

**EGERTON**



**UNIVERSITY**

**RESEARCH AND EXTENSION**

**GUIDELINES FOR HIRING AND RENEWAL OF CONTRACTS  
FOR RESEARCH-RELATED PROJECT STAFF AT EGERTON  
UNIVERSITY**

**JULY 2023**

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## **LIST OF ABBREVIATIONS**

|                |   |                                                               |
|----------------|---|---------------------------------------------------------------|
| PI             | - | Principal Investigator                                        |
| DVC (AF&P)     | - | Deputy Vice Chancellor (Administration, Finance and Planning) |
| R (HC&A)       | - | Registrar (Human Capital and Administration)                  |
| Director (R&E) | - | Director (Research and Extension)                             |
| DVC (AR &E)    | - | Deputy Vice Chancellor (Academics, Research & Extension)      |
| NSSF           | - | National Social Security Fund                                 |
| PAYE           | - | Pay as You Earn                                               |
| NHIF           | - | National Hospital Insurance Fund                              |

## **1.0 INTRODUCTION**

As the University research portfolio has grown, the need to recruit project staff has also increased. The University recognizes that staff are fundamental to successful implementation of its research objectives. An effective recruitment and selection procedure is vital and fundamental in underpinning the strategic goal to appoint staff at all levels and to enable delivery of University's strategic vision of being a world-class University.

By ensuring the best person for the job is recruited, open, transparent and merit-based recruitment of research project staff is essential. Consequently, guidelines are required to provide procedures for recruitment of human resource for various positions in the projects. The purpose of these guidelines is to promote and maintain fair and equitable recruitment and selection procedures across all the research projects undertaken at the University and to ensure consistency in their application.

These guidelines set out the University's provisions for the employment of contract research staff, whose primary responsibility is to support effective delivery of research projects in the university. This category does not include recruitment of researchers (equivalent to various academic staff grades) but only research support staff that includes research assistants, administrators and short term technical support staff.

### **1.1 PURPOSE AND OBJECTIVES**

The guideline for hiring research staff at Egerton University has the following objectives:

- i) To provide appropriate regulations on recruitment and service terms for research project staff.
- ii) To guide researchers to hire or contract research support staff.
- iii) To ensure that all the research project positions in the University are staffed by persons who have the appropriate skills, knowledge, experience and qualifications.
- iv) To ensure that all candidates are treated equitably and consistently per project (Note: Different projects have different rates as negotiated by PIs and/or dictated by donor conditions)
- v) To provide university recognition of staff working in the research-related projects.

## 2.0 SCOPE

- a) These guidelines apply to all research-related projects including pure scientific and applied research, consultancies and development projects.
- b) The guidelines apply to the hiring or contracting of project staff including research assistants, administrators, technical staff and other project support staff.
- c) The funds allocated by each category of staff per project will be considered during the recruitment process.
- d) The regulations and conditions on staff recruitment declared by respective funding agencies shall be considered.

## 3.0 RECRUITMENT PROCESS

- a) The Principal Investigator (PI) and team members will determine the type and number of staff required to complete research tasks as per project objectives.
- b) The PI shall prepare and provide the terms of reference (TORs) for the position provide a detailed description of each open position.
- c) The TOR will comprise a detailed description of each open position which will include the roles and responsibilities, competencies and qualification required, salary scale, duty station and duration of the contract.
- d) The PI shall fill the *Request to Hire Project Staff* form (Appendix I)
- e) With the approval of the DVC (AF&P), the position shall be advertised shall be advertised internally and/or on the University's and/or Project's website to ensure all suitable candidates have a fair and equal opportunity to apply.
- f) The shortlisting panel (of at least three persons) shall include the PI, Director (R&E) and Registrar (HC&A) or their designated representatives.
- g) The selection panel shall be chaired by the PI or a designated competent representative.
- h) The list of shortlisted candidates shall be submitted to DVC (AR&E), who shall constitute an interview panel that shall include the PI or designated representative, one additional member of the project team, Registrar (HC&A) and Director (R&E) or their designated representatives.
- i) The results of the interview exercise shall be duly documented
- j) The minutes of the interview panel shall be forwarded through Director (R&E) to DVC (AF&P) for preparation of appointment letters (Appendix II) within five (5) working days of the receipt of the interview panel report.

