

## **MBARARA UNIVERSITY OF SCIENCE AND TECHNOLOGY**

### **PROCEDURES FOR ELECTION OF DEANS, DIRECTORS, DEPUTIES AND HEADS OF DEPARTMENT**

**(Approved by Council at its 62<sup>nd</sup> meeting held on 9<sup>th</sup> September 2016)**

#### **A. TENURE OF OFFICE**

1. Head of Departments shall hold office for a period of four years and be eligible for re-election for a further one more consecutive term.
2. Deans of Faculty/Directors and Deputies shall hold office for a period of four years and shall be eligible for re-election for a further one more consecutive term.

#### **B. ELIGIBILITY**

3. Members of academic staff of the University who have been appointed to the full time academic staff in the Department or Faculty will be eligible to vote for Heads/Dean/Deputies as may be the case.
4. The minimum requirement for election to the post of Head of Department or Faculty Dean/Director/Deputy shall be the rank of Senior Lecturer.
5. Any member of academic staff is eligible to
  - (i) Nominate a candidate
  - (ii) Be nominated as a candidate provided s/he qualifies to be nominated as indicated in 4 above.
  - (iii) Vote in respect of elections for the relevant Head of Department or Faculty Dean/Director/Deputy.

#### **C. RETURNING OFFICERS**

6. The Faculty Administrator shall act as the Returning officer for the election of Heads of Departments.
7. The Academic Registrar shall act as the Returning officer for the election of Deans.

#### **D. NOMINATIONS**

8. The Returning Officer shall notify of impending elections at least 2 weeks before the elections are held and shall include in such notice the conditions of nominations.

9. (i) Nominations shall be in writing, signed and dated by the proposer and seconded. The nomination shall also be signed by the nominee. It shall be handed to the Returning Officer by the date specified for close of nominations.
- (ii) Nominations shall open immediately after the Returning Officer has announced the impending election. They shall remain opened for a period of seven calendar days. Thereafter nominations shall close at 12:00 noon.
- (iii) The Returning Officer shall display the list of nominees by 5pm after Nominations are closed.
- (iv) A period of six calendar days shall be allowed for nominees to campaign.
- (v) Nominees shall be free to appoint polling agents provided they are eligible to vote and provided the Returning officer is informed of them in writing.

## **E. ELECTIONS**

10. Elections shall be by secret ballot at an appointed place i.e Dean's office for Heads of Department or Academic Registrar's office for Dean.
11. (i) The Returning Office shall be required to maintain an up to date voters roll which shall be displayed during the period set out for nominations of candidates.  
  
(ii) The Returning Officer may add to the roll the name of any person otherwise qualified to vote and whose name has been inadvertently omitted from the roll provided that is done up to 5.00 p.m. prior to the voting day.
12. Elections shall be held between 8.30 a.m. to 12.30 p.m. a day after campaigns close.
13. An election shall not be invalidated by inadvertent failure to give any person qualified to vote notice of the election date.
14. Voting by proxy shall not be allowed.
15. Ballot papers shall be checked by the Returning Officer soon after close of election with the assistance of such other Officers that s/he will appoint. Any invalid votes shall be eliminated. S/He shall then count and record the number of votes for each candidate.

## **F. DECLARATION OF WINNERS**

16. The person declared winner shall be by simple majority of those casting their votes. The winner shall be declared immediately after counting the votes.

## **G. APPOINTMENT**

17. In case there is only one nominee, S/he shall be declared the winner as long as S/he meets the criteria

18. In case there is no Senior Lecturer to fill the position, the Vice Chancellor shall appoint somebody in acting capacity for a period of 2 years renewable once.

## **H. REMOVAL FROM OFFICE**

19. Removal from office: Two-thirds of academic members of a Department may make a recommendation to the Vice Chancellor to be forwarded to the Appointments Board to remove the Head of Department from Office as provided for in section 54 (5) of UOTIA 2001.

20. Appeals: Members dissatisfied with the election process shall write an appeal to the Returning Officer and copied to the Vice Chancellor not later than **3 calender days** after the declaration of the winner. No appeals shall be received after that date.