

1. Committees of the Senate

1.1 Senate Executive Committee

Terms of Reference

- to exercise such functions as Senate may delegate;
- to take decisions on behalf of Senate whenever it is not possible to convene the whole Senate;
- the decisions of the Senate Executive Committee must be endorsed by Senate.

Membership

- (i) The Vice Chancellor (Chairperson)
- (ii) Associate Vice Chancellor
- (iii) Deputy Vice Chancellor
- (iv) The Deans of Faculties
- (v) Two Senate representatives
- (vi) The Registrar (Secretary)
- (vii) Librarian

1.2 The Library Committee

Terms of Reference

- to advise the Senate in its consideration of matters of Library policy;
- to advise the Senate on all matters concerning the acquisition of books, computing hardware and software for teaching and research;
- to endeavour to ensure the equitable, efficient and economical, acquisition and distribution of library facilities throughout the University;
- to take note of all computing facilities within the University, so as to be able to advise members of the University who wish to use, acquire or expand them;
- to provide an avenue of cooperation between the Communications Skills Centre and all the Faculties and to assist in the formulation of policies to be adopted by the Centre. The Committee meets as and when necessary and reports directly to the Senate, although Faculty representatives on the committee are authorized to report back to their Faculty Boards any business which is of immediate concern to their Faculty.

Membership

- (i) The Deputy Vice Chancellor (Chairperson)
- (ii) The Librarian
- (iii) One academic staff representative from each Faculty/IPLG
- (iv) One representative from the Senate
- (v) One Student Representative from each Faculty/IPLG
- (vi) Registrar

- (vii) Bursar (in attendance)
- (viii) Director of Information and Public Affairs (in attendance)
- (ix) Assistant Librarian (Secretary)

1.3 The Research Committee

Terms of reference

- to administer the allocation of general funds having to do with the research activities of the University e.g. student research assistantship and fellowship, studentship and support of research projects of members of the academic staff, research students and fellowships;
- to administer the University's Teaching and Learning Methods Unit and to advise the Senate in areas of improving the teaching effectiveness of academic staff.

Membership

- (i) Chairperson: (appointed by the Senate)
- (ii) Two Senate Representatives
- (iii) Two Representatives from each Faculty/IPLG
- (iv) Administrative Assistant: Academic Affairs (Secretary)

1.4 Honorary Degrees Committee

Terms of reference

- to invite the University community including the Board of Directors and alumni nominations for the award of honorary degrees;
- to set deadlines for the receipt of nominations for the award of honorary degrees;
- to evaluate the credentials of nominees for the award of honorary degree and make recommendations to the Board of Directors through Senate;
- to review from time to time the guidelines and procedures of the award of honorary degrees.

Membership

- (i) The Vice Chancellor (Chair)
- (ii) The Associate Vice Chancellor Institutional Advancement Africa University Committees
- (iii) Deputy Vice Chancellor
- (iv) The Deans of Faculties/ Director of IPLG
- (v) One academic staff representative from each Faculty/IPLG
- (vi) One Senate representative
- (vii) One member of the Board of Directors, nominated by the Chairperson of the Board
- (viii) Registrar
- (ix) Director of Information and Public Affairs (in attendance)
- (x) Assistant Registrar, Academic Affairs (Secretary)

1.5 Computer Services Committee

Terms of reference

- has overall responsibility for meeting the computing needs of the University;
- is responsible for the upkeep and security of all the University computer hardware;
- to implement the computer policy of the University;
- to co-ordinate the teaching of computer courses in all the faculties;
- to identify and provide the necessary training and assistance to computer users in the University;
- to assess the computer hardware and software requirements of the University; and
- to conduct continuing education courses to staff members and develops computing skills to members of the University.