- k) The formal letter of appointment shall specify the following: -
  - i) The title of the project the employee will be working for
  - ii) The person to whom the research staff will report to in performance of his or her duties
  - iii) The terms and condition of employment (period of contract and any other employment conditions)
  - iv) The job description and, where available, a list of expected research outputs and outcomes.
- l) All the staff appointed for research projects shall fill out the employment forms specially prescribed by the University and copies will be kept by the Division, HCA and the PI.
- m) HCA shall notify the unsuccessful applicants within five (5) working days of the receipt of the interview panel's report
- n) Engagement of persons for less than 3 months, apprentice, interns and those who participated in the development of the project, and their positions budgeted for, and approved by the funding agency are not subjected to these recruitment processes.
- o) For persons in following under the category described in 3(n), at the onset of the project, and before commencement of duties, the PI shall forward their names and engagement details to HCA. For these staff, all other relevant conditions as stipulated above shall apply.

#### **4.0 DURATION OF APPOINTMENT AND RENEWAL OF CONTRACTS**

- a) Project staff shall be appointed on contract basis for a specified period or for the duration of the project.
- b) The contract may be renewed subject to performance evaluation by the PI and the availability of funding to sustain the renewal.
- c) Renewal of contract shall be on the recommendation of the PI.
- d) During renewal, the PI shall write to the HC&A for preparation of renewal letters (Appendix III), which shall be provided within five (5) working days of the receipt of the letter.
- e) At no time is the university obligated to continue with staff employment beyond the specified contract period or duration of the project.

- f) Employment of project staff beyond the duration of the project shall only be under special circumstances with adequate mechanisms for the sustainability of the project activities as specified per project.
- g) Project staff already in service before these guidelines take effect shall be deemed to have been recruited following these guidelines. Renewal of contracts for such staff shall be as specified in 4(b), (c), and (d).

## **5.0 RATES OF EMOLUMENTS**

- a) For internally funded projects, the rates of consolidated emoluments and/or benefits shall be provided by the PI, as guided by the budgetary provisions.
- b) When budgeting for staff costs for research projects, the Principal Investigator and team shall take into consideration not only the hourly wages or monthly emoluments, but also costs associated with employer statutory contributions and employee benefits, where applicable. These shall include NSSF, PAYE (the Government of Kenya minimum wage guidelines shall apply) and NHIF as advised by University’s Human Capital and Administration department.

## **6.0 TERMINATION OF CONTRACT**

The contract of employment may be terminated by either the PI or the project staff through giving the other party due notice or payment in lieu of notice. The project leader and team may terminate the contract anytime if there is a breach of contract. The length of notice or the amount of payment in lieu of notice shall be as stipulated in the HR manual. Where the contract is to pay wages periodically at intervals of less than one month, a contract is terminable by either party at the end of the contract period following giving of notice in writing as show below for different cadre of staff:

- i) Three (3) months contract - 2 weeks’ notice in writing
- ii) Three to six (3-6) months - 3weeks’ notice in writing
- iii) Six to twelve (6-12) months - 1 month notice in writing
- iv) Above twelve (12) months - 3 months’ notice in writing

## **7.0 ROLES OF THE PRINCIPAL INVESTIGATOR AND TEAM**

- a) Draft a detailed description of the Position to be filled, complete with qualifications, competencies, responsibilities, hours per week, approximate wage or salary, and duration of the contract.
- b) Working with the description, review the category of support being sought, paying particular attention to qualifications and experience required.

- c) Once the research proposal has been approved and the employment category has been finalized, the Principal Investigator shall process a *Request to Hire Research Project Staff Form* (Appendix I).
- d) Constitute and participate in the selection committee for shortlisting the applicants.
- e) Participate in the interview panel for the staff in project.

## **8.0 ROLES OF THE DIRECTORATE OF RESEARCH AND EXTENSION**

- a) The Directorate of Research and Extension (R&E) shall provide *The Request to Hire Research Project Staff Form (Appendix I)* to be filled by the Principal Investigator.
- b) The accountant (R&E) to confirm research project budget and that funds are available to sustain the employment contract.
- c) The Director to recommend hiring of staff to through *The Request to Hire Research Project Staff Form*.
- d) The Deputy Vice Chancellor (A,R&E) shall constitute an Ad hoc interview panel that shall include the Principal Investigator (or designated representative), HCA representative and Division of R&E representative for interviewing the applicants.
- e) The representative from the Division of Research and Extension, shall provide the Secretariat services to the committee.

