



KYAMBOGO UNIVERSITY

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Office of the Academic Registrar

PROCEDURE FOR ELECTION OF DEANS AND HEADS OF DEPARTMENT

Background

Since the establishment of Kyambogo University in 2001, all Deans of Faculties and Heads of Academic Departments have held office in acting capacity. This undermines their performance and goes against the spirit of the Universities and Other Tertiary Institutions Act, 2001.

For a long time, no elections could be held due to the Court injunction of 2007 and failure to promote staff.

1. Eligibility for position of Dean and Head of Department:

Section 53 of the Universities and Other Tertiary Institutions Act, 2001 provides that a Dean of a Faculty/School or other academic body shall be elected by its academic staff from among its senior members of the academic staff in accordance with the procedures proposed by the Senate and approved by the University Council.

a) Dean

- i) A Dean shall be an Academic staff at the rank of Senior Lecturer and above and should be below the age of 56 years at the time of nomination. He/she should have served as a Head of Department for two (2) years or be at the level of Associate Professor or Professor.
- ii) Academic staff who are full time registered students **are not** eligible for nomination or appointment as Deans so as to avoid conflict of interest and also because such a position has heavy work load.
- iii) A Dean shall hold office for a period of four (4) years renewable once.

b) Head of Department:

- i) A Head of Department shall be an Academic staff at the rank of Senior Lecturer and above, should be below the age of 56 years at the time of nomination.
- ii) Academic staff who are full time registered students **are not** eligible for nomination or appointment as Heads of Department so as to avoid conflict of interest and also because such a position has heavy work load.
- iii) A Head of Department shall hold office for a period of four (4) years renewable once.
- iv) In case a Department does not have qualified staff, the Vice Chancellor shall in consultation appoint an academic staff in an Acting capacity for a period not more than two (2) years.

c) Dean Graduate School shall be elected by the entire teaching staff from all Faculties/Schools.

N.B: Any staff member who has a pending criminal or disciplinary case shall not be legible for nomination or appointment.

2. Electoral Commission

There shall be an Electoral Commission to oversee the election process.

Composition of the Electoral Commission

Members

- The Chairperson - DVC (AA)
- Electoral Officers - One Senior Retired Academic Staff from each Faculty/School

The Electoral Commission shall elect a Secretary.

Officers

- Returning Officer - The Academic Registrar
- Assistant Returning Officer -
- Presiding Officers -
- Polling Assistants -
- Election Constables -

Terms of Reference for the Electoral Commission

The Electoral Commission is charged with the responsibility of monitoring and supervision the electoral process to ensure the smooth running of the process in accordance with the set guidelines. The Commission shall execute its mandate under the following Terms of Reference.

- i) To prepare and display the voter's register
- ii) To call for nominations for the positions being contested for
- iii) To publish/announce the results of nominations
- iv) To declare the start of campaigns and ensure that they are conducted in accordance with the elections guidelines (in an orderly and organized manner).
- v) To designate a polling day for any election subject to these guidelines.
- vi) To design, print, distribute and control the use of ballot papers or voting materials.
- vii) To provide, distribute and collect ballot boxes
- viii) To establish and operate polling stations
- ix) To take measures for ensuring that the entire electoral process is conducted under conditions of freedom and fairness.
- x) To take steps to ensure that there are secure conditions necessary for the conduct of any election in accordance with these guidelines.
- xi) Oversee the voting exercise, count the votes and declare the results in accordance with the set guidelines.
- xii) To receive election complaints and appeals
- xiii) To investigate election complaints and appeals and announce the verdict within the stipulated time frame.
- xiv) To nullify the results complained about if the complaint is found to be valid and order fresh elections.

- xv) To perform any other duties as delegated by Senate to ensure that the elections are free and fair.

