

UNIVERSITIES' ACADEMIC STAFF UNION

All correspondence should be addressed to the Secretary General

National Chairperson

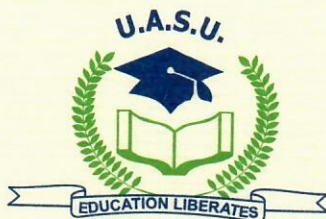
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Ref: UASU/PSC/01/12/25

Your Ref: TBA

2nd December, 2025

The Chief Executive Officer/Commission Secretary
Public Service Commission
P. O. Box 30095
NAIROBI

Dear Sir,

RE: THE GENERIC HUMAN RESOURCE INSTRUMENTS FOR PUBLIC UNIVERSITIES AND CONSTITUENT COLLEGES

Reference is made to the above subject matter.

We note that the Generic Human Resource Instruments have been forwarded to yourselves by IPUCCF. We wish to register our disappointment with the said action. Kindly note that in the last meeting that Inter-Public Universities Council's Consultative Forum (IPUCCF) invited us to attend at Confucius Institute at University of Nairobi, it was agreed that the committees comprising IPUCCF and the Unions meet and harmonize the areas parties had not agreed upon before the larger team meets to adopt the document for onward transmission to Public Service Commission. That meeting has not taken place to date.

It has come to our attention that IPUCCF has chosen to ignore/renege on items that had been agreed upon between itself and UASU. IPUCCF has instead replaced the same with its own position which was never shared with UASU when the Unions met with IPUCCF.

It is important that these teams meet to come up with a harmonized document that addresses the concerns of the Union **before the meeting scheduled at Le Technish, Machakos University on Tuesday 9th December, 2025 at 8.30am.** In some instances IPUCCF has cited Commission for University Education (CUE) University guidelines of 2011 which were replaced by the CUE University guidelines of 2014.

Attached herewith are our areas of concern and recommendations.

Thank you.

Yours faithfully,

Dr. Constantine Wasonga Opiyo, PhD
National Secretary General

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Secretary for the IPUCCF of FKE
Chairperson, Vice Chancellors' Committee and
Vice Chancellor, University of Embu

Prof. Bosire Mwebi

Office of the Chairperson, IPUCCF of FKE

Areas of concern:

ANNEX 1A - GENERIC ORGANIZATIONAL STRUCTURE, GRADING, FUNCTIONS AND STAFFING FOR PUBLIC UNIVERSITIES IN THE REPUBLIC OF KENYA

S/No	Issue	Page	UASU Position
1	4.2 (iv) maximum class size per lecturer: 300 students	38 of 75	For effective teaching, the class size shall be up to a maximum of forty (40) students for Science, Technology, Engineering, Mathematics (STEM) based courses and up to a maximum of eighty (80) for Arts, Humanities, Social sciences and Business based courses.
2	4.2 (v) a. 28 hours of teaching	38 of 75	Stick to the table as agreed in Machakos between IPUCCF of FKE and UASU. Table as annex 1
3	4.2 (v) b. 16 hours of teaching	38 of 75	Stick to the table as agreed in Machakos between IPUCCF of FKE and UASU. Table as annex 2
4	4.2 (v) c. Actual distribution of workload for academic teaching and academic research staff according to grades (Tutorial Fellow/Junior Research Fellow to Professor/Research Professor) will be done by individual University Councils;		Stick to the tables on distribution of workload as agreed in Machakos between IPUCCF of FKE and UASU. Tables attached as Annex 1 and Annex 2 here in.
5	4.2 (xi) Where feasible, the staffing of academic programmes should conform to the CUE recommended lecturer: student ratios of 1:50 and	39 of 75	The ratio of 1:50 and 1:20 is this ratio were for <i>Standards and Guidelines for academic degree programmes – October</i>

