

**MACHAKOS UNIVERSITY**

**ISO 9001:2015 Certified**

**SABBATICAL LEAVE POLICY**

# FOREWORD

Machakos University has a strong technical background and has therefore built a unique niche in training technical personnel in diverse areas of Civil Engineering, Electrical Electronics Engineering, Fashion Design and Marketing, Humanities and Social Sciences, Hospitality, Business, Education, Agribusiness and Applied Sciences. The sabbatical policy is in line with the need to facilitate faculty in horning their skills further through research or sabbatical leave even as the university strives to remain true to its vision and mission.

Thus, the central goal of the Machakos University Sabbatical Policy is to provide the relevant guidelines that govern the provision for and the granting of sabbatical leave to lecturers, senior lecturers, associate professors and full professors in the institution.

It is expected that this policy will prove invaluable in helping the academic members of staff to bridge research gaps in their professional fields that may be occasioned by constraints of time and resources. On its part, Machakos University pledges to update and improve this document from time to time on need basis to mitigate emerging needs related to provisions for sabbatical leave.

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## PREAMBLE

The Machakos University, formerly Machakos University College was established through the Machakos University Order, Legal Notice NO. 161 of 4th November, 2011 as a Constituent College of Kenyatta University. Machakos University aims at becoming a leading center of academic excellence in co-operative education, research, training and community service in Kenya and the region.

## VISION STATEMENT

A preferred University of excellence in scholarship and service delivery.

## MISSION STATEMENT

Provide scholarly education through training, research and innovation for industrial and socio-economic transformation of our communities.

## PHILOSOPHY

Education for industrial and economic transformation.

## MANDATE

1. Provide directly or in collaboration with other institutions facilities for technological, professional and scientific education
2. Advance knowledge and its practical application by Research, Innovation extension and other means
3. Disseminate the outcomes of research by various means, and commercially exploit the results of such research
4. Participate in technological innovation as well as in the discovery, transmission and enhancement of knowledge and to stimulate the intellectual life in the economic, social, cultural, scientific, and technological development
5. Contribute to industrial and technological development of society in collaboration with industry and other organizations
6. Make proposals for new programmes of study including those that culminate with degrees, diplomas and certificates
7. Make proposals for the establishment of colleges, campuses, faculties, schools, institutes, departments, and other resource and administrative units as may be appropriate from time to time

## POLICY STATEMENT

The University considers that in the interests of both the University and members of staff, it is desirable that members of staff should be released from their normal duties at intervals during their career to undertake further study or sabbatical leave.

In accordance with Machakos University’s statutes, this policy establishes the standards for requesting sabbatical leave and the requirements upon returning from an approved sabbatical leave.

## RATIONALE

Sabbatical Leave is a form of paid leave which is free from all teaching and administrative duties, to undertake research or other appropriate study related to an individual’s academic or professional field. It is a leave with pay and a privilege which may be granted to an individual who has demonstrated, preferably by published or otherwise recognized work, substantial ability in scholarship, research and training, or other creative work.

## SCOPE

The policy shall apply to all academic staff in the grades of Lecturer, Senior Lecturer, Associate Professor and Professor.

## PURPOSE

The purpose of this policy is to provide a period of time for study or research, the object of which is to enable recipients to increase their capacity to fulfill their mandate in the University. Sabbatical leave is provided to assist staff to maintain the high caliber of research, scholarship, teaching and innovation for which Machakos University is renowned.

## QUALIFICATIONS

To qualify for Sabbatical leave, the staff must;

1. Be on permanent terms of employment with the University.
2. Be in grades of Lecturer, Senior Lecturer, Associate Professor or Professor.
3. Have completed six years continuous service with the University from the date of appointment or since return from sabbatical or study leave.
4. Show evidence of academic activities/research to be undertaken in the host institution.

## DURATION

Sabbatical leave shall be granted for a period of nine (9) consecutive months after six years of continuous service.

## APPLICATION REQUIREMENTS

Requests for sabbatical leave should be submitted to the Vice Chancellor through the Departmental Head, Dean of school, Deputy Vice-Chancellor (ASA) and Deputy Vice-Chancellor (APF). The application must clearly detail the following:

* **Purpose -** Clearly describing the nature and significance of the project to be undertaken during the leave, including a clear and concise statement of objectives.
* **Projected results –** The applicant must describe tangible results that the project will have, and how he/she plans to disseminate the results (e.g., publication, exhibition, sharing of new pedagogical techniques or materials with peers).
* **Justification –** The applicant to state how the project will contribute to his/her own scholarly development and how it will benefit the department, school and or the University as a whole. Further, the applicant should indicate how the project requires a time commitment beyond what is involved in the normal activities encompassed in teaching, research, scholarship, and service within the University.

**Note:** If the project requires access to restricted libraries or laboratories, or affiliation with other institutions, applicant shall append invitations, letters granting access, space, or support from the relevant authorities.

## ENTITLEMENTS

While away on sabbatical leave the faculty member shall be entitled to full pay plus allowances and any other entitlements applicable to Machakos University staff.

## TERMS OF SABBATICAL LEAVE

1. The applicant must propose reasonable arrangements in relation to cover for teaching, research, supervision of students, administrative duties and responsibilities.
2. Every faculty or staff member who is awarded a sabbatical leave shall be required to submit a written report to the Vice-Chancellor via his or her department head, Dean and Deputy Vice-Chancellor (Academic and Students Affairs), specifying what was accomplished during the leave. The report is to be submitted within two months of the return from leave. The Dean will send the report directly to the Vice-Chancellor, who will send a letter of acknowledgment to the faculty member with a copy to the Dean.

## MONITORING AND REVIEW

Sabbatical leave that is granted through this policy should be recorded on an employee's file so that it can be monitored for equal opportunity purposes.

This policy will be reviewed after every five (5) years or when need arises.

## EFFECTIVE DATE

This policy shall take effect from the date of signing.

**SIGNED: ........................................ ...............................................**

**PROF. FRANCIS MATHOOKO, DATE**

**VICE-CHANCELLOR, MACHAKOS UNIVERSITY**