3. Nomination Procedure

The process of nomination determines who stands for election:

- i) The Returning Office shall through a notice communicate to the electorate of the existence of a leadership vacancy at least two weeks before close of nominations. Time for nomination shall be clearly spelled out.
- ii) Academic staff in established positions of Assistant Lecturer and above **but excluding** Part-time staff can nominate eligible candidates for position of Dean/Head of Department.
- iii) Candidates must be nominated by one academic staff member and seconded by another academic staff member who is a member of staff of that Academic Unit.
- iv) Nomination forms must be endorsed by the nominated candidate (sample attached) and returned to the Presiding/ Nominating Officer with the following: evidence of being a Senior Member of staff and has no pending criminal nor disciplinary case.
- v) After the closure of nomination, notice for voting shall be communicated to eligible voters indicating date, venue for voting, time and names of eligible candidates.
- vi) The ballot paper shall be available for viewing by the electorate up to 24 hours before elections.
- vii) One person shall not nominate more than one candidate for the same post.
- viii) Names of all eligible candidates shall appear on the ballot paper and shall take oath for the submitted documents as being authentic.
- ix) Notice of polling day shall be communicated at least two weeks before the date of voting.

4. Electorate/Voters list

- i) The Electorate shall consist off all Academic staff in established positions of Assistant Lecturer and above **but excluding** Part-time staff.

- ii) The Voters list for a Dean shall comprise of all eligible voters in a Faculty/School (to be generated from the respective Faculty/School except for the Dean Graduate School whose voters list shall comprise of all eligible voters from all Faculties/School). The voters list for a Head of Department shall comprise of all eligible voters in a Department (to be generated from the respective Department).
- iii) The lists shall be verified and confirmed by the Director Human Resources to ascertain whether all staff therein are teaching staff.
- iv) The voters register shall be obtained in advance and shall be displayed on Faculty and Departmental Notice Boards where all teaching staff can easily view them from.
- v) Display period of the voters register shall be one week
- vi) Voters' register shall be under the custody of the Electoral Commission.

5. Declaration of unopposed candidates

If at the close of the nomination day, only one eligible candidate has been nominated s/he shall be declared elected unopposed and no elections for such a post shall be held (voting shall not be necessary).

6. Election

- i) Election date, venue and time shall be communicated 24 hours after results of nominations are out.
- ii) Voting shall start at 8.00 a.m. and end at 5.00 p.m. Those who will be on line by 5.00 p.m. shall be allowed to continue voting.
- iii) Voting by proxy shall not be accepted/allowed.
- iv) Each candidate shall have an agent at the polling station to oversee the process.
- v) The Presiding Officer shall open the ballot box in the presence of available agents to ascertain that the box is empty before voting commences.

- vi) Voting shall be by secret ballot.
- vii) Staff shall be required to identify themselves using an appointment letter or identity card before being permitted to vote.
- viii) A voter shall be checked on the voters list after which s/he shall sign and be given a ballot paper.
- ix) A voter shall tick in a box next to his/her preferred choice of candidate and put the ballot paper in a box.

7. Counting of Cast Votes

- i) All votes cast shall be counted at the Polling Station immediately after closure of the voting period.
- ii) The Presiding Officer shall open the ballot box in **Public**, read off the ticked candidate and pass the ballot paper to the Election Officers.
- iii) Presiding Officer and Polling Assistant shall count the number of valid and invalid votes for the candidates and balance with number of staff who voted.
- iv) Witnesses/Polling Agents and Presiding Officer shall sign on the Election results sheet (attached) and the Presiding Officer shall announce the winner.
- v) The Returning Officer shall declare the winner.
- vi) The elections shall be repeated in case candidates tie (Re-election) within a period of two (2) weeks.

8. Declaration of Results/Report of Election

- i) Winner shall be announced verbally immediately after the count at the Polling Station by the Presiding Officer.
- ii) Academic staff shall be informed of outcome of elections in writing by the Returning Officer.
- iii) The Vice Chancellor shall be informed in writing by Chairperson of Electoral Commission and appropriate recommendation shall be submitted to Appointments Board for appointment.