	1:20 for theoretical- and practical-based courses, respectively.		<i>2011 which were revised in 2014 as below .</i> The CUE reviewed this in CUE <i>Universities Standards and Guidelines, 2014</i> The recommended full-time staff: student ratio are: a) Applied Sciences - 1:10 b) Arts and Humanities - 1:15 c) Medical and Allied Sciences - 1:7 d) Pure and Natural Sciences - 1:10 e) Social Sciences - 1:18
6	Additional notes for staffing academic (both undergraduate and postgraduate) programmes. (iv)For detailed distribution of working hours for academic teaching and academic research staff, for grades Assistant Lecturer/ Tutorial Fellow / Junior Research Fellow to Professor / Research Professor refer to individual University Councils.	42	For detailed distribution of working hours for academic teaching and academic research staff, for grades Assistant Lecturer/ Tutorial Fellow / Junior Research Fellow to Professor / Research Professor refer to IPUCCF of FKE and recognized Union agreement.

1. 3 ANNEX II – GENERIC CAREER GUIDELINES

S/No	Issue	Page	UASU Position
1	1.12 Review of the Career Guidelines The Career Guidelines shall be reviewed and approved by the University Council and the Public Service Commission as and when it is found necessary.	9 of 410	The Career Guidelines shall be reviewed by IPUCCF of FKE and the recognized unions in consultations with the Public Service Commission as and when it is found necessary.
2	1.13 Qualification Matrix for the Academic Staff: (i) Vice Chancellor Have at least fifteen (15) years of relevant administrative, academic and research experience, five (5) of which must be at senior management level.	10 of 410	Have at least fifteen (15) years of relevant administrative, academic and research experience, <u>five (5) of which must have served as Deputy Vice Chancellor.</u>
3	Professor/ Research Professor Supervised at least six (6) postgraduate students to completion, two (2) of whom must be doctoral students since attaining Associate Professorship or equivalent. Attracted research or development funds since attaining Associate Professorship	11 of 412	Supervised at least six (6) postgraduate students to completion, two (2) of whom must be doctoral students since attaining Associate Professorship or equivalent. <u>Special consideration shall be given to special cases (Pharmacy, Engineering, Architecture, Medicine, Law) where there few or no PhD courses.</u> This should be removed all lecturers attract funds through the students they teach
4	Associate Professor / Associate Research Professor Supervised at least four (4) postgraduate students to completion, including one doctoral student as a Senior Lecturer / Senior Research Fellow.		Supervised at least four (4) postgraduate students to completion, including one doctoral student as a Senior Lecturer / Senior Research Fellow. <u>Special consideration shall be given to special cases (Pharmacy, Engineering, Architecture, Medicine, Law) where there few or no PhD courses.</u>
5	Senior Lecturer / Senior Research Fellow An earned PhD or equivalent degree qualification (or a Master's degree qualification in special cases – Pharmacy,	12	An earned PhD or equivalent degree qualification (or a Master's degree qualification in special cases – Pharmacy, Engineering, Architecture, medicine, law) in the relevant area

	Engineering, Architecture, medicine) in the relevant area from recognized and accredited university. Supervised at least three (3) postgraduate students to completion as a Lecturer/Research Fellow.		from recognized and accredited university. Supervised at least three (3) postgraduate students to completion as a Lecturer/Research Fellow. Special consideration shall be given to special cases (Pharmacy, Engineering, Architecture, Medicine, <u>Law</u>) where there few or no PhD courses
6	Tutorial Fellow / Junior Research Fellow – Grade 7	13 of 412	Assistant Lecturer /Tutorial Fellow / Junior Research Fellow- Be retained as per the generic organizational structure, grading, functions and staffing for public universities in Kenya. Assistant Lecturer be retrained and should be permanent and pensionable position. Should Assistant Lecturer position be abolished, all current serving Assistant Lecturers should be converted to Lecturer position (grade 6) since they have teaching experience and research publication.
7	2.6 CAREER GUIDELINES FOR ACADEMIC STAFF (c) Grading Structure Tutorial/Junior Research Fellow	31 of 410	Assistant Lecturer /Tutorial Fellow / Junior Research Fellow – Be retained as per the generic organization structure, grading, functions and staffing for public universities in Kenya. Tutorial Fellow position has lost meaning since the employer does not sponsor their studies, does not give them study leaves, the employer overworks them hence no time to study.

