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# **OFFICE OF THE PROVOST/EXECUTIVE VICE- PRESIDENT**

*“Quality Education: Training Achievers”*

## **POLICY GUIDELINES FOR FACULTY MEMBERS**



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## INTRODUCTION

The Provost/ Executive Vice-President is the Chief Academic Officer of the University with administrative authority under the President. He oversees the functioning of the Schools/ Colleges. He is responsible for the formulation and implementation of system-wide academic affairs policies which relate to Faculty Hiring, Retention, Tenure, Promotion and Development. He is charged with oversight of University's Academic Programmes as well as curriculum development, Faculty Evaluation and Supervision, Programme Assessment and University Accreditation.

The Secretariat of the Office of the Provost / Executive Vice-President is composed of the Executive Assistant, Senior Administrative Assistant and an Administrative Assistant. The Office is responsible for the Admission of Students, Issuing of Students' Transcripts, Supervision of the Activities of the Acting Deans / Academic Director of all the Schools/ College within the University, Students' Academic Affairs, Office of Exams and Records and the Library. The Office also follows up Payment of Fees by Students and ensures the monthly payment of Adjunct Faculty Members.

## MAJOR RESPONSIBILITIES:

- ✚ Managing of the Process in relation to the University's annual Faculty promotions.
- ✚ Chairing of the Academic Board of the University.
- ✚ Providing the Administrative support for reviews of members of Faculty in the University.
- ✚ Fostering understanding, consultation, cohesion and improvement in relation to University Policies, Procedures, Operations and Strategic Initiatives, across the Academic Community and the Central Administration and Management.
- ✚ Providing Support to Faculty in relation to the effective management of reform processes.
- ✚ Providing policy support to the Director of Human Resources in matters relating to the recruitment and hiring of Faculty, ensuring such matters referred to the Office for approval are in order.

## MISSION

***“To Train and Empower all CUIB Faculty Members and Students for the professional entrepreneurial world of excellence and success”.***

## STRATEGIC OBJECTIVES

- ❖ Promotes a world-class Professional and Entrepreneurial Training of Students which is characterized by Innovation, Excellence, Ethics, Service, and Leadership while strategically leveraging key programs.
- ❖ Create a University environment that supports and promotes diversity in all its forms, preparing students for a diverse and interdependent world.
- ❖ Promotes national and international recognition of CUIB by continuously maintaining the Standards of the Academic Programmes, qualified and committed Faculty.
- ❖ Assess and enhance students' learning and success in their Academic Endeavours.
- ❖ Develop an integrated Academic and Enrolment Strategy in collaboration with the Admissions Office.

## **POLICY STATEMENT**

The Academic Standing of the University is determined by the exceptional quality of the Faculty, their ability to carry out cutting-edge Scientific Research, the operationalization of the *“Triple Helix Concept”*, the ability to put in practice a 21<sup>st</sup> technique of delivering of academic programmes and to align with University administrative demands. For this reason, the Office of the Provost / Executive Vice-President has articulated some Policies and Guidelines, which All Faculty Members have to comply with, in order to facilitate the achievement of the Mission of the Academic Arm in particular and that of CUIB in general.

## **OBJECTIVE OF THE POLICIES AND GUIDELINES:**

The main purpose of the policy is to guide the Faculty in their day-to-day execution of their academic duties, ensure that the academic policies which are elaborated by the Mission of the Office of the Provost/Executive Vice-President and CUIB are respected, promote the development of the Faculty and equally ensure effective support and mentoring of Students.

## I. POLICY GUIDELINES FOR ALL FACULTY MEMBERS

### Policy #1: Maintaining High Academic Standards

#### Recruitment of Full Time and Adjunct Faculty

##### *Guidelines:*

- ✚ All Applications should be addressed to the Provost/ Executive Vice-President for initial evaluation.
- ✚ The Applications are then forwarded to the Office of Human Resource for onward transmission to the School /College that may need such expertise.
- ✚ If the School / College expresses the need for a particular expertise, a Memo clearly stating the reasons should be forwarded to the Provost's Office with all the supporting the documents submitted by the Applicant.
- ✚ The Provost then forwards the files to the Office of Human Resources, which arranges for the interview of the applicants.

##### **Documents to be attached:**

- ✓ A signed and dated Curriculum vitae
- ✓ A signed and dated letter of Application indicating your area of Specialty and the School to which you are applying.
- ✓ A Certified true copy of Birth certificate
- ✓ A Certificate of non-conviction
- ✓ Certified true copies of your academic certificates
- ✓ A four page Abstract of Master and Ph.D. Degrees Thesis, for Candidates holding these degrees or their equivalents.
- ✓ A Brief Statement of research or innovation of not more than Four Pages that could enhance the delivery of the academic programmes within the prospective School.
- ✓ Copies of publications appearing in recognised national and International journals
- ✓ Evidence of previous (If available)
- ✓ Evidence of Registration in Ph.D. Programme for holders of a Master Degree.
- ✓ Evidence of the progress made in the Ph.D. Programme (Courses taken, approved Thesis Proposal and level at which the thesis has been written).

