

**GUIDELINES FOR THE APPOINTMENT OF STAFF ON
SHORT TERM CONTRACTS IN THE UNIVERSITY
SERVICE**

JULY 2023

1. Policy basis

- 1.1. Under Section 50(3) of the Universities and Other Tertiary Institutions Act, 2001 (as amended), the Appointments Board is responsible for the appointment, promotion, removal from service and discipline of all officers and staff of the University.
- 1.2. Section 2.2.2(K) of the Makerere University Human Resources Manual 2009 (as amended) provides for **“short-term contractual appointments authorised by Vice Chancellor in writing for formal appointment by the Director, Human Resources. Each appointment shall not exceed one (1) year.”**
- 1.3. Pursuant to Section 50(3) of the Universities and Other Tertiary Institutions Act, 2001 (as amended), the Appointments Board will therefore be required to ratify all University staff appointments made under Section 2.2.2(K) of the Makerere University Human Resources Manual 2009 above.

2. Rationale for short-term contractual appointments

- 2.1. The purpose of short-term contractual appointments is to enable the University to meet urgent staffing requirements that emerge due to the following circumstances:
 - (a) A critical position unexpectedly falls vacant due to death, resignation, physical and mental incapacity, abandonment of duty, and where no existing staff can be assigned tasks of the position.
 - (b) A new unit is created, or critical function is established in the University which requires immediate staffing.
 - (c) The staff contract ends when the Appointments Board has not finalised the recruitment process for the replacement or renewal of an expiring contract.

3. Guiding Principles

- 3.1. Short-term contract appointments shall be for a period not exceeding one calendar year in compliance with Section 2.2.2(K) of the Makerere University Human Resources Manual (2009) as amended.
- 3.2. For the avoidance of doubt, Short-term contract appointments shall be a temporary stop-gap resourcing measure and shall cease when the Appointments Board completes a recruitment process for the position, or when the contract expires, whichever occurs earlier.



- 3.3. All Short-term contracts shall contain an unconditional termination clause of not more than 30 days.
- 3.4. An individual to be appointed on a short-term contract will meet the established qualifications of the position except in instances where the Director of Human Resources confirms in writing that a qualified candidate could not be identified within the University.
- 3.5. The short-term contracts shall be allowed for positions that meet the following conditions:
- (a) The position exists within the approved University staff structure and that the function, position or new unit as the case may be, is approved by the University Council;
 - (b) The availability of the required wage for the position is confirmed in writing;
 - (c) The short-term appointment is based on a verified written request from the Unit or Department to which the staff is being appointed.
 - (d) Management confirms in writing to the Appointments Board that the reason for the appointment meets the criteria in 2 above and is necessary in the context of the University's staffing needs and priorities at the material time.
- 3.6. In addition to fulfilment of the other requirements provided herein, Short-term contracts may be granted for positions where a sponsored programme or project provides confirmation of funding/ budget for staff salaries and/ or wages.
- 3.7. All Short term contracts granted by the Vice Chancellor shall be presented together with proof of compliance with the process herein at the next meeting of the Appointments Board for ratification.
- 3.8. No Short-term contract shall be renewed unless it has been ratified by the Appointments Board and such renewal shall only be done with the prior written approval of the Appointments Board.

4. Process flow for appointment of staff on short term contract

Process Owner		Unit/department/division/Directorate of Human Resources/US & Vice Chancellor		
	Phase/Step	Activity	Responsible Office	Duration (in working days)
1.	Notification of Staffing gaps identified	<p>i) The Head of the Unit or Department requiring the appointment shall write to the Director of Human Resources seeking a staff appointment/or deployment. This request shall NOT include a proposal for a short-term contract appointment. The College Principal must endorse all requests from Colleges.</p>	<p>i) Head of Department/Unit</p> <p>ii) College Principal / Head of Admin Unit</p>	2 days
2.	Assessment of the Request	<p>The Director of Human Resources will assess the staff availability within the University and advise on whether there is any available existing staff in the University that can be deployed to address the deployment request.</p> <p>Following consultations with the Vice Chancellor and University Secretary and the Head of the Unit, a recommendation for a short-term contract appointment will be made by the Unit/Department.</p>	<p>i) DHR</p> <p>ii) VC</p> <p>iii) US</p>	2 days
3	Notification of recommendation	Upon notification of the recommendation for a short-	i) College Principal / Head of Admin	2 days

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	for short-term contract appointment	<p>term contract appointment, the respective College Principal or the Head of the Administrative Unit will undertake a search process which may include headhunting or request for recommendations from the Department.</p> <p>The Committee responsible for Appointments and Promotions within the respective unit will consider and recommend a candidate to the Vice Chancellor for appointment under Section 2.2.2(K) of the Makerere University Human Resources Manual.</p>	<p>Unit</p> <p>ii) College HR</p>	
4	Confirmation of the availability of wage and recruitment policy	Before consideration by the Vice Chancellor, the University Secretary will provide a confirmation of availability of wage to support the recommendation for appointment of any short-term contract.	University Secretary	2 days
5	Appointment of staff on short contract	The Vice Chancellor will only appoint a member of staff on a short term employment contract after obtaining a confirmation of wage in writing from the University Secretary.	VC	2 days
6	Submission of Schedule of short contract appointments to the Appointments Board	All appointments by the Vice Chancellor shall be presented for ratification by the Board at the first Appointments Board meeting following such appointment.	<p>i) VC</p> <p>ii) DHR</p>	2 days

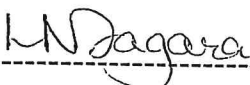
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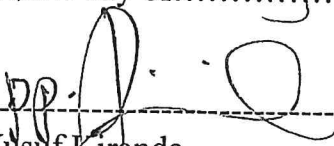
5. Miscellaneous Provisions

- 5.1 These guidelines may be reviewed in writing from time to time as deemed appropriate.
- 5.2 All matters not provided for in the present guidelines shall be dealt with in accordance with rules of equity, natural justice, and good conscience.
- 5.3 These guidelines shall be effective immediately upon approval by the University Council.

APPROVED by the University Council this ...th 24th... day of... July..... 2023



Lorna Magara (Mrs)
CHAIRPERSON OF COUNCIL



Yusuf Kiranda
SECRETARY TO COUNCIL