

UNIVERSITY OF SAINT JOSEPH MBARARA (USJM)



MANUAL FOR UNIVERSITY OF SAINT JOSEPH MBARARA MANAGEMENT AND ADMINISTRATION

2021

Table of Contents

1.1. Background of University of Saint Joseph Mbarara (USJM)	3
1.2. Vision, Mission and Core Values of USJM... Error! Bookmark not defined.	
1.3. University of Saint Joseph Mbarara Management and Administration.....	3
1.4. Amendment of the Manual	14

1.1. Background of University of Saint Joseph Mbarara (USJM)

The Archdiocese of Mbarara (AoM) started a university as part of its mission and mandate to establish educational institutions of different levels to share in the salvific ministry of Christ by being the salt and light to the world. The founders coined the name: University of Saint Joseph Mbarara (USJM), for the university from St. Joseph, foster father to Jesus and the patron Saint of the pioneer St. Joseph Technical School, whose tradition of hard workmanship and community responsive education, USJM is to uphold.

The personal qualities and values of St. Joseph, the worker, such as integrity, hardworking, commitment, are behind this tradition, and the University will uphold them. USJM aims at total orientation and focus on tertiary education that meets community needs and engineers socioeconomic transformation. It delivers relevant, affordable, high quality, inclusive and community-responsive university education. The University of Saint Joseph Mbarara derives its vision and mission from the Christian understanding of the integral growth of a person.

- i. **Vision:** A leading center for integrated community responsive university education.
- ii. **Mission:** To provide holistic education for sustainable development.
- iii. **Motto:** Foster Excellence and Integrity (*Praestantia et Integritate Foveat*)
- iv. **Slogan:** For and With the Community
- v. **Philosophy:** Community-Responsive and Engaged university education
- vi. **Core Values**
 - a. God fearing,
 - b. Integrity,
 - c. Excellence,
 - d. Accountability,
 - e. Community responsiveness
- vii. **Objectives:**
 - a. To provide relevant university education.
 - b. To promote research and innovation among the students.

- c. To nurture citizens of integrity and sense of common good.
- d. To nurture students with demand-oriented skills.
- e. To promote best practices in institutional governance.
- f. To promote pastoral mission of the church

It is USJM commitment to encourage the development of each individual through education at all levels, stressing in particular the creation/promotion of an environment where intellectual and moral values are priorities. Since the person is at the centre of all growth and development, both at individual and societal levels, all members of the community respect each other in an attempt to create an environment of openness and trust. The University is committed to promoting justice, respect, solidarity, human rights, equality, and environmental protection, both in its own community and society in general.

1.2. University of Saint Joseph Mbarara Management and Administration

The Universities and Other Tertiary Institutions Act, 2001 (as amended in 2006) requires every University to have University Chancellor, University Council, University Management team comprising of; Vice Chancellor, Deputy Vice Chancellor, Academic Registrar, Finance Officer, Quality Assurance, Dean of Students, Faculty Deans, University Chaplain and University Librarian among others). The Board of Trustees of the Archdiocese of Mbarara at the inception of the idea to start the University of Saint Joseph Mbarara (USJM) held various stakeholders' meetings to discuss some of the contentious issues like the positions of chancellor, management and administration, procedures of appointment, roles and responsibilities of various officers among others.

1.3. The Board of Trustees

A Board of Trustees is an appointed group of individuals that has overall legal responsibility for the management of the Archdiocese of Mbarara.

The Board of Trustees of the Archdiocese of Mbarara shall:

- i. Advise the Chancellor on the appointment of USJM Governing Council members and the University Management Team
- ii. Provide policy guidelines to USJM Governing Council and Management.
- iii. Advise the Chancellor in the performance review of the Governing Council and the Management Team.
- iv. Support the University in mobilizing funds and other resources.
- v. Approve the acquisition or disposal of any real estate for University of Saint Joseph Mbarara.

1.4. The USJM Chancellor

The Chancellor shall be a titular head of University of Saint Joseph Mbarara (USJM). He will preside at all ceremonial assemblies of the University, confer degrees and other academic titles and distinctions.

1.4.1 Appointment

In line with Universities and Other Tertiary Institutions Act, 2001 (as amended in 2006) specifically sections 96, 97, 104,105, 106,107 and 108 (1); Section 7 (iv) of USJM application to NCHE for the Operating License, there shall be a University Chancellor.

The Chancellor of USJM shall be the sitting Archbishop of the Archdiocese of Mbarara (AoM)

1.4.2 Responsibilities

- i. The USJM Chancellor shall be a titular head of the University and as such shall preside at all ceremonial assemblies of the University, in the name of USJM, confer degrees and other academic titles and distinctions of the University.