### Policy #2: Ensuring the Mastery of Academic Programmes:

#### Submission of Course Outlines

##### *Guidelines:*

- ✚ In order to ensure effective mastery and delivery of the Academic Programmes, all Full-Time and Adjunct Faculty Members are required to prepare Detail Course Outlines with Reading /References for the Courses Assigned to them at the start of each semester of the Academic Year before lecturing the Students.
- ✚ The Weekly Teaching Topics should be clearly defined.
- ✚ The Questions for class discussions should serve as revision exercises and should cover the main areas in the course.
- ✚ The References at the end of the Course Outlines should be concise, current and accessible so as to help the Students acquire more information.

- ✚ All approved Course Outlines should be made available to Class Delegates, Acting Deans/Directors and Office of the Provost.

**NB:** The Template on the presentation of Course Outlines, developed by the Office of the Provost/ Executive Vice-President and made available to all Academic Units should be strictly respected.

### **Policy #3: Promoting a “Hands-On” Training System and Minimising a “Test-based Assessment System.**

#### **Weighting of Continuous Assessment and Examinations:**

##### **Guidelines:**

- ✚ Faculty should strictly adhere to the **50:50** ratio weighting of the CA and Exams respectively.
- ✚ The components of the Weighting of the CA and Exams are distributed as follows:

<b>Main Components</b>	<b>Sub Component</b>	<b>Marks</b>
Continuous Assessment	Class Attendance and Participation	10
	Two Continuous Standardized Test	20
	Base Group Work	10
	Portfolio of Students	10
Total CA Marks		50
Examination		50
<b>Total</b>		<b>100</b>

### **Policy #4: Proper Monitoring of the Teaching Methods and Facilities:**

#### **Teaching Materials/Methods**

##### **Guidelines:**

- ✚ Faculty Members are prohibited from selling books, photocopies and other materials to Students in CUIB.
- ✚ The use of Pre-edited text or portion of a Book written by a Faculty is accepted in CUIB except otherwise authorized by hierarchy.
- ✚ Any Faculty who has written a book and wants it to be used as a reference material should write to the Provost through the Acting Dean, stating clearly how the book enhances the Academic Mission of the Office of the Provost and CUIB.
- ✚ The use of IT-enhanced teaching methods is recommended for all Faculty in CUIB.

### **Policy #5: The Monitoring of Teaching and Payment of Fees by Students of Students:**

##### **Guidelines:**

- ✚ Class Attendance Sheets should be submitted weekly by the Faculty through the Deans/Director to the Office of the Provost.
- ✚ The Attendance Sheet should indicate the Course Code, Course Title, Name and Signature of Lecturer, Name and Signature of Course Delegate and Signatures of all Students present in Class.
- ✚ Only Students who have met the Fees Payment schedule as decided by the Management of the University should be permitted to take part in the following academic activities:
  - ✓ Submission of Assignment
  - ✓ Placement of Students for Internship and Work Experience.
  - ✓ Supervision of Students’ Work Experience Report.
  - ✓ Defense of Students’ Work Experience Report.
  - ✓ Supervision of Senior Year Projects
  - ✓ Defense of Senior Year Projects

**Policy #6: Ensure that Coherence and Consistent Changes in Policies and Regulations are maintained at all times:**

**Change of Course Codes, Course Titles, Credit Values or a Modification of the Curriculum (Addition/ Subtraction or Substitution of Course).**

**Guidelines:**

- ✚ A Request should be forwarded by the Official initiating the Change, to the School/ College Academic Board. The Request should state the Reasons/ Need /Importance of the change or modification.
- ✚ The Request should be forwarded to the Office of the Provost/ Executive Vice-President for review and recommendations.
- ✚ The Request is then forwarded to the Academic Board of CUIB by the Provost/ Executive Vice-President for consideration.
- ✚ If the Request is approved, it is then forwarded by the Office of the Provost / Executive Vice-President to the Unit concern for execution.

**Policy #7: Maintaining the Continuity of Course Delivery and Adherence to laid down Procedures in undertaking an Official Missions**

**Guidelines:**

- ✚ Complete the Request for Mission Form and send it through the Dean to the Provost stating:
  - ✓ The Activity to be undertaken
  - ✓ The Duration
  - ✓ Objectives of the Mission
  - ✓ Expected results
  - ✓ Detailed Budget of the Mission
- ✚ At the end of each Mission, a Scientific and Financial Report must be submitted through the Dean/ Director to the Provost.

**Policy #8: Maintaining Confidentiality and Professionalism in Handling of Exam Results:**

**Guidelines:**

- ✚ All Exam Marks should be submitted to the Office of Exams, Records and Publications immediately after marking.
- ✚ No Faculty Member is authorised to release any examination result which has not been presented and approved by the Joint CUIB-UB Academic and Supervisory Committee.