8	(d) Recognized Qualifications (i) An earned PhD, or equivalent degree qualification (or a Master's degree qualification in special cases- Pharmacy, Dentistry, Medicine, Architecture, Engineering) in the relevant area from recognized/accredited university.	32 of 412	An earned PhD, or equivalent degree qualification (or a Master's degree qualification in special cases- Pharmacy, Dentistry, Medicine, Architecture, Engineering, <u>Law</u>) in the relevant area from recognized/accredited university.
9	JOB DESCRIPTION AND APPOINTMENT SPECIFICATIONS GRADUATE ASSISTANT I/ RESEARCH ASSISTANT GRADE 8 Be registerable for a Masters' Degree programme;		This is not necessary for this grade since they already have a masters
10	2.6.3 TUTORIAL FELLOW / JUNIOR RESEARCH FELLOW, GRADE 7	33 of 410	ASSISTANT LECTURER/ TUTORIAL FELLOW / JUNIOR RESEARCH FELLOW, GRADE 7 Assistant lecturer be retained as per the generic organizational structure, grading, functions and staffing for public universities in Kenya.
11	2.6.4 LECTURER / RESEARCH FELLOW, GRADE 6 (a) Duties and Responsibilities (b) Job Specifications, (1) Direct Appointment An earned PhD, or equivalent degree qualification in the relevant area (or a Master's degree qualification in special cases-	34 of 410	Duties and Responsibilities Should include consultancy services and community engagement. An earned PhD, or equivalent degree qualification in the relevant area (or a Master's

	Pharmacy, Dentistry, Medicine, Architecture, Engineering) from a recognized / accredited University; (2) Promotion An earned PhD, or equivalent degree qualification in the relevant area (or a Master's degree qualification in special cases- Pharmacy, Dentistry, Medicine, Architecture, Engineering) from recognized/accredited university;		degree qualification in special cases- Pharmacy, Dentistry, Medicine, Architecture, Engineering, <u>Law</u>) from a recognized / accredited University; An earned PhD, or equivalent degree qualification in the relevant area (or a Master's degree qualification in special cases- Pharmacy, Dentistry, Medicine, Architecture, Engineering, <u>Law</u>) from recognized/accredited university;
12	2.6.5 SENIOR LECTURER / SENIOR RESEARCH FELLOW, GRADE 5 (b) Job Specifications An earned PhD, or equivalent degree qualification in the relevant area (or a Master's degree qualification in special cases- Pharmacy, Dentistry, Medicine, Architecture, Engineering) from recognized/accredited university;	34 of 410	An earned PhD, or equivalent degree qualification in the relevant area (or a Master's degree qualification in special cases- Pharmacy, Dentistry, Medicine, Architecture, Engineering, <u>Law</u>) from recognized/accredited university;
13	2.6.6 ASSOCIATE PROFESSOR/ASSOCIATE RESEARCH PROFESSOR, GRADE 4 (b) Job Specifications Supervised at least four (4) postgraduate students to completion, including one doctoral student as a Senior Lecturer / Senior Research Fellow;	34 of 410	Supervised at least four (4) postgraduate students to completion, including one doctoral student as a Senior Lecturer / Senior Research Fellow; Special consideration shall be given to special cases (Pharmacy, Engineering, Architecture, Medicine, Law) where there few or no PhD courses