Membership

- (i) Chairperson (selected by the Vice Chancellor)
- (ii) Director of Computer Services
- (iii) One Senate Representative
- (iv) Registrar
- (v) Librarian
- (vi) Bursar
- (vii) One academic staff representative from each Faculty
- (viii) Systems Engineer (Secretary)

1.6 Admissions Committee

Terms of Reference

- to formulate a comprehensive admissions policy for the University;
- to determine and recommend to Senate the general entry requirements for all categories of persons applying for admission to undergraduate degree or diploma programmes;
- to recommend the number of students to be admitted to each programme of study (quotas);
- to consider general academic regulations governing progression from one year to the next and recommend the same to the Senate;
- to prepare and keep up – to – date a general information handbook on entrance requirements, regulations, the Faculties and programmes of the University, level of fees, scholarships and other related matters;
- to keep under constant review entrance requirements and academic requirements and academic regulations of the University.

Membership

- (i) Deputy Vice Chancellor (Chairperson)

- (ii) One academic staff representative from each Faculty
- (iii) Registrar
- iv) Assistant Registrar Student Affairs (Secretary)

1.7 Publications Committee

Terms of reference

- to administer publication of all items appearing with the University imprint;
- to exercise editorial functions on behalf of the University in respect of the University publications and appointing referees where necessary for this purpose;
- to administer funds for the cost of publications;
- to edit and manage the journal of the University;
- to organize public lectures.

Membership

- (i) Vice Chancellor or nominee (Chair)
- (ii) One Senate representative
- (iii) Press Manager
- (iv) The Librarian
- (v) One academic staff representative from each Faculty
- (vi) Director of Information and Public Affairs
- (vii) Director of Computer Services
- (viii) Assistant Registrar, Academic Affairs
- (ix) Administrative Assistant -Academic Affairs (Secretary)

1.8 Graduate Studies Committee

Terms of Reference

- to recommend to Senate specific entry requirements for admission to postgraduate programmes;
- to determine, in general, policies regarding progression for students on postgraduate studies;
- to determine quotas for postgraduate programmes upon recommendation of the Faculties concerned.

Membership

- (i) Vice Chancellor or nominee (Chair)
- (ii) One academic staff representative from each Faculty
- (iii) Administrative Assistant, Academic Affairs (Secretary)

1.9 Bookshop Committee

Terms of Reference

- to supervise the overall operations of the Campus Bookshop;

- to provide a means of communication between the Contractor of the Bookshop and representatives of the academic staff and students in order to improve the effectiveness of the communication between the University and the Contractor for the operation of the Bookshop;
- to consider any issues within the operation of the existing Campus Bookshop.

Membership

- (i) Chairperson (Vice Chancellor's nominee)
- (ii) The Librarian
- (iii) The Dean, Faculty of Humanities and Social Sciences
- (iv) One academic staff representative from each Faculty
- (v) The Press Manager
- (vi) The Registrar
- (vii) The Assistant Registrar, Students Affairs
- (viii) The Director of Information and Public Affairs(Secretary)
- (ix) One Student Representative from each Faculty

2. Administrative Committees

2.1 The Vice Chancellor's Cabinet

Terms of Reference

To serve as an Advisory Body to the Vice Chancellor and to act as an information centre to managerial staff.

Membership

- (i) The Vice Chancellor (Chair)
- (ii) The Assistant Vice Chancellor for Institutional Advancement
- (iii) Deputy Vice Chancellor
- (iv) The Deans of Faculties
- (v) The Bursar
- (vi) Librarian
- (vii) Director of Information and Public Affairs
- (viii) Founding Vice Chancellor
- (ix) Director of IPLG
- (x) The Registrar (Secretary)
- (xi) Interim Director (IPLG)
- (xii) Chaplain

2.2 Work For Pay Committee

Terms of reference

The work for pay programme is meant to provide opportunities for students to work to help meet educational expenses. The programme should be considered as only one means of student support. Other means should include personal savings, scholarships, help from relatives, work done during vacation periods. While the University will help students, the responsibility of funding their education rests with the students themselves. The work study programme is therefore designed:

- to help students make some money for tuition, fees, personal needs and books;

- to provide students with work experiences which will prepare them for jobs following graduation. These include working according to certain requirements and conditions under supervision as well as learning particular skills;
- to help students appreciate the value and meaning of work as a means of obtaining money;
- to help students appreciate all kinds of labour including physical labour and not to look down upon such labour.

