UNIVERSITY OF NAIROBI

Document: **PROCEDURE FOR TEACHING**	
College: **CORPORATE**	Doc. No: **UON/OP/11**
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Issued By: **VICE-CHANCELLOR**	Authorized By: **UNIVERSITY EXECUTIVE BOARD**

1.1 DOCUMENT CHANGES

DATE	CLAUSE	AUTHORIZED BY
May 15, 2008		VC
29/07/2009		VC
14/10/2009	0.1- Document changes	VC

March 21, 2011	0.1 – Changed date format
	
	0.2– Reordered the list
	
	    1- Revised the purpose of the procedure
	
	    2- Revised the scope of the procedure
	
	3.0 – Removed University Calendar, Strategic Plan 2008-2013
	
	4.0 – Removed UON, VC, DVC(AA), MR
		VC

June 30, 2013	2 - Objective added 3 – Scope amended to set out the boundaries of the procedure. 5 – Definition of Terms and Acronyms updated and reformatted to tabular form 7.2– Reference to sample teaching timetable deleted. Sample teaching timetable deleted from appendix. 7.10 – Changed to allow flexibility in mode of taking student attendance 8.4 – Full time, part time and honorary lecturer fields removed from Student Report of Missed Lecture form because students would often not be able to distinguish between them. 8.5 – Items beyond lecturer's control removed from Course/Lecture evaluation form 8.5– Title of the form changed from 'Course/Lecturer Evaluation' to 'Course/Lecture Evaluation' to ensure that Deans, Directors and Chairmen of Departments also take responsibility for the teaching process output	VC
March 31, 2015		VC
August 31, 2016	Changed the Authorising and Issuing Authority Removed Document Distribution List Changed Records to Documented Information Changed Process Maps to Procedure Flowcharts	UMB

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April 30, 2019	Aligned to University Strategic Plan 2018 – 2023	UEB
	Changed Authorising Authority to University Executive Board	
	4 – Added University of Nairobi 2018-2023 Strategic Plan, Semester Schedules and Student Information handbook to the references	
	5 – Definition of curriculum changed to read "A CUE approved document …" from "An Approved document …"	
	6.2 – Modified Deans/Directors to include Principals since some activities are performed at college level. Modified schools/faculties/institutes to include colleges	
	6.4.5 – Replaced "appropriately" with "inline with the procedure for management of examinations (UON/OP/07)"	
	6.6 – Student responsibilities added	
	7.2 to 7.4 - Modified to include Principal/Dean/Director in the preparation and issue of the timetable since the timetables may prepared at college | faculty | School | Department level	
	7.15 Modified to indicate timing of issuance of feedback on course lecturer evaluation to the lecturer	
	7.16 Added to reflect need for response by lecturer in case of feedback rating being below a given threshold	
	9 – Numbering of appendices changed to reflect the in text citation (i.e. using uppercase roman numbers)	
	Appendix I	
	The Teaching flowchart modified to have "Identification and allocation of courses to lecturers" as the first activity and "preparation of timetables/schedules" as the second activity. "Tutorial Fellows/Lab Technologists/ Workshop Technologists/ Students" added to the responsibility section of the third and fourth steps.	
	"Principal/Dean/Director/Chairman" stated as being responsible for the "Feedback & Necessary action taken" step.	
	Activity 3 - Replaced "Teaching" with "Lectures" since all the sub-activities are part of teaching	

April 30, 2019

1. PURPOSE

The purpose of this procedure is to outline the steps followed in equipping the students with appropriate knowledge and skills.

2. OBJECTIVE

a) To achieve high level of student pass rates.

b) To ensure the number of sessions delivered is consistent with the number of sessions scheduled.

3. SCOPE

The procedure for teaching begins when a clear list of courses to be offered in a given semester is released by CODs/Deans/Directors and ends when the students sit for the end of semester exams.

4. REFERENCES

4.1.   QMS Manual

4.2.   Regulations and syllabi

4.3.   Subject timetables

4.4.   Handouts

4.5.   Student reference text books

4.6.   Student Practical Manuals

4.7.   Teaching aids

4.8.   University of Nairobi E-Learning Portal

4.9.   UON service charter

4.10.   CUE guidelines and standards 2014

4.11.   Semester Schedules

4.12.   Student Information Handbook

4.13.   University of Nairobi 2018-2023 Strategic Plan

5. DEFINITION OF TERMS AND ACRONYMS

Term	Acronym	Definition
Logbook		An inventory of students' learning activities
Academic Year		A period of time covering 12 months from the reference date within which the university organizes the delivery of its academic programmes
University Calendar		University of Nairobi annual publication that includes the almanac, the Statutes, the Act, Academic Programmes, Colleges and Faculties/Schools/Institutes
Semester		Fifteen (15) weeks of University approved academic programmes
Handouts		Documents containing specific information from where specific lectures are derived
Curriculum		A CUE approved document giving information on the course outline and content of specific programmes
Tutorials		Formation of students into small groups for enhancement of contact with the lecturer and student participation in discussion
Reference text books		Text books recommended to the students by the lecturers/department as reference material for the course
Teaching timetable		Detailed schedule showing time, dates, location where course-teaching sessions take place
Teaching		Tabulated details of topics given in a subject indicating the time and lecturer concerned
Studio		A space where artists are taught and practice their art
Criticize		The act of publicly expressing an opinion about the good and bad qualities of art work
Portfolio		A Collection of photographs, drawings, models, etc. as an illustration of a student's work

6. RESPONSIBILITY

6.1.   **DVC (AA)** shall ensure that this procedure is followed.

