



OFFICE OF THE ACADEMIC REGISTRAR

November 3, 2023

The Principal Assistant Academic Registrar
Faculty of Faculty of Science and Education

**ELECTION OF DEAN IN THE FACULTY OF FACULTY OF SCIENCE AND
EDUCATION**

The term of office for the Dean, Faculty of Science and Education will be expiring in December this year. There is therefore need to prepare for election of the new Dean of Faculty.

Sections 53(1) and 54(1) of the Act provide for the election of a Dean of Faculty and Head of Department respectively. Section 51(1) defines academic staff of the University as Professors, Associate Professors, Senior Lecturers, Lecturers and Assistant Lecturers appointed on full time basis for teaching and research. Teaching Assistants appointed on a full time basis for teaching and research are also categorized as academic staff. Section 3.3.2(c) of Busitema University Human Resource Manual provides for election of Deans, Deputy Deans and Heads of Departments. Therefore, only academic staff on full time basis are eligible for voting.

Please note the following minimum requirements for election to the post of Dean:

- (a) He/She should be a full-time academic member of the Faculty at the rank of at least Senior Lecturer and above.
- (b) He/She should have proven record of performance and integrity which shall be confirmed by Management.
- (c) He/She should have not less than four (4) years to retire or to expiry of contract by the closure of nominations.
- (d) He/She should not be convicted in any courts of law.
- (e) He/She should not be a registered student for an academic programme for more than a year.

I am therefore calling for election of a Dean of the Faculty as per Section 53 (1) of the Act. The following programme shall be followed:

Date	Activity	Venue
Monday, 6 th – Friday, 10 th November 2023 (9:00a.m – 5:00p.m)	Nomination of eligible candidate for the post of Dean, Faculty of Faculty of Science and Education	Faculty
Friday, 17 th November, 2023 (9:00a.m – 1:00p.m)	Election of Dean	Faculty

The purpose of this letter is:

- (i) To appoint you as Assistant Returning Officer who shall preside over the election process.
- (ii) To request you to organize the election of a Dean in the Faculty.
- (iii) To submit to me a comprehensive report and results of the election to reach my office not later than Monday, 20th November, 2023.

I am requesting you to ensure that the exercise is transparent and fair. Should you have any issue for clarifications do not hesitate to call me.

I thank you for your support.

Yours faithfully,



Dr. Gimuguni Lillian Nabaasa (PhD)
ACADEMIC REGISTRAR



- cc Vice Chancellor
First Deputy Vice Chancellor (A&A)
Dean, Faculty of Faculty of Science and Education
All Members of Management
All Academic staff of the Faculty of Faculty of Science and Education