



# TANGAZA UNIVERSITY COLLEGE

THE CATHOLIC UNIVERSITY OF EASTERN AFRICA

## FULL TIME FACULTY - SOT

Tangaza University College is moving towards becoming a full university. As befits an institution of higher learning, we are committed to academic excellence and the personal transformation of our students, both lay and religious. The following vacancy has arisen within the Tangaza University College as a part of the restructuring of the School of Theology:

|                           |   |
|---------------------------|---|
| <b>POSITION TITLE:</b>    | Full Time Lecturer – SOT                            |
| <b>DEPARTMENT:</b>        | Academics   |
| <b>REPORTS TO:</b>        | Programme Coordinator, Head of Department, SOT Dean |
| <b>EMPLOYMENT STATUS:</b> | Contract  |

### General Summary of the Job Description

Full-time faculty are professional educators who have the primary responsibility of fulfilling the Tangaza University College's mission, vision, values, strategic plan, and educational philosophy. Faculty members are classified and remunerated according to the ranks of Tutorial/Research Fellow, Lecturer, Senior Lecturer, Associate Professor, and Professor. Faculty members are subject to policies of the Tangaza University College Council, and exercise academic freedom together with its accompanying responsibilities. They are directly responsible to the Programme Coordinator, Head of Department, Dean, and function within the administrative structure of SOT. The relationship of the faculty member to the learner is one of leader, teacher, coach, mentor, and facilitator of learning.

Applications for the full time faculty position should be made for **one specific academic area** in the SOT: **Canon Law, Pastoral Theology and Dogmatic Theology/Liturgy**. This does not preclude teaching in other than the main area applied for. **It is worth noting that, it is only in the indicated academic areas that there is still vacancy for full time faculty.**

The School of Theology at Tangaza University College Full Time Faculty employment format adopts the **forty (40) working hours** per week system. This includes: teaching, lecture updates and preparation, research, administration, serving on TUC committees, supervision of students, and other duties that might be required by the School and Management boards.

### KEY TASKS & RESPONSIBILITIES

#### 1. Teaching Hours

The stipulated credit load includes teaching hours across all Tangaza Schools/Institutes.

- a. **Full time faculty (FTF) without administrative duties:** 24 credit hours per academic year (12 credit hours per semester = 12 teaching hours per week).
- b. **Full time faculty with administrative responsibilities:**
  - i. **SOT Dean:** 6 credit hours per academic year (3 credit hours per semester = 3 teaching hours per week).

- ii. **Deputy Dean/Institute Director:** 8 credit hours per academic year, 4 credit hours per semester = 4 teaching hours per week).
  - iii. **Head of the Department:** 16 credit hours per academic year, 8 credit hours per semester = 8 teaching hours per week).
  - iv. **Program Coordinator:** 18 credit hours per academic year (9 credit hours per semester = 9 teaching hours per week).
  - v. **Pastoral Year Coordinator:** 16 credit hours per academic year (8 credit hours per semester = 8 teaching hours per week).
- c. Credit loads for other administrative positions will be considered on case-by-case basis, decided by the SOT Dean's Advisory Council.
  - d. **Adjunct Faculty:** contracted faculty, selected on the basis of their expertise/specialization, and years of service at Tangaza. Adjunct faculty teaches a minimum of (six) 6 credit hours per semester, supervises minimum of two (2) long essays. Their remuneration amounts to half of the full time faculty.
  - e. **Part Time Faculty:** contracted faculty selected on individual basis when and only when the full time and adjunct faculty has been allocated their required numbers of teaching hours. Remuneration is agreed according to the part-time rates of TUC. A contract is given on per semester basis.
  - f. **Visiting Faculty:** faculty from other schools, contracted for a specific time and responsibility. Remuneration is agreed upon on case by case basis.

## 2. Other Duties

Full time faculty member must be ready and available to represent the SOT by serving on minimum two TUC committees.

## 3. Publications

At least one peer-reviewed publication per academic year, or equivalent academic contribution(s).

## 4. Extra TUC Engagements of the Full Time Faculty

Given the required scope of Tangaza commitments for full time lecturers which should amount to forty (40) working hours per week, full time lecturers cannot hold or be engaged in other institutions/projects which require significant time and work commitment, be it academic, pastoral, or administrative. In particular, full time faculty position excludes:

- Engaging in lecturing at other institutions, unless with the specific approval of the VC and recommendation of the SOT Dean.
- Any other positions and functions that require a significant time and energy commitments, which could have a negative impact on the commitment to TUC. This is to be determined on case to case basis by the Management Board, upon the recommendation of the SOT Advisory Committee.

## MINIMUM QUALIFICATIONS

**Education:** A PhD or earned MA (having registered for PhD) in Theology. **Preference will be given to the applicants with Pontifical Doctorate Degrees.**

**Maximum age: 65**

**Experience:**

- ✓ Minimum of 5 years of higher education teaching experience, complemented by academic publications and other academic achievements. In case of shorter experience, specific reasons

which make the candidate suitable for the fulltime faculty positions are to be stated **in the Personal Letter of Introduction**.

### **Knowledge, Skills and Abilities:**

- ✓ Demonstrates understanding of the Tangaza University College Mission, Vision and Values
- ✓ Demonstrated ability to collaborate effectively with faculty, staff, students, and the broader educational and professional communities
- ✓ Has a record of academic achievement in the discipline

### **APPLICATION**

- ✓ Procedure for application, vetting process and selection of applicants is determined by TUC. Appointments will be done by the TUC Management Board.
- ✓ **Deadline for applications falls on September 30, 2021.**

### **Documents Required for Application:**

1. Personal Letter of Introduction, stating clearly the area applied for
2. Curriculum Vitae (TUC Format)
3. Copies of the Academic Degrees
4. Recognition of the applicant Foreign Degrees from the CUE. For those who do not have this recognition, apply for it immediately, submitting your documents to the DVC Academics Office.
5. TUC Faculty Ranking. For those who do not have TUC faculty ranking, applications for full time position must sent together with the application for ranking, done via the HR office.
6. A Reference Letter from a Religious Superior in the case of the religious, Bishop in the case of a diocesan priest, recognized person/institution in the case of a lay person.

**NB:** In the case of members of religious congregations and diocesan clergy, the letter of recommendation must clearly state that the authority involved releases the member for a fulltime commitment to TUC and will not engage him/her in another responsibility that will compromise or collide with their work at TUC.

### **Submit the Application:**

1. Printed Copies to the HR Office at Tangaza University College
2. Scanned Electronic Copies to: *vacancies@tangaza.ac.ke*

Tangaza University College is an equal opportunity employer and does not discriminate on the basis of religious/lay, race, color, religion, age, gender, national origin or disability.

### **NB:**

1. **ONLY SHORTLISTED CANDIDATES WILL BE CONTACTED.**
2. **INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED.**
3. **TEACHING MANDATUM AND A PUBLIC PROFESSION OF FAITH IS REQUIRED TO TEACH THEOLOGICAL COURSES AT TUC. ADHERENCE TO IT FORMS A PART OF PERFORMANCE EVALUATION.**