	Attracted research or development funds as a Senior Lecturer / Senior Research Fellow;		This should be removed all lecturers attains funds through the students they teach
14	2.6.7 PROFESSOR/RESEARCH PROFESSOR, GRADE 3 (b) Job Specifications Attracted research or development funds since attaining Associate Professorship	34 of 410	This should be removed all lecturers attains funds through the students they teach
15	2.7 DEPLOYMENT POSITIONS 2.7.1 DEANS OF SCHOOLS / FACULTIES (b) Job Specifications Have served as a Chair of department A Dean shall hold office for a period of three (3) years and is eligible for re-election for a further term of three (3) years.	39 of 410	Have served as a Chair of department - <u>This should be removed</u> A Dean shall hold office for a period of three (3) years and is eligible for re-election for a <u>final</u> further term of three (3) years.
16	2.7.2 ACADEMIC DIRECTOR (b) Job Specifications Any person who will have served as a Director shall not be eligible for re-appointment within three (3) years immediately following the lapse of the last appointment. 2.7.3 CHAIRPERSON OF DEPARTMENTS (b) Job Specifications (i) Be at least a Senior Lecturer;	40 of 410	Any person who will have served as a Director shall not be eligible for re-appointment within three (3) years immediately following the lapse of the last appointment. <u>This is not clear, needs to be reworked on</u> Be at least <u>a Lecturer;</u>

	Any person who will have served as a Chair of Department chair shall not be eligible for re-appointment within three years immediately following the lapse of the last appointment.		Any person who will have served as a Chair of Department chair shall not be eligible for re-appointment within three years immediately following the lapse of the last appointment. <u>This is not clear, needs to be reworked on</u>
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2. 4 ANNEX III – HUMAN RESOURCE POLICIES AND PROCEDURE MANUAL

S/No	Issue	Page	UASU Position
1	LIST OF ACRONYMS AND ABBREVIATIONS	xvi	IPUCCF of FKE is missing. It should be included.
2	Definition of terms 1. Academic Year A continuous period of teaching, examination and study organized in a full year mode, semester mode, trimester mode and quarter mode and extending over not less than thirty weeks in a calendar year 42. Suspension An action imposed by management for major breaches of policy and the affected employee is forbidden to attend to duty and earns half salary for the period of suspension. It is meant to allow investigations to be carried out. 45. Union Any Trade Union recognized by the University as representing unionisable employees of the University.	xvii	Academic Year A continuous period of teaching, examination and study organized in a full year mode, semester mode, extending over not less than thirty weeks in a calendar year. (except in special cases) Suspension An action imposed by management for major breaches of policy and the affected employee is forbidden to attend to duty and earns half basic salary for the period of suspension. It is meant to allow investigations to be carried out. Union Any Trade Union registered and recognized by the University as representing unionisable employees of the University.
3	1.1.5 The Manual shall be read in conjunction with the Constitution of Kenya, relevant Laws, legislations and regulations guiding management of human	23	The Manual shall be read in conjunction with the Constitution of Kenya, relevant Laws, legislations and regulations guiding management of human resource released by

	resource released by Government from time to time.		Government from time to time and registered CBAs .
4	1.1.8 Where a conflict arises between the provisions of the policies and procedures in this Manual with any other manual, such conflicts will be referred to the Vice - Chancellor or the Council Chairperson for guidance as the case may be.	23	There should be a subsection 1.3.x on enforceable CBAs (Both Chapters and National CBAs) Where a conflict arises between the provisions of the policies and procedures in this Manual with any other manual, such conflicts will be referred to IPUCCF of FKE and recognised unions for guidance as the case may be.
5	1.3.5 The Vice Chancellor will seek guidance from the Council or any relevant Government agency on any matter that may not be covered by these policies and procedures.		The Vice Chancellor will seek guidance from IPUCCF of FKE and recognised unions on any matter that may not be covered by these policies and procedures.
6	Amendments and Review This Manual maybe amended from time to time as and when necessary. Such changes will require authorization of the Council and will be communicated to employees in writing by the Vice Chancellor.		This Manual maybe amended from time to time as and when necessary. Such changes will require authorization of IPUCCF of FKE and recognised unions and will be communicated to employees in writing by the Vice Chancellor.

