



ACADEMIC RECOGNITION AND REWARD POLICY

2018

Table of Contents

Foreword.....	2
Approval and Commencement.....	3
Vision and Mission.....	4
Core Values.....	4
Quality Policy Statement.....	5
1.0. Preamble	6
2.0 Definition of Terms.....	7
3.0 Situational Analysis.....	8
4.0 Scope of the Policy.....	8
5.0 Objectives of the Policy.....	8
6.0 Guiding Principles.....	8
7.0 Implementation Framework.....	8
7.1 Membership of Research Recognition And Rewards Committee.....	8
8.0 Strategic Focus/Interventions.....	9
8.1 Principles of Recognition and Reward.....	9
8.2 Eligibility	9
8.3 Categories of Research Recognition and Rewards.....	9
8.4 Application Process	10
8.4.1 Call for Applications.....	11
8.4.2 Required Documentation.....	11
8.4.3 Assessment Criteria	11
8.5 Outcome Notification and Feedback	12
8.6 Ethical Considerations	12
9.0 Monitoring and Evaluation.....	12
10.0 Review Period	13
11.0. Reference Legislation and Policies.....	13

FOREWORD

The policy provides a framework for recognition and reward of scholars following exemplary achievements.

This policy is aligned to the Maseno University strategic plan 2017-2022 and is meant to provide guidelines and procedures for rewarding outstanding scholars of Maseno University to encourage excellence in teaching, research and innovation thereby ensuring sustained, measurable and quality research outputs from all its research units and all fields of research.



Prof. Julius Omondi Nyabundi, PhD, OGW

VICE-CHANCELLOR

APPROVAL AND COMMENCEMENT

This policy shall be known as Maseno University Academic Recognition and Reward Policy herein after also referred to as Policy No. MSU/RI/PO/ 004 and shall take effect on approval by Council.

In exercise of the powers conferred by section 23(1) and section 35(1)(a)(iii) of the Universities Act, Section 19(2)(q) of the Charter for Maseno University 2013 and Schedule I (1.2)(q) of the Maseno University Statutes, Maseno University Council certifies that this policy has been made in accordance with all relevant legislations.

Dated the 12th day of October 2018

Signed Abdullah Said Date 12/10/18

Prof. Abdullah Naji Said

CHAIRMAN, MASENO UNIVERSITY COUNCIL

© Copyright Maseno University 2018

This policy was written and produced by Maseno University

Private Bag 40105 Maseno, Kenya

Telephone: +254- 3516201/722203411

Email: vc@maseno.ac.ke

www.maseno.ac.ke

QUALITY POLICY STATEMENT

Maseno University is committed to quality through teaching, research and development, providing timely services to foster and develop academic excellence in basic and applied research at all levels of study by training practice oriented manpower, who can contribute effectively to social, intellectual and academic development.

The University is internally engaged with its employees, to continually improve its services, products, processes, methods, and work environment to ensure each customer is receiving the highest quality service or product at the committed cost and on time. It is committed to quality through teaching, research and development; providing on time services to foster and develop academic excellence in basic and applied research at all levels of study by training practice oriented manpower, who can contribute effectively to social, intellectual and academic development in the community, nation and community of nations. The University is committed to communicating exhaustively with its customers, and internally with its employees, to continually improve its services, products, processes, methods, and work environment to ensure each customer is receiving highest quality service or product at committed cost and on time.

In order to realize this commitment the University Management will monitor and review its quality performance from time to time through implementation of an effective quality management system based on ISO 9001:2015 standard.

1.0 PREAMBLE

The University has a mandate to carry out teaching and research. Based on this, the University developed a number of policies that provide a framework for undertaking teaching and research. This policy provides an opportunity for staff and students to be recognized for their outstanding service to the University. Being recognized and recognizing others builds a supportive and positive workplace and contributes to maintaining a positive University culture.

Recognition will focus on those whose work has had a major impact on the university; who have excelled in the performance of their duties, promoted teamwork and inspired excellence in other members of the community. In addition, the selection committee will give special attention to staff and students whose daily performance personifies the mission, vision and brand of Maseno University by reinforcing the importance of service, innovation, teamwork, leadership and community involvement. Staff may be recognized for academic achievement, university and community service.