- ii. The USJM Chancellor shall have powers to act for the Board of Trustees and University Council in the interims.
- iii. The USJM Chancellor is expected to attend all meetings in which he is the Chair or a member, or give timely apologies if absence is unavoidable.
- iv. The USJM Chancellor shall appoint the University Governing Council on the advice of Board of Trustees.
- v. The USJM Chancellor shall appoint the Management Team on the advice of Board of Trustees.
- vi. The USJM Chancellor shall at any time cause a visitation of the University to be conducted by any person or persons and for the purposes specified in the directive.
- vii. The USJM Chancellor shall exercise personal leadership, promote responsible governance within the Governing Authority, support the activities of the University of Saint Joseph Mbarara, and advance the profile of the University in the public forum.
- viii. The USJM Chancellor shall ensure that the developed USJM vision, mission and core values are sustained and communicated to all stakeholders.
- ix. The USJM Chancellor shall provide direction, resources, and oversight to establish and maintain a culture of compliance and transparency among USJM governing structures.
- x. The USJM Chancellor shall not be remunerated by the University but may be offered an *honorarium* and is entitled to expenses incurred in the course of executing the University business.

1.4.3 Installation

The University of Saint Joseph Mbarara shall install her Chancellor by the outgoing Chancellor or any other distinguished personality identified by the Board of Trustees, who will hand over to him the instruments of power at a prescribed and scheduled function:

- a. The Mace
- b. The Holy Bible
- c. The Constitution of The Republic of Uganda
- d. Universities and Other Tertiary Act (as amended, 2006)
- e. A compendium of other Policies of University of Saint Joseph Mbarara

1.5 The Vice Chancellor (VC)

The University of Saint Joseph shall have a Vice-Chancellor and Deputy Vice Chancellor(s).

1.5.1 The Vice Chancellor

i. Appointment

- a. The Vice Chancellor shall be appointed by the USJM Chancellor on the advice of the Board of Trustees
- b. The Vice Chancellor shall be appointed for a term of five (05) years renewable once.

ii. Roles and Functions

- a. Be delegated the responsibility of the day-to-day management of the University, its students, staff and programs as stipulated in Chapter Three (i) of the University of Saint Joseph Mbarara Human Resource

Manual, 2020. S/he shall be the primary link between the University and the Council.

- b. Providing accurate reports regarding the performance of the University against the Strategic Plan and Business Plan;
- c. Providing information with respect to the University that the Council requests; and
- d. Ensuring the Council is made aware of the risks or changes to the operating environment that may affect the functioning of the University.

1.6 The Deputy Vice Chancellor Academic Affairs

i. Appointment

- a. The Deputy Vice Chancellor-Academic Affairs shall be appointed by the USJM Chancellor on the advice of Board of Trustees.
- b. The Deputy Vice Chancellor - Academic Affairs shall be appointed for a term of five (05) years renewable once.

ii. Roles and Functions

In line with the relevant laws and the University Strategic Plan, the Deputy Vice Chancellor Academic Affairs shall be the First Deputy Vice Chancellor and shall:

- a. Be the First Deputy to the Vice Chancellor
- b. Assist the Vice Chancellor in the performance of his or her functions and in that regard be responsible for the Academic Affairs of the University.
- c. In the absence of the Vice Chancellor perform the functions of Vice Chancellor.

- d. Initiate, obtain approval of and promote policies, plans and programs that enhance the academic and professional excellence of the University.
- e. Oversee the development, implementation and review of the policy framework for monitoring the quality, standards and management of the University's academic programs.
- f. Establish systems for the planning, development and review of undergraduate, postgraduate, research programs and any other academic programs of the University.
- g. Oversee the selection and admission of students.
- h. Initiate and coordinate the development and review of curricula for academic programs offered at the University.
- i. Monitor compliance in setting and marking all examinations in accordance with the established regulations.
- j. Establish systems for students' timely completion of academic programmes.
- k. Promote partnerships and networking for academic growth and development in the University.
- l. Perform such other functions that may be delegated to him or her by the Vice Chancellor or assigned by the University Council.

1.7 The Deputy Vice Chancellor Finance and Administration

i. Appointment

- a. The Deputy Vice Chancellor - Finance and Administration shall be appointed by the USJM Chancellor on the advice of Board of Trustees

- b. The Deputy Vice Chancellor - Finance and Administration shall be appointed for a term of five (05) years renewable once

ii. Roles and Functions

In line with the relevant laws and the University Strategic Plan, the Deputy Vice Chancellor - Finance & Administration shall be the Second Deputy Vice Chancellor and shall:

- a. Assist the Vice Chancellor in the performance of his or her functions and in that regard shall oversee the Finances and Administration of the University.
- b. Be responsible for the planning and development of the University.
- c. Oversee the preparation and implementation of the University's recurrent and development budgets.
- d. Oversee development, roll out and review of the University's Strategic Plan, investment portfolios and operational plans.
- e. Oversee the development and implementation of policy framework for the use and management of the University's fiscal and human resources and other assets in accordance with approved regulations.
- f. Oversee the preparation of budgets, including research budgets, for all Faculties, Schools, and Institutes, Colleges or other academic bodies.
- g. Monitor income, banking and expenditure of all income-generating Units for compliance with the University's approved policy, plans, budgets and regulations.