	The Council reserves the right to initiate and approve a revision, revocation or addition to the policies contained in this Manual. This manual will be reviewed after every five (5) years or as need arises so as to be in harmony with legislation, organizational and technological changes and emerging issues.		IPUCCF of FKE and recognised unions reserves the right to initiate and approve a revision, revocation or addition to the policies contained in this Manual. This manual will be reviewed after every five (5) years by IPUCCF of FKE and recognised unions or as need arises so as to be in harmony with legislation, organizational and technological changes and emerging issues.
7	2.26.5 The University will communicate the outcome of the interview for promotion within one (1) month after Council approval.	40	The University will communicate the outcome of the interview for promotion within one (1) month after the date of interview.
8	Dates of promotion The effective date of an employee's promotion will be the date of approval by the Council.		The effective date of an employee's promotion from the date of communication of the outcome.
9	Section 3.7 on Determination of Salary on Promotion excludes	46	Section 3.7.4 should be deleted

	employees on contract as per the provisions of section 3.7.4 yet it is possible employees to move within the grading structure of 9, 8 and 7		
10	Section 3.7 and other sections which sights incremental date isn't specific. There is no provision of annual increment as provided for in the 12 notches in every grade.	46	It is important to have provision on incremental dates; The incremental date for employees will be 1 st January of every year for staff appointed and report for duty between 1 st January and 30 th June and the incremental date for those appointed and report on duty between 1 st July and 31 st December will be 1 st July of every year.
11	3.9.1 The University may establish a Car Loan and Mortgage Scheme(s) as negotiated between IPUCCF of FKE and unions based on prevailing Government guidelines or join an established existing government schemes as guided by relevant Government agencies.	46	This should be mandatory as per SRC circular. The word 'may' should read "Shall" The University shall establish a Car Loan and Mortgage Scheme(s) as negotiated between IPUCCF of FKE and recognized unions based on prevailing Government guidelines.
12	Deductions from Salaries 3.10 b) Any amount due as a contribution to a provident	46	Any amount due as a contribution to a provident fund, pension fund or superannuation scheme or any other scheme approved by

	fund, pension fund or superannuation scheme or any other scheme approved by the University.		IPUCCF of FKE and recognized Unions.
13	4.1.1 Any instance that may require translation of terms of service of a serving employee should be undertaken by the Council on mutual agreement with the employee. Where the terms of service of any Grades are variant from the terms of service of an employee and the employee is not willing to have the existing terms translated, the Council may opt to declare the post as restructured and redundancy occasioned. The redundancy process would be undertaken under the Government Tripartite Committee framework.	48	Should be amended to include the unions as official representatives of the employees
14	Part-time contracts 4.10.1 Part-time appointments shall be on such terms as the Council may determine from time to time.	51	Part-time appointments shall be on such terms as the IPUCCF of FKE and recognised unions shall determine from time to time. Payments and terms for such

	Payments and terms for such part-time appointments will be as negotiated between IPUCCF of FKE and recognized unions. 4.10.4 Unless expressly provided for in the letter of appointment, part-time appointees will be paid on hourly basis with no extra benefits as per Part-time Policy.		part-time appointments will be as negotiated between IPUCCF of FKE and recognized unions. According to the <i>Universities Standards and Guidelines, 2014</i> The ratio for full-time to part-time academic staff members for the support of any given programme shall be 2:1; this means part-time lecturers shall constitute of 33% while full timers shall be 67% this should be captured in the Manual in order to provide quality education.
15	Allowances and other benefits 5.1.3 The allowances shall be payable to members of staff as and at such rates as shall be determined by Council upon following the guidelines provided by Government from time to time.	57	The allowances shall be payable to members of staff as and at such rates as negotiated in the CBAs by IPUCCF of FKE and recognized unions upon following the guidelines provided by Government from time to time.
16	Section 5.11 on Extraneous Allowance makes it optional	61	Replace “may’ with ‘shall’