2.0 DEFINITION OF TERMS

Continuous excellence: continuously striving and promoting ongoing excellence and development in their position/department

Innovation: introducing something novel.
performance.

Recognition: acknowledgement and approval of outstanding research efforts

Reward: a monetary or non-monetary award for significant and outstanding

Scholar: a specialist in a given branch of knowledge.

Scholarly Leadership: demonstrable inspiration to academia to strive for success

Spirit: selfless improvement of the lives of others including faculty, staff
and/or students

3.0 SITUATIONAL ANALYSIS

Maseno University has developed a number of policies that provide a framework for undertaking teaching, research and outreach activities. However, there is now need to have in place, a policy that: provides a clear structure for recognition of, and; rewards the exemplary contribution of scholarly work by University staff and students.

4.0 SCOPE

The policy covers all matters relating to identification and reward of scholars of Maseno University. Being recognized and recognizing others encourages sustained, measurable and quality research outputs and also builds a supportive and positive workplace environment and contributes to maintaining a positive University culture.

5.0 OBJECTIVES

The objectives of this policy are to:

- i. Identify outstanding researchers within the University
- ii. Recognize or reward outstanding researchers within the University

6.0 GUIDING PRINCIPLES

Our recognition and rewards strategy shall be: personalized, noteworthy, relevant, equitable and motivating. This raises the bar on organizational performance, helps motivate scholars, promotes and strengthens staff/student engagement, and nurtures healthy and constructive competition based on value-creation and operational excellence.

7.0 IMPLEMENTATION FRAMEWORK

7.1. Membership of Research Recognition and Rewards Committee (RR&RC)

The committee shall consist of:

- The Deputy Vice-Chancellor (Partnerships, Research and Innovation)
- Deputy Vice-Chancellor (Academic and Student Affairs)
- The Deputy Vice-Chancellor (Administration, Finance and Development)
- The Director of Research & Innovations
- The Deans of various Schools

The Deputy Vice-Chancellor (Partnerships, Research and Innovation) shall be the Chair to the RR&RC committee.

8.0 STRATEGIC FOCUS/INTERVENTIONS

8.1. PRINCIPLES OF RECOGNITION AND REWARD

The University is committed to promoting equality of opportunity in recognition and reward for all researchers within the university. The purpose of these principles is to provide an open and transparent mechanism for recognizing and rewarding research excellence. The policy is anchored on and not limited to the principle of Equity, Equality and Transparency.

8.2. ELIGIBILITY

Recognition and reward is made to researchers within the University in recognition of an exceptional research contribution that has enhanced the reputation of the University in a global or national context. This recognition and reward is for scholarly accomplishment that has occurred during the nominee's time in the University and has received significant recognition from experts in its field.

8.3. CATEGORIES OF ACADEMIC RECOGNITIONS.

Research Recognition and Rewards is meant to honor outstanding research achievements of Maseno University researchers. The following is a list of categories to be considered for recognition and reward.

(a) Scholarship. This award recognizes:

- Published work by a peer-reviewed meeting proceedings or book, scholarly book, professional book, textbook and/or other forms of academic publications Published thesis or dissertation
- Presentation of peer-reviewed paper, workshop, symposia, poster-session, etc., at an acceptable academic, professional, or pedagogical conference or meeting

(b) Innovation. This award recognizes:

- Developed a solution to a difficult existing problem effectively and productively or improved overall effectiveness through a new method or approach.
- Developed and implemented a plan for the good of the community

- Generated novel and valuable ideas and used these ideas to develop new or improved processes, methods, systems, programs or services for their team, department of the college.

(c) Scholarly Leadership

- Fostered an atmosphere of collaboration and creativity, which contributes to the efficiency and effectiveness of productivity.
- Showed true leadership qualities in managing their staff/service/system effectively.
- Led transformational change for the benefit of peers.
- Inspires and motivates others to take advantage of opportunities to enhance their own lives whether professionally or personally.

