GUIDELINES FOR THE AWARD AND RENEWAL OF POST-RETIREMENT CONTRACTS FOR PROFESSORS AND ASSOCIATE PROFESSORS, MAKERERE UNIVERSITY

During the continuation of its 165th meeting held on 15th October 2024, the Makerere University Council approved the Guidelines for awarding and renewal of post-retirement contracts for Professors and Associate Professors, Makerere University.

Please receive the same for your information.

Deus Tayari Mujuni
CHIEF HUMAN RESOURCES OFFICER



Copy to:

- Chairperson, University Council
- Vice-Chairperson, University Council
- Chairperson, Appointments Board
- Vice Chancellor
- Deputy Vice Chancellor (AA)
- Deputy Vice Chancellor (F&A)
- Director, Legal Affairs



MAKERERE UNIVERSITY

GUIDELINES FOR AWARDING AND RENEWAL OF POST- RETIREMENT CONTRACTS FOR PROFESSORS AND ASSOCIATE PROFESSORS

OCTOBER 2024

1. PREAMBLE

These Guidelines have been enacted by the University Council in exercise of its mandate under Section 40 (2) and Section 72 of the Universities and Other Tertiary Institutions Act CAP 262 with respect to the implementation of Makerere University's Human Resources Manual 2009 (as amended).

2. POLICY BASIS

2.1 Under Section 50(3) of the Universities and Other Tertiary Institutions Act, CAP 262 (as amended), the Appointments Board is responsible for the appointment, promotion, removal from service and discipline of all officers and staff of the University.

2.2 Section 2.2.2 of the Makerere University Human Resource Manual 2009 (as amended) provides for eligibility for Contractual Appointments as follows;

(e) A member of academic staff who has attained the mandatory retirement age of sixty (60) years and whose services are still needed may be appointed on Contract. The Contractual period shall be treated as follows;

“ (i) A Professor may be given a maximum of a four years contract renewable up to the age of 80 years and an Associate Professor up to 70 years subject to satisfactory performance including the following; good health, evidence of grants in the last five years; ability to attract funding of up to USD100,000; active teaching both undergraduate and postgraduate students; evidence of active supervision of both Master and PhD students; active involvement in research; evidence of recognised publications in the last five years; mentorship of junior staff; visible contribution to the University strategic goals; good ethical and moral character following a good performance appraisal”.

“(ii) An Associate Professor may be given a maximum of a four years contract renewable up to the age of 70 years subject to satisfactory performance including the following; good health, evidence of grants in the last five years; ability to attract funding of up to USD100,000; active teaching both undergraduate and postgraduate students; evidence of active supervision of both Master and PhD students; active involvement in research; evidence of recognised publications in the last five years; mentorship of junior staff; visible contribution to the University strategic goals; good ethical and moral character following a good performance appraisal”.

Pursuant to Section 50(3) of the Universities and Other Tertiary Institutions Act, CAP 262, the Appointments Board, is therefore mandated, in its discretion to approve post-retirement appointments made under Section 2.2.2 (c) (e) (i)-(ii) of the Makerere University Human Resources Manual 2009 above.

3. Definitions

<i>Appointments Board:</i>	means the Appointments Board of Makerere University which is a Committee of Council, as established in the Universities and Other Tertiary Institutions Act (UOTIA) CAP 262.
<i>Retirement:</i>	means the retirement from university service by a member of staff on attainment of the statutory retirement age of sixty (60) years.
<i>Post-retirement:</i>	means the period after a member of staff attains the statutory retirement age of sixty (60) years.
<i>Unit:</i>	means an academic unit comprising Academic or Research Units, including Colleges, Institutes and Schools.

4. PURPOSE OF THE GUIDELINES

The purpose of these guidelines is:

- (a) To guide the effective and consistent implementation of the revised Policy on Post-retirement contracts for Professors and Associate Professors.
- (b) To streamline the process leading to appointment of the specified category of staff on post-retirement contracts.

5. RATIONALE FOR POST-RETIREMENT CONTRACTUAL APPOINTMENTS

The purpose of Post-retirement appointments is to enable the University to:

- (a) Address the need to retain highly skilled staff talent that the University would have otherwise lost when staff members reach the statutory retirement age of sixty (60) years.
- (b) Attract and retain the best and relevant academicians who will promote relevant, appropriate and groundbreaking research and provide academic leadership for the benefit of the University.