**II. POLICY GUIDELINES FOR FULL-TIME FACULTY MEMBERS**

**Policy #1: Enhance the Professional Development and Career Advancement of Faculty Members.**

**Funding of Research Activities**

**Guidelines:**

- ✚ Presently, “Seed Money” for Research Proposal is available only to Full Time Faculty Members.
- ✚ Full-Time Faculty Members are expected to submit a **Four Page Research Proposals** in their areas of Specialisation and interest.
- ✚ The Research Proposal should be submitted to the Office of the Provost /Executive Vice President for consideration and subsequent action.

## **Policy #2: Up-holding and Promoting the Academic Flag-ship Traditions of the Academic Arm during the Convocation/ Commencement Ceremonies**

### **Guidelines:**

- + All Full-Time are to appear in their Academic Robes.
- + Participation is mandatory.

## **Policy #3: Streamlining the Assignment and Teaching of Courses**

### **Teaching of Extra Hours /Block Classes**

#### **Guidelines:**

- + No Full-Time Faculty undertakes Extra Hours without the Explicit Approval of the Provost/ Executive Vice-President.
- + An application should be addressed to the Provost through the Dean/ Director to the Provost, explaining the reasons for the Extra Hours/ Block Classes.

## **Policy #4: Monitoring and Evaluating the Effectiveness of Faculty at the Level of each School/ College**

### **Composition and Function of the School / College Academic Board**

#### **Guidelines:**

- + The Board shall comprise of:
  - ✓ Dean of the School as Chairman
  - ✓ Vice Dean of the School /College
  - ✓ Some Faculty appointed by the Dean.
- + The Board ensures that Faculty Members adhere to prevailing Academic Policies of the University.
- + Sits to deliberate on pertinent issues of the School / College.

## **Policy #5: Ensuring that laid down Requirements and Admission of Students to the different Programmes are respected.**

### **Composition and Function of the School/ College Admission Committees**

#### **Guidelines:**

- + This Committee shall comprise of:
  - ✓ The Dean of the School / College as Chairman
  - ✓ Some Faculty appointed by the Acting Dean.
  - ✓ The Provost or assigned Representative.
- + Ensure that each prospective student meets the University admission requirements.
- + Assist in the drawing up of Curriculum for the Pre-Entry Programme.
- + Submit a comprehensive list **ALL** admitted and Rejected Students, including the reasons in the case of rejection.



### III. POLICY GUIDELINES FOR ADJUNCT FACULTY MEMBERS

#### **Policy #1: Maintaining High Academic Standards and Consistency in the Delivery of Academic Programmes.**

##### **Retention of Adjunct Faculty**

###### **Guidelines:**

- ✚ All Adjunct Faculty who wish to continue teaching in CUIB should forward an application (CV Inclusive) to the Provost at the beginning of each Academic Year, confirming that they would fulfil the following conditions, before they are assigned Courses:
  - ✓ Prepare and Distribute to Students a detailed Course Outline as indicated in **Policy #2 under the General Policy Guidelines for All Faculty Members.**
  - ✓ Submission of Continues Assessment (CA) Marks at least **Two Weeks** before the start of the Scheduled Exams.
  - ✓ Submission of Exam Questions and Marking Guides at least **Three Weeks** before the start of Exams, to facilitate a prompt internal and external vetting process.

#### **Policy #2: Ensuring a Regular and Prompt Payment of Adjunct Hours.**

##### **Payment of Adjunct Hours**

###### **Guidelines:**

- ✚ Each School /College /Units should prepare a Spread Sheet bearing the Names of Adjuncts who have applied for payment for a service rendered to the University for a particular period.
- ✚ The Spread Sheet should provide a column for; **Expected Hours to be taught, Actual Hours taught Period Covered, Course Title, Course Code, Transportation Dues, Place of Residence and the Total Amount Payable.**
- ✚ The Sheet should be signed and stamped by the Ag. Dean/ Coordinator of the School and/or Director of the College/ Programme.

###### **Documents to be attached:**

- ✓ A **Request for Payment Form** has to be filled for each month, signed and submitted by the Adjunct (In person) requesting payment, alongside a **Form B1 signed by the Adjunct and the Course Delegate/ Class Delegate**, to the School / College / Unit **before the 5<sup>th</sup> of each Month.**
- ✓ The **Form B1** has to show the Time, Date, Month and Topics of the Course taught, as reflected on the Time Table.
- ✓ Request for Payment, Form B1 duly filled and signed by the Faculty, and the Spread Sheet all bearing the signature and stamp of the Head of Unit has to be submitted to the Office of the Provost on or before the **5<sup>th</sup> of each Month.**
- ✓ After processing and signing by the Provost, they are then forwarded to the Finance Office on or before the **10<sup>th</sup> of each Month** for payment by the **15<sup>th</sup> of the same Month.**

###### **NOTE:**

*The Office of the Provost /Executive Vice-President hopes that the above Policies and Guidelines which have been taken time to be articulated will shed light on the specific duties and responsibilities of Full-Time and Adjunct Faculty Members in the University. I wish to reiterate that **ALL** the Guidelines which the Office of the Provost / Executive Vice-President has spelt out should be scrupulously respected at all times. This is necessary so as to instil discipline and respect of rules and regulations which govern the smooth functioning of the Academic Arm of the University and the effective delivery of academic programmes in particular.*