Membership

- (i) Vice Chancellor's nominee (Chairperson)
- (ii) One academic staff representative from each Faculty
- (iii) The Librarian
- (iv) The Bursar
- (v) Food Services Manager
- (vi) General Services Superintendent
- (vii) Two student representatives appointed by Student Representative Council
- (viii) The Registrar or Nominee
- (ix) Assistant Registrar, Student affairs
- (x) Financial Aid Officer (Secretary)

2.3 Student Welfare Committee

Terms of reference

- to make itself aware of and provide help in all matters of a personal and non-academic nature affecting the student body or individual students which may have an adverse effect on the academic well being of the student body as a whole or of Africa University Community or individual students;
- to advise on arrangements for students health.

Membership

- (i) The Vice Chancellor (Chair)
- (ii) The Associate Vice Chancellor for Institutional Advancement
- (iii) The Deputy Vice Chancellor
- (iv) The Deans of Faculties
- (v) The Chaplain
- (vi) The Librarian
- (vii) The Registrar
- (viii) The Food Services Manager
- (ix) The Bursar
- (x) General Services Superintendent
- (xi) Six student representatives selected by the Student Representative Council

- (xii) The Warden
- (xiii) The Assistant Registrar, Student Affairs (Secretary)
- (xiv) The Director of Information and Public Affairs
- (xv) Sports Director

2.4 Farm Management Committee

Terms of Reference

- to develop basic facilities for practical agricultural training of students;
- to operate or manage the Farm profitably;
- to produce high value crops;

Membership

- (i) Dean of the Faculty of Agriculture and Natural Resources (chairperson)
- (i) The Bursar
- (ii) Four staff representatives from the Faculty of Agriculture and Natural Resources
- (iii) One staff representative from each one of the other Faculties/IPLG.
- (iv) Registrar's Nominee
- (v) Farm Manager - Secretary

2.5 University Spiritual Life Committee

Terms of reference

- is established to make policies concerning the spiritual life of the Africa University community on the campus;
- assesses the programme of spiritual and social activities as prepared by the University Chaplain.

Membership

- (i) The Dean of Faculty of Theology (Chair)
- (ii) Two representatives from the Faculty of Theology
- (iii) One staff representative from each Faculty/IPLG
- (iv) One lecturer in Music and Culture
- (v) One student representative from each Faculty
- (vi) One University organist
- (vii) One representative from the University Choir
- (viii) Director of Information and Public Affairs
- (ix) Chaplain – (Secretary)
- (x) Two representatives from the Senior Administrative and Academic Staff

2.6 Food Services Committee

Terms of reference

- ensures that the community's dietary needs are met;
- ensures that the services provided are of acceptable standards;

- ensures that complaints are dealt with through dialogue;
- ensures that the department has adequate operating resources;
- monitors meal prices in the Dining Room and makes necessary recommendations for review.

Membership

- (i) Vice Chancellor's Nominee (chairperson)
- (ii) The Assistant Registrar, Students Affairs
- (iii) The Bursar or representative
- (iv) One representative from the Academic and Senior Administrative Staff
- (v) One representative from the Junior Administrative and Technical Staff
- (vi) Three student representatives appointed by the SRC
- (vii) The Registrar
- (viii) Food Services Manager (Secretary)

2.7 Finance Committee**Terms of reference**

- to compile, after consultation with all Faculties and Departments, an annual budget for submission to the Board of Directors;
- to control, allocate and account for all University funds;
- to amend the budget and staff establishment of any department/faculty;
- to control budgetary expenditure;
- to undertake all such matters as may be referred to it by the Planning Committee and the Board of Directors.