6. THE GUIDING PRINCIPLES

- (a) The grant or renewal of post-retirement contracts shall be at the discretion of the Appointments Board in exercise of its mandate under Section 50 of the Universities and Other Tertiary Institutions Act, CAP 262 (as amended).
- (b) Every application for a post-retirement Contract shall be considered based on a real and justifiable need.
- (c) A unit seeking the grant of a post-retirement contract shall justify the application by accounting for the teaching and supervision load of the staff in post.
- (d) The duration of a post-retirement contract for an eligible Professor shall be a maximum of four (4) years, renewable up to 70 years of age, with initial maximum contract phases

of 4,4,2, and thereafter renewable for a maximum contract duration of two (2) years each up to 80 years of age.

- (e) The duration of a post-retirement contract for an eligible Associate Professor shall be a maximum of three (3) years, renewable up to the age of 65 years, with initial maximum contract phases of 3,2, and thereafter renewable for a maximum contract duration of two (2) years up to 70 years of age.
- (f) For the avoidance of doubt, the Appointments Board, in the exercise of its discretion, may grant a post-retirement contract for a lesser period than the maximum provided for in these guidelines.
- (g) The grant or renewal of a Post-retirement contract shall be subject to a performance appraisal and a demonstrable continued requirement for the skill and service of a Professor or Associate Professor in the Unit and the availability of vacancy, wage, and requisite resources.
- (h) The appraisal shall cover a broad range of parameters, including a demonstration of effective mentorship of teaching staff at a level below the retiring Professor or Associate Professor.
- (i) The application for a post-retirement contract shall only be considered after the Professor or Associate Professor seeking a post-retirement contract demonstrates compliance with all the retirement and corresponding end of service protocols of the University.
- (j) A post-retirement contract shall be granted on specific terms separate and different from the terms of the contract that the Officer enjoyed prior to retirement.
- (k) For the avoidance of doubt, a Professor or Associate Professor granted a Post-retirement contract shall not be entitled to benefits enjoyed by members of staff who have not attained the retirement age. This includes housing, staff training and any other benefits that may be provided from time to time.
- (l) A post-retirement contract shall state the rights and obligations of the Professor or Associate Professor.
- (m) The grant of a post-retirement contract shall not disadvantage the professional advancement opportunities for the non-retiring staff in a Unit. To this end, a Unit seeking a post-retirement contract shall demonstrate with evidence the steps undertaken to ensure the professional advancement of the non-retiring staff.
- (n) The following shall support an application for a post-retirement contract;
 - i. Evidence of (i) above including a complete handover of university property in his or her possession such as residential house, office, office equipment, vehicle and any other assets of the University.
 - ii. Evidence of completing and complying with all obligations to the University that applied to his or her job description during the pre-retirement period.

- iii. Demonstration of outstanding talent by the Professor or Associate Professor, the evidence of which shall include exceptional performance in research, teaching, student supervision, mobilisation of research grants and career progression, including in rank, of the staff under the mentorship of the Professor or Associate Professor.

7. CONDITIONS FOR CONSIDERATION, GRANT AND RENEWAL OF A POST-RETIREMENT CONTRACT

A post-retirement contract may be granted on the following conditions:

- (a) The Unit shall apply for a Post-retirement Contract for the Professor or Associate Professor.
- (b) The Professor or Associate Professor, the subject of the application for a post-retirement contract shall consent to the application of the Unit, in writing. The Consent shall also indicate that the Professor or Associate Professor acknowledges and understands that the grant or renewal of the contract by the Appointing Authority is discretionary.
- (c) Existence of a vacancy within the approved staff structure of the respective Unit.
- (d) The availability of the required wage or funds for the position within the approved wage budget.
- (e) Before granting or renewing a post-retirement contract, the Director Human Resources shall undertake the necessary assessment and satisfy the Appointments Board that the grant or renewal of the post-retirement contract shall not disadvantage other staff in the specific academic Unit. Examples include; instances where the University becomes unable to promote qualifying staff within a Unit due to lack of a vacancy or wage where such a vacancy or wage is or maybe held by a staff on post-retirement contract.
- (f) An application for a post-retirement contract shall comply with the University policies and procedures for promotion and appointment.
- (g) The College shall submit the application for a post-retirement contract at least twelve (12) months before the said Professor or Associate Professor retires from University service.