17	Section 5.23 on Car Loan and House Mortgage The University may establish a car loan or mortgage scheme to facilitate staff acquire houses and/or vehicles subject to availability of funds. The Scheme shall be managed in accordance with the regulations developed by Council.	65	The use of "may" in section 5.23.1 should be replaced with "shall" as this is already in signed CBA of 2021-2025. IPUCCF of FKE and recognized unions shall establish a car loan and mortgage scheme to facilitate staff acquire houses. The Scheme shall be managed in accordance with the regulations developed by IPUCCF of FKE and recognized unions.
18	6.1.1 Consequently, the Council shall make adequate provision for medical benefits to be accorded to all employees, their spouses and dependent children as per the University medical scheme. Section 6.5 on Medical Treatment Outside Kenya as provided is at the discretion of a VC and may not serve the intended purpose	67	6.1.1 Consequently, the IPUCCF of FKE shall make adequate provision for medical benefits to be accorded to all employees, their spouses and dependent children in a comprehensive medical scheme as agreed by recognized unions in the CBAs. Section 6.5.1 should be amended to read " Employees and their dependents will be eligible for medical treatment outside the country in cases where such treatment is not available locally as provided for in the insurance cover to take care of treatment, return airfare for both patient, caregiver and accompanying medical professional where applicable,

			accommodation and subsistence for caregiver and accompanying medical professional”’.
19	Section 6.6.5	68	Should make it the responsibility of the University to meet the cost of medical expenses
20	Section 8.2 on Categories of Leave isn't exhaustive	76	The following should be included: 1. Post-doctoral leave and visiting scholar leave 2. Stay-in industry leave
21	Academic staff shall normally take their leave when students are on recess.	77	Delete this statement.
22	Unpaid leave 8.2.10.1 An employee may be granted unpaid leave for a period not exceeding six months which may extended only once for a period not exceeding six months for the purpose of attending to urgent private affairs of exceptional nature	82	An employee may be granted unpaid leave for a period of up to 5 years renewable.
23	Leave of Absence 8.2.11.1 An employee may be granted leave of absence for a period not exceeding three (3) years which may be extended only	82	8.2.11.1 An employee shall be granted unpaid leave for a period of up to five (5) years renewable.

	once for a period not exceeding three (3) years. 8.2.11.6 Leave of absence shall not be increment-earning. 8.2.11.10 Upon completion of the period of leave of absence, a staff member shall revert to the terms and conditions of service appropriate to their substantive position and shall not be eligible for another leave of absence within a period of three years from the period of the last leave of absence.		8.2.11.6 Leave of absence shall be increment-earning. 8.2.11.10 Upon completion of the period of leave of absence, a staff member shall revert to the terms and conditions of service appropriate to their substantive position.
24	8.2.12.3 Sabbatical leave shall be granted at the rate of nine (9) months after six (6) years of continuous service.	83	Sabbatical leave shall be granted at the rate of twelve (12) months after six (6) years of continuous service.
25	Section 9.14.3 isn't exhaustive	94	Include/add honoraria as a reward
26	Subscription to Professional Bodies 10.31.1	112	The cost of registration and subscription to professional bodies that are mandatory for

	The cost of registration and subscription to professional bodies shall be borne by individual employees.		the employee to perform his/her duties shall be borne by university.
27	11.5.4 Academic staff shall be required to adhere to the workload provisions determined by Council from time to time.	117	Academic staff shall be required to adhere to the workload provisions determined by the CBA s between IPUCCF of FKE and recognized unions .
28	11.5.5 The Vice Chancellor may, where necessary and in the interest of service, call upon employees to render services outside the normal working hours.	117	The Vice Chancellor may, where necessary and in the interest of service, call upon employees to render services outside the normal working hours. Such employees shall be paid overtime allowance as in CBA s between IPUCCF of FKE and recognized unions .
29	Newspapers and Publications 11.34		Delete the entire 11.34 it infringes on Constitution of Kenya 2010 freedom of expression, academic freedom and assigns arbitrary powers to to the Vice chancellor.
30	Section 12.6 on Collective Grievances can be abused	139	Item 12.6.1 (2) should be deleted as collective grievances

			are handled by the Union as per Recognition agreement
31	Section 13.1.1 should be amended to include the principle of natural justice and progressive discipline	141	Add: The employer shall subscribe to the principles of natural justice and progressive discipline
32	Section 13.7.1 doesn't include presentation by the union	143	Section 13.7.1 (1) should be amended as: Providing an adequate opportunity for the staff member to: a) be heard; b) be represented by their Union Representatives and or a legal representative throughout the process; c) be kept informed of the progress of the process; d) respond to any allegation(s); e) present and challenge evidence; f) make submissions; and access all documentation relevant to any investigation or findings.
33	Sections 13.8.6, 13.8.7, 13.8.8 doesn't provide for representation by the union in the staff disciplinary committee hearing	147	The employee shall be represented at the hearing of the Staff Disciplinary Committee by two union representatives. In addition, the employee may be accompanied by a person of his or her choice who shall be eligible to participate in the disciplinary proceedings.
34	13.13.2 f)	152	Delete this section