## **9.0 LEAVE**

Every employee shall be entitled to appropriate leave as stipulated in their letter of appointment.



**APPENDIX I - Request to Hire Research Project Staff Form**

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**DIRECTORATE OF RESEARCH AND EXTENSION**

*Request to Hire Research Project Staff Form*

This form is for Principal Investigators at Egerton University, (EU), to request for approval to select and recruit staff for a research-related project.

**INSTRUCTIONS**

- a) All fields should be completed as appropriate.
- b) All requests must be approved by the Deputy Vice Chancellor (Administration, Finance & Planning)

Name of Principal Investigator \_\_\_\_\_ Payroll No. \_\_\_\_\_

Tel No. \_\_\_\_\_ Email address \_\_\_\_\_

Department \_\_\_\_\_ Faculty \_\_\_\_\_

Title of Research Project \_\_\_\_\_

Funding Agency (e.g. KCSAP, World Bank,) \_\_\_\_\_

Job Title of Proposed Vacancy \_\_\_\_\_

Expected Hire Date \_\_\_\_\_ Cost Allocation (Budget) \_\_\_\_\_

**Position Type:**

Part-time  Contract  Other (specify) \_\_\_\_\_

**Job description:** \_\_\_\_\_

Expected Salary: \_\_\_\_\_

Minimum requirements for the position: \_\_\_\_\_

Principal Investigator \_\_\_\_\_ Date \_\_\_\_\_

Director (R&E): Recommended/not recommended \_\_\_\_\_ Date \_\_\_\_\_

Deputy Vice Chancellor (AF&P)  Approved  Denied (reasons)

Signature: \_\_\_\_\_ Date \_\_\_\_\_

**APPENDIX II: Sample Appointment Letter**

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Ref. No: (R&E identifier)

Date .....

<Name of the Employee and Address>

Dear < Title, Surname >,

**RE: LETTER OF CONTRACT APPOINTMENT**

This is reference to your application and subsequent interview held on ..... We are pleased to offer you the post of ..... based at ..... on the following terms and conditions.

- i) This contract appointment shall be valid for ..... (State period), with effect from ..... or on completion of the research project.
- ii) You will be paid (*indicate whether a wage or monthly salary*) of \_\_\_\_\_ (*currency*).  
\_\_\_\_\_ (*in words*) \_\_\_\_\_
- iii) You will be eligible for leave..... (*Indicate number of days*) and expected to abide by the relevant University Human Resource Policies and Procedures.

This appointment is on a research project titled .....and your immediate supervisor will be the Principal Investigator of the project .....(*Name of PI*)..... In this Position, you will be required to perform the following roles [*briefly mention job duties and responsibilities and, where available, a list of expected research goals*].

Kindly confirm your acceptance of this contract by signing a copy of this letter and returning to the undersigned.

Yours sincerely

Signed  
Registrar, Human Capital and Administration  
....*ctd*

**To be signed by employee**

I... (*Name of employee*) accept the offer of employment at Egerton University, in the research project..... (*Indicate title of research project*) and agree to the terms and conditions stated above and accept the responsibilities outlined.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Passport/ID number

\_\_\_\_\_  
Date

**APPENDIX III: Letter of Contract Renewal**

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Ref. No: (R&E identifier)

Date .....

<Name of the Employee and Address>

Dear < Title, Surname >,

**RE: RENEWAL OF RESEARCH PROJECT EMPLOYMENT CONTRACT**

Based on your satisfactory performance in the research project (title) \_\_\_\_\_ for the last \_\_\_\_\_ [year(s)/Month(s)], the university is pleased to offer you an extension of your employment contract for a further period of \_\_\_\_\_ [month(s)/year(s)], from \_\_\_\_ to \_\_\_\_ with effects from \_\_\_\_\_ (date).

All the agreed terms from the earlier contract dated \_\_\_\_\_ shall remain the same. (This can be modified appropriately, in case the terms of service change)

We wish you well and expect the same level of commitment and professionalism in your work

Yours sincerely

Signed  
Registrar, Human Capital and Administration