(d) Continuous Excellence

- Displayed initiative and excellence in significantly improving systems, technical procedures or administrative practices.
- Developed and used creative approaches to work practices, yielding a significant improvement that was otherwise absent.
- Provided a creative contribution to building a brand, identity for their units and institution.

(e) Spirit

- Demonstrated exceptional service to the University or community at large through voluntary participation in community groups.
- Extended their self to others with exemplary professionalism, significantly contributing to the University's overall environment and culture.

8.4. APPLICATION PROCESS

There shall be two types of application; individual nomination and group nomination.

(a) Individual nomination

In the case of self-applications, the applicant shall forward his/her application to the DVC-PRI copied to the Head of Department and Dean/Director. All supporting

documents verifying the factual accuracy of the application shall be attached to the application.

(b) Group nomination

The University recognizes that in some cases it is a collective contribution of scholars that merits reward. Where a case for recognition and reward is submitted by a team, this should consist of one submission demonstrating the contribution of each team member, and will be subject to the principles applied to individual applicants. Teams shall only be eligible to apply for a single exceptional research award. The lead applicant shall forward his/her application to the DVC-PRI. All supporting documents verifying the factual accuracy of the application shall be attached to the application.

8.4.1. CALL FOR APPLICATIONS

The DVC-PRI shall publicly make a call for nominations every year.

8.4.2. REQUIRED DOCUMENTATION

Application for the award shall be submitted by Maseno University researchers to the DVC-PRI by 31st July of every year. Documentation to support the application shall include:

- i. Completed application/nomination form
- ii. A citation of approximately 1000 words,
- iii. A one-page justification of the application,
- iv. A copy of the applicant's CV,
- v. A letter from recognized and relevant external sources who can attest to the research accomplishment of the applicant(s) and document the impacts of the accomplishment, and
- vi. Any other optional materials the applicant may consider appropriate.

8.4.3. ASSESSMENT CRITERIA

The selection committee will look for:

- Exercised outstanding supervisory or mentoring skills and facilitated the success of others
- Demonstrated unusual initiative or creativity

- Developed innovations that offer a novel problem resolution, improve work processes and are cost-conscious.
- Showed willingness to help others achieve their goals
- Exhibited strong work qualities such as dependability, patience and commitment Demonstrated a willingness to take on new and/or additional tasks; pitched in when needed.
- Fostered collaboration and cooperation among colleagues
- Extended extra effort to help others, especially students
- Demonstrated exemplary citizenship within the College

8.5. OUTCOME NOTIFICATION AND FEEDBACK

The nomination committee shall notify each nominee of the decision taken following consideration of their application. Successful applicants will be recognized at the University graduation ceremony of each year.

8.6. ETHICAL CONSIDERATIONS

Confidentiality and objectivity will be observed during the entire review process. Members of the RR&RC will not normally discuss applications or outcomes outside of the committee structure, unless for advice on a procedural matter.

9.0 MONITORING AND EVALUATION

A reward and recognition audit shall normally be used to establish the effectiveness and also whether the reward strategy and objectives are being achieved. A reward audit is a straightforward yet effective means of reviewing reward and recognition processes against current scholarly trends and University core mandate.

Undertaking an audit serves as an opportunity to consider the wider strategic context in which reward and recognition is positioned. Design quality, fit and implementation effectiveness also need to be considered. Where actions or initiatives are not aligned with the core business and are not perceived as valuable to scholar, they should be a priority for corrective action.

10.0 REVIEW PERIOD

In line with Maseno University Quality Assurance Policy, the operation of this policy will be reviewed after every 3 years to ensure that it continues to offer an appropriate means for recognizing and rewarding outstanding scholars within the University.

11.0 REFERENCE LEGISLATION AND POLICIES

- i. The Constitution of Kenya (2010)
- ii. Universities Act No.42 of 2012
- iii. Maseno University Statutes (2013)
- iv. Employee Code of Conduct
- v. Maseno University Research Policy.
- vi. Maseno University Intellectual Property Policy