	Unauthorized communication to the media on University matters;		
35	Section 13.25.10 doesn't provide for timeframe	165	To read "The decision of the Panel will be communicated to the employee by the Vice – chancellor within seven (7) days of the conclusion of the proceedings
36	Section 15: health, safety and environment doesn't provide for office space	173	Should be amended to include office space as follows: 1. Office space and furniture a) The employer shall provide adequate office space to accommodate academic staff with the following arrangements: i. Professors – an office ii. Members holding administrative positions – an office iii. One office for every two members of academic staff b) Employer shall provide Professors and staff with administrative responsibilities with the following requisite furniture in the office space provided: an enclosed office with a functional door lock and at least one office desk, swivel chair, file cabinet, bookcase, laptop,

			internet connectivity, printer and clerical and technical assistance commensurate with pedagogical, administrative, consultation and research responsibilities. c) Employer shall provide members of academic staff with swivel chairs, office desk and book cases in the shared office space, laptops, internet connectivity, printers and clerical and technical assistance commensurate with pedagogical, administrative, consultation and research responsibilities. 2. Common room with adequate indoor sports and recreational facilities
37	Labour Relations 17.1.2 The University shall engage recognized trade unions representing the employees in negotiating Collective Bargaining Agreements. The University and the Unions shall negotiate Collective Bargaining Agreements setting out the terms and conditions of service	189	IPUCCF of FKE shall engage recognized trade unions representing the employees in negotiating Collective Bargaining Agreements. IPUCCF of FKE and recognized trade unions shall negotiate Collective Bargaining Agreements setting out the terms and conditions of service for employees as provided for in the Recognition Agreements.

	for employees as provided for in the Recognition Agreements.		
38	Recovery of Union Dues and agency fees 17.3.1 The University may deduct trade union dues from the salaries of union members and pay the monies so deducted into a specified account of the trade union. 17.3.2 Deductions from an employee who has resigned his union membership and notified the employer in writing shall be stopped. A copy of an employee's notification may be forwarded to the union for information.	189, 190	17.3.1 The University shall deduct trade union dues from the salaries of union members and pay the monies so deducted into a specified account of the trade union. 17.3.2 Deductions from an employee who has resigned his union membership and notified the employer in writing shall be stopped and shall automatically be converted to an agency fee payer. A copy of an employee's notification may be forwarded to the union for information.
39	Section 17.2.4 curtails freedom of association	189	The section should be deleted
34	Section 17.5 on Employee Participation in Strikes is in bad faith	190	The entire section should be expunged
41	18.2.2	192	

	The education support will be administered in accordance with the guidelines developed by the respective university.		The education support will be administered in accordance with the guidelines negotiated in the CBAs from time to time.
42	Demise in service 18.8.1 In the event of demise of a member of staff, the University shall contribute towards the funeral expenses as per the rates determined by Council. 18.8.3 The University may provide transport subject to availability for members of staff willing to travel to the burial of an employee.	194	Demise in service 18.8.1 In the event of demise of a member of staff, the University shall contribute towards the funeral expenses as per the rates in the CBAs. 18.8.3 The University shall provide transport subject to availability for members of staff willing to travel to the burial of an employee.
43	Section 18.9 on Death of a Spouse/Child/parent isn't in compliance with prevailing CBAs	194	Should be amended as follows: Where the dependent of a member of the academic staff serving on Permanent and Pensionable or Contract Terms dies, the University shall contribute towards the funeral expenses as per the Negotiated NCBA for the time being LCBAS.
44	Section 21.7.1 Mandatory Retirement Age 3) For the Teaching and Technical Staff, the retirement age will be as guided by Relevant Government	212	The registered CBA 2021-2025 between IPUCCF of FKE and UASU has Mandatory retirement age teaching staff as follows: Grade10A Graduate Assistant, Grade 11A Tutorial Fellow/Assistant Lecturer, Junior Research Fellow, shall be 70 years whereas Grade 12A Lecturer/Research Fellow, Grade