8. REQUIREMENTS FOR AWARD OF A POST-RETIREMENT CONTRACT

Requirement	Position and criteria		Comment
Rank at retirement	Professor	Associate Professor	
Mandatory Retirement age	60 years	60 years	

Minimum Teaching load	10 hours per week sustained in the last 5 years.	10 hours per week sustained in the last 5 years.	For academic leaders, the minimum number of hours should be as appropriate.
Publications	At least 5 publications during the last 5 years prior to contract expiry or renewal.	At least 5 scholarly publications during the last 5 years prior to contract expiry or renewal.	Subjected to anti-plagiarism checks and not on list of predatory journals. On average the requirement is one paper per year
Supervision of Graduate students to completion	Supervised 1 PhD student to completion in the last 5 years prior to contract expiry. Should be currently supervising at least three graduate students. Evidence should be provided.	Supervised 1 PhD student to completion in the last 5 years prior to contract expiry. Should be currently supervising at least three graduate students Evidence should be provided.	1 PhD student is taken as equivalent to 2 Masters students.
Resources mobilised in the last 5 years in various ways.	Minimum USD 100,000 in the last 5 years. Evidence should be provided.	Minimum USD 80,000 in the last 5 years. Evidence should be provided.	The Professor or Associate Professor should be a PI or Co-PI.
Mentorship	Should have mentored 3 staff in the last 5 years (joint supervision, co-authorship, teaching them, co-PI etc.) leading to promotion of the said staff in the University service.	Should have mentored 3 staff in the last 5 years (joint supervision, co-authorship, teaching them, co-PI etc.) leading to promotion of the said staff in the University service.	The staff mentored should be clearly stated with evidence of their advancement in rank at the University during the period in issue.
Health condition	Will obtain a confidential medical report from the Director University Hospital indicating ability to continue serving.	Will obtain a confidential medical condition report from the Director University Hospital indicating ability to continue serving.	

Age limit	Can serve up to 80 years subject to good health and good performance.	Can serve up to 70 years subject to good health and good performance.	
Contract phases	4 years, 4 years, 2 years up to 70 years and thereafter, 2 years up to 80 years subject to performance and good health	3 years, 2 years up to 65, and thereafter 2 years up to 70, subject to performance and good health.	

8. PROCESS FLOW FOR APPOINTMENT OF STAFF ON POST-RETIREMENT CONTRACTS AND RENEWAL OF POST-RETIREMENT CONTRACTS

Process Owner		Unit/Management		
	Phase/Step	Activity	Responsible Office	Duration (in working days)
1.	Request for a Post-retirement contract	i) Unit applying for a post-retirement contract shall apply to the Director Human Resources. ii) The Unit <u>SHALL</u> attach, to the application, <u>ALL</u> the requisite documents and requirements provided herein.	i) Principal / Head of Unit	
2.	Assessment of the Request	i) Management shall assess the compliance to all requirements herein. ii) Management shall determine the availability of vacancy and wage within the Unit	Management	

		<p>against available human resource in the Unit.</p> <p>iii) Management shall certify that the Unit has no qualified staff to fill the position.</p> <p>iv) Management shall confirm and certify that the application meets all the requirements of these guidelines.</p> <p>v) A recommendation for a post-retirement appointment will be made by Management.</p>		
3	Confirmation of the availability of wage.	The University Secretary will provide a confirmation of availability of wage to support the recommendation for appointment of any post-retirement contract.	University Secretary	
4	Submission of Schedule of post-retirement contract applications to the Appointments Board	All applications for the grant and renewal of post-retirement contracts shall be presented to the Appointments Board for consideration and or approval.	Management	

9. MISCELLANEOUS PROVISIONS

- (a) By these guidelines, the University Council is deemed to have amended the provisions regarding Post-retirement Contracts in the Makerere University Human Resource Manual 2022 (as amended).
- (b) These guidelines may be reviewed in writing from time to time as deemed appropriate.
- (c) These guidelines shall be read together with the revised Policy on Post-retirement contracts for Professors and Associate Professors.

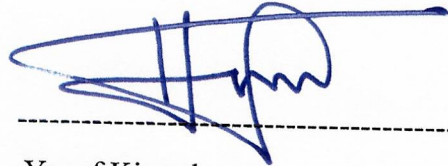
- (d) All matters not provided for in the present guidelines shall be dealt with in accordance with rules of equity, natural justice, and good conscience.
- (e) These guidelines shall be effective immediately upon approval by the University Council.

APPROVED by the University Council this ...^{15th}... day of...OCTOBER... 2024



Lorna Magara (Mrs.)

CHAIRPERSON OF COUNCIL



Yusuf Kiranda

UNIVERSITY SECRETARY