- h. Oversee the production of performance reports on finance and administration by all academic and administrative Units of the University.
- i. Monitor the development and implementation of staff development programs.
- j. Establish systems for the mobilization and utilization of resources for various activities of the University.
- k. Contribute to the promotion of partnerships and networking for the growth and development of the University.

1.8 The University Council

There shall be a Governing Council of USJM appointed by the University Chancellor on the advice of the Board of Trustees of the Archdiocese of Mbarara. The Governing Council shall report to the University Chancellor. The Governing Council is responsible for the overall administration of the University and ensures the due implementations of the objectives and functions of the University Council. The Governing Council shall have a structure and membership according to the established constituencies as indicated below:

1.8.1 Structure and Composition

- i. Foundation Body
 - a. Chairperson of the Governing Council
 - b. Chairperson of the Appointments, Welfare and Discipline Committee
 - c. Chairperson of the Finance, Planning and Development Committee
 - d. Vice Chancellor
- ii. One from the Laity Council (1)

- iii. One professional members (Law)
- iv. One member from Higher Educational Institutions
- v. One member from Religious Congregations
- vi. Four regional representatives from:
 - a. Mbarara
 - b. Bushenyi
 - c. Ibanda
 - d. Ntungamo
- vii. Two members from Local Communities (Female and Male)
- viii. Two members from Government (Local and Central)
- ix. One representative from each of the following:
 - a. AMDA
 - b. KISOBA
 - c. JOVOC
 - d. MOGA
- x. Two members from Academic staff (Female and Male)
- xi. Two members from non-academic staff (Female and Male)
- xii. Two students' representatives (Female and Male)
- xiii. Two representatives from the alumni (Female and Male)
- xiv. The University Academic Registrar as Secretary

1.8.2 Tenure of office by the University Council Members

- i. Members of the University Council shall serve a term of 3 years' renewable once.
- ii. The Appointing Authority may extend the term of office of some University Council Members because of their expertise.
- iii. The Student Representative (s) shall be one academic year.

1.8.3 Functions of the Governing Council

- i. Be responsible for the direction of the administrative, financial, and academic affairs of the University.
- ii. Approve the policies of the USJM.
- iii. Give general guidelines to the administration and academic staff of the University on matters relating to the operations of the USJM.

In performing its functions, the USJM Governing Council has the following powers:

- i. Represent the University in all legal suits by and against the USJM;
- ii. Receive gifts, donations, grants or other money and make disbursements as may be required, on behalf of the USJM;
- iii. Approve fees structures;
- iv. Approve establishment of faculties, departments, boards, courses of study and proposals for the creation or establishment of constituent colleges;
- v. Ensure the welfare and discipline of the students;
- vi. Approve the University budget proposals and the final accounts;
- vii. Approve the appointment of the University Employees and the salary scales.

1.8.4 Establishment of relevant committees of Council

The USJM Governing Council shall constitute the following Committees to assist in planning, monitoring and supervising the day-to-day activities.

- i. Appointments, Staff Welfare and Disciplinary Committee
- ii. Finance, Planning and Development Committee

- iii. Academic and Students Welfare Committee
- iv. Monitoring and Evaluation Committee
- v. Any other as may be necessary

1.9 The University Management Committee

The members of the Management Committee of the University of Saint Joseph Mbarara shall be responsible for strategic objectives and long term vision. The Management Committee shall comprise of following Officers who shall be appointed in reference to in the University of Saint Joseph Mbarara, Human Resource Manual, 2017: Chapter Three, Section 3.1 (i &ii):

- i. The Vice Chancellor
- ii. The Deputy Vice Chancellor(s)
- iii. The Academic Registrar,
- iv. The University Finance Officer
- v. The Director of Quality Assurance
- vi. The Dean of Students
- vii. The University Chaplain
- viii. The Librarian

1.10 Amendment of the Manual

The Manual is subject to amendment from time to time by relevant authority. The Manual was approved by University of Saint Joseph Mbarara Governing Council on the 18th day of July 2021

Rev Fr Gervase Nsekanimanya Diido
CHAIRMAN

Rev Fr Dr Deus M Karemire (PhD)
VICE CAHANCELLOR