6.2.   **Principals/Deans/Directors** shall ensure that curriculum is adhered to in their respective colleges/schools/faculties/institutes

6.3.   **Chairmen of Departments (CODs)** shall ensure that the following functions are executed efficiently:

6.3.1. Curriculum is strictly adhered to.

6.3.2. Teaching timetable is strictly adhered to.

6.3.3. Lab sessions and field activities take place as scheduled

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6.3.4. Students' attendance register is taken for every lecture given.

6.3.5. Continuous assessment tests are done as scheduled.

6.3.6. End of semester exams are set and done as scheduled.

6.4. **Lecturers** shall ensure that they:

6.4.1. Adhere to the curriculum;

6.4.2. Adhere to the timetable;

6.4.3. Give Lectures, tutorials/practical's/clinical as scheduled;

6.4.4. Give continuous assessment tests as scheduled;

6.4.5. Set exams in time and manage them inline with the procedure for management of examinations (UON/OP/07);

6.4.6. Mentor students;

6.4.7. Supervise research projects and theses appropriately.

6.5. **Tutorial Fellows, Lab Technologists, Workshop Technologists** shall give tutorials, practical's, as scheduled under guidance of lecturers.

6.6. **Students** shall ensure that they:

6.6.1. Register for courses to be undertaken in a semester within the first 3 weeks of that semester;

6.6.2. Complete coursework | Practical assignments as may be required for each course undertaken;

6.6.3. Attend at least two thirds of the scheduled lectures for each course undertaken.

7. METHOD

7.1. Allocation of course is done by CODs in consultation with academic members of staff taking into consideration the lecturers' areas of specialization and workload, at least two weeks before the beginning of the academic year/semester/term.

7.2. The Principal/Dean/Director/CODs ensure that teaching timetables indicate day, time, course units, year of study, start and end of semester teaching period, the start and end of exam period for the semester, lecturers and venues

7.3. The Principal/Dean/Director/CODs confirm that duty allocations and teaching timetables are in line with the curriculum and University calendar dates.

7.4. The Principal/Dean/Director/CODs issue teaching timetables to lecturers and technical staff (where applicable) at least two weeks prior to the beginning of the academic year/semester/term, and to students during the first lecture of the academic year/semester/term.

7.5. The CODs ensure that the timetable is uploaded to the relevant website

7.6. The CODs ensure that appropriate teaching aids are available

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7.7.   Lecturers prepare teaching materials for their respective courses in line with the course content, prior to the beginning of the academic year/semester/term.

7.8.   For courses using log books for recording of procedures carried out by students, the lecturers witness the procedure by the student and sign for it.

7.9.   Lecturers in conjunction with tutorial fellows/laboratory technologists/workshop technologists (where applicable) deliver lectures/tutorials/clinicals and supervise group work/practicals/clinicals/field work, farm/industrial attachment, demonstration/rotation, and mailing of reading materials for distance education.

7.10.   A facility for students to register their attendance shall be provided and shall indicate name, registration number and signature.

7.11.   Lecturers periodically prepare and administer Continuous Assessment Tests

7.12.   Students unable to attend lectures/tutorials/practicals/clinicals/studios/crits for genuine reasons such as ill health, bereavements etc seek permission from the COD using the prescribed Student Permission Sheet.

7.13.   If a lecturer misses a lecture/practical, the class representative reports the matter to the COD on the same day, using the prescribed Student Report on Missed Lectures Form. The COD gives a copy of the form to the lecturer concerned and files the original form for record purposes. The COD ensures the missed lecture is recovered.

7.14.   Online Course Lecturer evaluation by the students is conducted using the prescribed format.

7.15.   Feedback on course lecturer evaluation is communicated to the lecturers by the COD 4 weeks after the end of the examinations.

7.16.   Where in the feedback the lecturer is rated below a specified threshold, the lecturer should give a written response to the COD at most 2 weeks after receiving the feedback

7.17.   Examinations are done as per the Procedure for Management of Examinations (UON/OP/07).

7.18.   Portfolio examinations are done at the end of the academic year by a panel of examiners, appointed by the Chairman of Department.

8.   DOCUMENTED INFORMATION

All relevant documented information shall be maintained

9.   APPENDIX

PROCEDURE FLOWCHART: TEACHING

April 30, 2019

PROCEDURE FLOWCHART: TEACHING

RESPONSIBILITY	PROCEDURE
CHAIRMAN	
PRINCIPAL/DEAN / DIRECTOR/CHAIRMAN	
DEAN/DIRECTOR/CHAIRMAN/LECTURERS/TUTORIAL FELLOWS/LAB TECHNOLOGISTS/ WORKSHOP TECHNOLOGISTS/ STUDENTS	
STUDENT	
PRINCIPAL/DEAN/DIRECTOR/CHAIRMAN	

Start

Identification and allocation of courses to lecturers

Identification and allocation of courses to lecturers

Lectures/tutorials/practical's/CATs → Examinations

Examinations → Course evaluation

Course evaluation → Feedback & Necessary action

Feedback & Necessary action → Start

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