

UNIVERSITY OF NAIROBI

INTERNAL MEMO

FROM: Academic Registrar DATE: 16/10/2014

TO: All Members, School of Education

SUBJECT:

NOTICE OF ELECTION OF DEAN – SCHOOL OF EDUCATION

Notice is hereby given that, election of Dean of the School of Education will be held on **Thursday, 27th November, 2014 at 2.30 p.m.** In this connection, nominations of qualified candidates to contest the election shall be received at the Academic Registrar's office from **8.00 a.m. on Wednesday, 19th November, 2014 to 5.00 p.m. on Friday, 21st November, 2014.** Nominations from the floor **will not** be entertained.

I. NOMINATION PAPERS

Duly completed nomination papers ought to contain:

- (i) Full names of the proposed candidate;
- (ii) Full names of the **Proposer**, his/her signature and the department he/she hails from;
- (iii) Full names and signatures of **two seconders** and the departments they hail from;
- (iv) Full names and a signature of the proposed candidate **appended** to the nomination paper indicating his/her consent to contest.

II QUALIFIED CANDIDATES FOR DEAN'S ELECTION AND RELATED INFORMATION

The relevant University statutes state that:

- (i) The Dean shall be elected by the School Board from amongst Professors and Senior Lecturers within the School. Provided that Senior Lecturers shall be eligible for election only if they have served for at least two years as a substantive Chairman of a Department or a Director of an Institute or Faculty.

- (ii) The tenure of office for Dean shall be two years.
- (iii) All elections shall be subject to confirmation by the Senate and Council, and the Dean-elect shall not assume office before such confirmation.
- (iv) No person shall be eligible for election if such person is serving a second of two continuous terms as Dean. Where a person previously served but has already ceased to be Dean, such a person shall not become eligible for election until two consecutive years have elapsed since such a person last ceased to be Dean.

III QUALIFIED VOTERS

The relevant University Statute lists those qualified to be members of the School Board, and hence eligible to vote as follows:

- (i) Dean of the Faculty/School;
- (ii) All Professors, Associate Professors, Senior Lecturers, Lecturers, Assistant Lecturers and Tutorial Fellows of the departments of the Faculty and College Librarian;
- (iii) Members of teaching staff of Departments, Institutes and Schools associated with the School and **who are currently teaching** students within the School;
- (iv) One selected student representative elected by secret ballot, from each year of study, from among full-time students of the Departments of the School;
- (v) Such other members not exceeding five in number, and not being members of the full-time academic staff of the University, appointed by Senate on the recommendation of the School Board.

IV PROXY VOTES

- (a) Proxy votes are accepted from eligible voters who include, School's full-time teaching staff, service teaching staff, Common Undergraduate Courses teaching staff, part-time teaching staff, the College Librarian and properly elected students representatives whom circumstances will have forced them to be away from the School's precincts at the time of election of Dean. Numbered proxy forms will be collected from the Academic Registrar's office from, **Monday, 24th November, 2014 to Wednesday, 26th November, 2014** by such members in person after identifying themselves properly.

- (b) When collecting the Proxy Forms, the individual staff members will identify themselves to the Returning Officer or his nominee by giving their full names, the Teaching Departments they hail from and the courses they teach (including course codes). These details will be entered into a Register kept by the Returning Officer and the member voting through this channel will sign against his/her name in the Register.
- (c) On completing the proxy form, it will be handed back to the Returning Officer, **duly sealed and marked 'Proxy Vote' on the envelope, at least 24 hours** before the scheduled time for the election.
- (d) For those members who are out of the country (Kenya) during election time but would nevertheless wish to participate in the election of Dean through Proxy Votes, they should be advised to send their proxy votes directly to the Returning Officer's office vide **EMAIL: reg-academic@uonbi.ac.ke** and marked **"CONFIDENTIAL"**.
- (e) It should be clear from the proxy vote:
 - (i) For whom (full names) the vote is being cast;
 - (ii) Full names and signature of the member of staff casting it;
 - (iii) Department (Teaching) to which the member casting the vote belongs;
 - (iv) Course(s) taught by the member of staff casting the vote.

(Proxy Forms are obtainable from the Academic Registrar's Office).



B. M. WAWERU
ACADEMIC REGISTRAR (Ag.)

- c.c. Vice-Chancellor
- Deputy Vice-Chancellor (Academic Affairs)
- Principal, C.E.E.S.
- Dean, School of Education
- College Registrar, C.E.E.S.
- Asst Registrar, School of Education

BMW/fnm