



POLICY GOVERNING PART TIME AND VISITING ACADEMIC STAFF AT INES –RUHENGERI

This policy defines the procedures for visiting lecturers' recruitment, employability terms and conditions, payment procedures and maximum teaching load.

1. Part-time Lecturer

A part-time lecturer is someone who is hired to work on a regular basis provided that the total workload is less than full-time lecturer's workload. The difference comes from the job contract where part-time has a special job contract.

2. Visiting Lecturer

An individual hired to teach for a limited time is someone referred to as a visiting lecturer. This may be someone employed by another Higher Learning Institution. Therefore, we have two categories of visiting lectureship namely external visiting and internal visiting.

2.1. External visiting

External visiting academic staff is teaching/academic staff who is not fully employed by INES. He applies for short term contract to teach a particular module/unit.

2.2. Internal visiting

Internal visiting academic staff is teaching/academic staff who is fully employed by INES either as academic or administrative staff. He applies for short term contract to teach a particular module/unit.

3. Recruitment

3.1. Categories

Visiting Lecturers hired to teach at INES are those with the following academic rank: Assistant Lecturer, Lecturer, Senior Lecturer, Associate Professor and Professor. In some cases Visiting Lecturer may not have any academic rank above mentioned provided that he/she is professional or expert in the domain/field and possesses at least a bachelor's degree with upper second class honours.

3.2. Procedures

The recruitment procedures for visiting lecturers should be done as follows: INES should publicize job announcement at least two months before the beginning of academic year. candidates to visiting lecturer's posts should address and submit their applications to the Rector. All applications are forwarded by the Rectorate to the concerned Departments. The Head of Departments make a list of all candidates for visiting lecturers, their



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qualifications, academic rank and units/modules that they could teach before the beginning of academic year and submit it to the Academic vice Rector. The Academic Vice-Rector with recruitment committee analyzes application dossiers. Selected applicants are the ones to be contracted for visiting lecturing. The selected candidate should provide to the Director of Academic affairs his/her academic documents including an updated CV, a notarized photocopy of the last degree and one passport recent photo. An applicant who is already working or worked with a Higher Education Institution should provide his appointment in the last academic degree.

4. Working conditions

Working conditions should be similar to those of full-time teaching staff in terms of office, teaching materials and teaching time. The Head of Department (the program leader) should make sure that each visiting lecturer has received the module learning outcomes, content and teaching strategies at least two weeks before the beginning of the concerned unit/module and request him/her to submit the module syllabus at least one week before starting teaching the module. The recruited visiting lecturer should also be given all necessary information about the procedures, regulations of INES and INES new orientation as an Institute of Applied Sciences at that same time.

5. Employee's responsibility

The first duty of employee is to carry out all teaching activities as specified in job contract. He is answerable to the Head of Department, the Director of Academics and the Director of Quality for the performance of his/her duties. The Employee is required to teach hours allocated to the unit/module and respect time allocated to theory and practices. The Head of Department will determine the specific periods in the week. All examinations, course tests, marking and submission of results related to the above mentioned subject are part of the contract. Copies of exams with correction grid and marked answer booklets with filled mark sheets should be returned to the Head of Department office not later than two weeks after the date of examination. For the special examination session, the Employee should present a well sealed envelope (stapled) containing the questionnaire and marking scheme of the special exam.

The Employee is required to keep an updated list of his/her students' attendance and submit complete records of assessment at the conclusion of the courses.

If the Employee is to miss a class for whatever reasons, he/she should inform the Head of Department at least two days in advance so that a replacement could be found in time. Employee should commit to conform to the General Academic Regulations and code of conduct of INES-Ruhengeri.



6. Employer's responsibility

The Employer's duties and responsibility toward employee are the following:

6.1. Payment/Salary

The Employee is granted a salary based on the number of hours contracted to teach and his/her academic qualification and or academic rank. The payment rate (amount of money per hour) is fixed by Executive council.

That rate should be a gross payment subject to taxation of *Rwanda Revenue Authority (RRA)* and *Social Security Fund (SSF)*.

The Employer is responsible to make deductions due to RRA and to SSF.

The payment is made in two equal instalments.

The first instalment of 50% is paid to mid-term, that is to say, after delivering the syllabus of the module/unit and provided half of the appropriations allocated to that module/unit.

The second instalment will be released when the Employee will have fulfilled all its obligations as stated on point 5 and in the contract and returned to the library all books he/she has borrowed.

6.2. Transport, accommodation and catering allowances

External visiting Lecturer who is residing in Rwanda is granted a transport allowance of fifty Rwandan Francs per kilometre (50RwF/Km) with exception made to those visiting lecturers coming from Musanze District who will be paid one thousand five hundreds Rwandan francs (1500 RwF) per round trip. Each trip should be at least three consecutive days of teaching for day and evening session and two for weekend session.

External visiting Lecturer who is not a resident of Musanze is granted accommodation and catering allowances of ten thousands Rwandan francs (10,000 RwF) per day.

The Employee is paid 60% of the transport, accommodation and catering allowances after signing this contract, and 40% at the conclusion of the module/unit.

No transport, accommodation and catering allowances are given to Internal visiting Lecturer.

No leaves and health assurance is granted to visiting Lecturer by the employer (INES) as it is done to full and part-time Lecturers



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7. Maximum teaching workload

Where INES wishes to employ a person (Visiting Lecturer) who is contracted as full-time at institution, INES must obtain the permission of the main employer in writing. External Visiting Lecturer should not normally be contracted to teach more than one module/unit at once and should not undertake more than 200 hours of teaching over the academic year.

Approved by the Academic Senate
On 21th January 2014

Rev Fr Dr NIYIBIZI Déogratias
Rector