9. Appeal/Complaints Process

- i) Any candidate who is aggrieved by the election process and or outcomes shall submit a formal complaint to the Chairperson of the Electoral Commission clearly stating the grievance within two days from closure of nominations/campaigns/release of results.
- ii) The Electoral Commission shall take necessary steps to investigate the complaint and announce the verdict within seven days from the time the complaint is received.
- iii) In case it is found that the complaint was valid, results can be nullified.

10. Guidelines for Campaigns

- i) Campaigns shall commence only after nominations
- ii) Campaigns shall stop 24 hours before voting
- iii) Candidates shall draw campaign programmes together with the Returning Officer to avoid collusion.
- iv) Use of abusive and defamatory language is prohibited.
- v) Hate speech is prohibited.

11. Penalties

- i) Acts of corruption shall lead to disqualification.
- ii) Acts of indiscipline shall lead to disqualification.
- iii) Breach of any of the above stated guidelines shall lead to disqualification.

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Office of the Academic Registrar

NOMINATION FORM FOR DEAN OF FACULTY/SCHOOL

VACANT POSITIONS IN THE FACULTY/SCHOOL OF

.....

THE VACANT POST:

- DEAN OF

I(Full Name) of the Department of in Faculty/School of wish and is eligible to nominate Prof/Dr/Mr/Mrs/Ms..... who is a Professor/Associate Professor/Senior Lecturer in the Department of for the above vacant post.

| | NAME | POSITION | SIGNATURE | DATE |
|---------------|-------|----------|-----------|-------|
| 1. NOMINATOR: | | | | |
| 2. SECONDER: | | | | |

I accept the nomination of post of **Dean**.

Signature:

PLEASE RETURN THE FILLED FORM TO THE ACADEMIC REGISTRAR'S OFFICE, ADMINISTRATION BLOCK SECOND FLOOR. THE DEADLINE FOR SUBMISSION IS

N.B: BALLOTING, IF REQUIRED, WILL BE CONDUCTED ON A DATE TO BE COMMUNICATED SOON AFTER NOMINATIONS.

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NOMINATION FORM FOR HEAD OF DEPARTMENT

VACANT POSITIONS IN THE FACULTY/SCHOOL OF

.....

THE VACANT POST:

- HEAD, DEPARTMENT OF

I(Full Name) of the Department of in Faculty/School of wish and is eligible to nominate Prof/Dr/Mr/Mrs/Ms..... who is a Professor/Associate Professor/Senior Lecturer in the Department of for the above vacant post.

| | NAME | POSITION | SIGNATURE | DATE |
|---------------|-------|----------|-----------|-------|
| 1. NOMINATOR: | | | | |
| 2. SECONDER: | | | | |

I accept the nomination of post of **Head of Department**.

Signature:

PLEASE RETURN THE FILLED FORM TO THE ACADEMIC REGISTRAR’S OFFICE, ADMINISTRATION BLOCK SECOND FLOOR. THE DEADLINE FOR SUBMISSION IS

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ELECTORAL COMMISSION

DECLARATION OF RESULTS FORM

I being the
 Returning Officer, Kyambogo University, Electoral Commission declares
 Prof/Dr/Mr/Mrs/Ms:
 who has got the highest number of votes as winner of the Election of Dean of
 Faculty/School/Head of Department of

CANDIDATES

CAST BALLOTS

| | |
|-------|-------|
| | |
| | |
| | |
| | |

Total number of ballot cast

.....

Electorate:

Number of votes casted
 Valid votes
 Invalid Votes/spoilt votes

RETURNING OFFICER

DATE

.....


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ELECTORAL COMMISSION

CANDIDATES

CAST BALLOTS

| | |
|-------|-------|
| | |
| | |
| | |

Total number of ballot cast

.....

Electorate:

Number of votes casted

.....

Valid votes

.....

Invalid Votes/spoilt votes

.....

POLLING AGENTS OF THE CANDIDATES SIGNATURE AND DATE

| | | |
|----|-------|-------|
| 1. | | |
| 2. | | |

PRESIDING OFFICER

DATE

| | |
|-------|-------|
| | |
|-------|-------|