
Office of the Deputy Vice-Chancellor

20th October 2021

Mr. Tayebwa Johnbosco,
Assistant Lecturer,
Department of Medical Lab. Sciences,
School of Allied Health Sciences

Dear Mr. Tayebwa,

RE: APPOINTMENT AS HEAD OF MEDICAL LAB. SCIENCES SCHOOL OF ALLIED HEALTH SCIENCES

I am glad to inform you that Management of Kampala International University has appointed you as **Head of Department** Medical Lab. Sciences of Allied Health Sciences with effect from 21st October, 2021 on a one year (1) term, renewable by mutual consent of both parties and on satisfactory performance.

You shall report to the Dean, who shall provide you with Academic/Administrative instructions and you are expected to collaborate with the staffs in the conduct of your duties during the tenure of your employment. You shall positively respond to all lawful instructions given to you from time to time by relevant authorities.

Your duties and responsibilities as Head of Department include;

- (i) To assign duties to academic staff and non-academic staff in the Department.
- (ii) To advise the Dean and Management on the number of academic staff required by the department, their training, teaching experience and research experience.
- (iii) In collaboration with academic staff in the Department, to develop new courses and to review the curriculum of existing courses and to review the curriculum of existing courses/subjects from time to time.
- (iv) To make sure that academic staff are always punctual for their classes and that their lectures are of every high standard and that the conduct coursework tests regularly and in accordance with Department and university rules.
- (v) To make sure that examination questions are set in time and they are moderated
- (vi) To enforce university examinations rules and regulations as they relate to both staff and students.
- (vii) To make sure that examinations are marked in time and that proper procedures/standards are followed by both internal and external examiners.
- (viii) To advise the Dean/Director on the appointment of examiners both internal and examiners.
- (ix) To convene and chair departmental examiners' meetings and to compile and submit examinations results to Dean/Director.
- (x) To spear-head research activities in the departmental by organizing seminars and by assisting young academic staff to publish their research findings.

"Exploring the Heights"

Assoc. Prof. Lydia Emuron. BSc, BBA, PGDE, MMS, PhD, Cert. Admin. Law Email: lydiaemuron@kiu.ac.ug; Tel: +256(0) 772 583640

Office of the Deputy Vice-Chancellor

- (xi) To prepare annual staff evaluation reports on the departmental staff both academics and non academic staff and to forward them to Human Resource Department.
- (xii) To participate in the formulation of academic policies of the university by attending School Board Meetings and by contributing ideas to such meetings.
- (xiii) To attend and contribute to the proceedings of the School examinations board meetings.
- (xiv) To enforce discipline among staff and students in the Department.
- (xv) To make sure that the examination questions are set, moderated, marked and results are processed in time and that they are moderated by external examiners.
- (xvi) To convene and chair departmental meetings and to prepare minutes of such meetings, a copy of which should be sent to the DVC through the Dean of the School.
- (xvii) Perform other duties as may be assigned to you from time to time.

In accepting this appointment it is understood that you undertake to abide by the Terms and Conditions of Service and to fulfil the duties and responsibilities required by virtue of this appointment and this added responsibility will carry allowance as per the university policies.

Congratulations.

Sincerely,

Assoc. Prof. Lydia Emuron

AG. DEPUTY VICE CHANCELLOR - WC

Signed and Received by the said,

Mr. Tayebwa Johnbosco

Cc: ADVC A&R, Deputy Director Human Resource
Director Academic Affairs
Dean, Allied Health Sciences Director of Finance & DQA&M


20/10/2021
Employee

"Exploring the Heights"

Assoc. Prof. Lydia Emuron. BSc, BBA, PGDE, MMS, PhD, Cert. Admin. Law Email: lydiaemuron@kiu.ac.ug Tel: +256(0) 772 583640