	regulations.		13A Senior Lecturer/Senior Research Fellow, Grade 14A Associate Professor/Associate Research Professor, Grade 15A Professor/Research Professor, shall be 74 years. <i>Capture the exact age as above in the Manual.</i> 2. A member of academic staff who reaches the retirement age shall be required to cease duty on 30th June of the subsequent year. 3. A member of academic staff who is incapacitated may be retired as per university terms of service.
45	Section 21.8 on Retirement on medical grounds doesn't include time frame	213	A subsection should be added as: Termination of appointment on the basis of a medical board report shall not be made until twelve (12) months Should the employee recover within the twelve (12) months period, he/she shall be reinstated unconditionally

Annex 1: Distribution of working hours per week for Academic Teaching Staff

Designation	Teaching	Research, Consultancy & Outreach	Administration	Total Hours	%Teaching
Professor	16	14	10	40	40
Associate Professor	20	12	8	40	50
Senior Lecturer	24	10	6	40	60
Lecturer	28	8	4	40	70
Tutorial Fellow	16	24	0	40	40
Graduate Assistant I	0	0	0		0
Graduate Assistant II	0	0	0		0
DETAILED BREAKDOWN					
TEACHING:	TF	Lecturer	SL	AP	P
i) Lectures	6	9	9	6	3
ii) Preparation of content	4	6	6	4	2
iii) Lab sessions	2	2	2	2	2
iv) Preparation & marking of exams	2	3	2	2	2
v) Consultation	0	2	1	2	2
vi) Assignment grading & feedback	3	2	1	2	2
vii) Tutorials	2	2	1	0	0
viii) Student supervision	0	2	2	2	3
TOTAL-Teaching	16	28	24	20	16
RESEARCH, CONSULTANCY & OUTREACH:	TF	Lecturer	SL	AP	P
i) Writing grants & scholarly publications	6	2	2	3	4
ii) Research Actions	15	3	4	5	6
iii) Consultancy	1	1	2	2	2
iv) Community Outreach	2	2	2	2	2
TOTAL-RCO	24	8	10	12	14
ADMINISTRATIVE ROLES:					
i) Administration	0	4	6	8	10
TOTAL-ADMIN	0	4	6	8	10
GRAND TOTAL	40	40	40	40	40

Annex 2: Distribution of working hours per week for Academic Research Staff

	Teaching	Research, Consultancy & Outreach	Administration	Total Hours	%RCO
Research Professor	8	22	10	40	55
Research Associate Professor	10	24	6	40	60
Senior Research Fellow	12	24	4	40	60
Research Fellow	16	22	2	40	55
Junior Research Fellow	8	32	0	40	80
Research Assistant					
Teaching:	JRF	RF	SRF	RAP	RP
i) Lectures	3	3	3	3	3
ii) Preparation of content	2	2	2	2	2
ix) Lab sessions	2	2	2	2	0
x) Preparation & marking of exams	1	2	2	1	1
iii) Consultation	0	2	1	1	1
iv) Assignment grading & feedback	0	2	1	0	0
v) Tutorials	0	1	0	0	0
vi) Student supervision	0	2	1	1	1
TOTAL-Teaching	8	16	12	10	8
Research, Consultancy & Outreach:	JRF	RF	SRF	RAP	RP
Writing grants & scholarly publications	10	6	6	4	4
Research Actions	16	8	8	10	8
Consultancy	2	3	4	5	5
Community Outreach	4	5	6	5	5
TOTAL-RCO	32	22	24	24	22
Administrative Roles					
Administrative responsibility					
TOTAL-Administration	0	2	4	6	10
GRAND TOTAL	40	40	40	40	40