Membership

- (i) The Vice Chancellor (Chairperson)
- (ii) Associate Vice Chancellor for Institutional Advancement
- (iii) Deputy Vice Chancellor
- (iv) The Bursar – (Secretary)
- (v) The Deans of Faculties
- (vi) The Librarian
- (vii) The Projects Manager
- (viii) Registrar
- (ix) The Director of Information and Public Affairs
- (x) Chaplain
- (xi) Food Services Manager
- (xii) Assistant Registrar, Personnel and Administration (in attendance)
- (xiii) Assistant Bursar
- (ivx) Director of ICT

- (xv) Director of IPLG
- (xvi) Press Manager
- (xvii) Assistant Registrar, Student Affairs

2.8 The Students Financial Aid Committee

Terms of reference

- To set criteria for determining students eligible for financial aid or scholarships.
- To award financial aid or scholarships (partial or full) to deserving students.
- To supervise the Work Study Programme for students who have been granted financial aid or scholarships.
- To monitor progress of students on scholarships or financial aid.

Membership

- (i) Vice-Chancellor or nominee (Chairperson)
- (ii) Registrar
- (iii) One senate representative
- (iv) One academic representative from each Faculty
- (v) Librarian
- (vi) The Assistant Registrar, Students Affairs
- (vii) The Director of Information and Public Affairs
- (viii) Chaplain
- (ix) Bursar
- (x) Assistant Registrar, Academic Affairs
- (xi) Financial Aid Officer (Secretary)

2.9 Academic Ceremonies Committee

Terms of Reference

- to organise all ceremonies, e.g. graduation, matriculation;
- to review constantly the various University ceremonies and recommend improvements;
- recommend names of speakers at University functions.

Membership

- (i) Registrar (Chairperson)
- (ii) One academic staff Representative from each Faculty
- (iii) Chaplain
- (iv) General Services Superintendent
- (v) Food Services Manager
- (vi) Director of Information and Public Affairs
- (vii) One Representative from IPLG
- (viii) Assistant Registrar, Academic Affairs
- (ix) Admin. Asst. Academic Affairs (Secretary)

2.10 Housing Committee

Terms of Reference

- to develop and review housing policy;
- allocate housing to University staff;
- constantly review rents for university houses and flats;
- consider any matter relating to housing and make appropriate recommendations.

Membership

- (i) Registrar (Chairperson)
- (ii) One representative of Academic Staff
- (iii) Chairperson, Farm Operations Committee
- (iv) General Services Superintendent
- (v) One representative of senior Administrative Staff
- (vi) Programme Liaison Officer, Outreach Office
- (vii) Bursar or Nominee
- (viii) Dean Faculty of Theology
- (ix) Assistant Registrar, Personnel and Administration
- (x) Administrative Assistant, Personnel and Administration (Secretary)

2.11 Staff And Social Welfare Committee

Terms of Reference

- coordinates activities and events relating to the arrival of new employees;
- coordinates collection of donations in cases of funeral and account for their usage;
- coordinates collection of gifts for persons leaving Africa University as well as account for them.
- coordinates the sourcing of donations or funds to buy staff groceries and other requirements, and to ensure distribution of the same.

Membership

- (i) Vice Chancellor or Nominee (Chairperson)
- (ii) Three Representatives from Academic and Senior administrative staff
- (iii) Three representatives from Junior Administrative and Technical staff
- (iv) Assistant Registrar, Personnel and Administration
- (v) Administrative Assistant, Personnel and Administration (Secretary)

2.12 Games And Sports

Terms of reference

- responsible for formulation of policies on student and staff sporting activities
- responsible for the wholesome interpretation of sporting regulations to students and staff

Membership

- (i) Chairperson (nominated by Vice Chancellor)
- (ii) Sports Director (Secretary)
- (iii) Two Representatives of Academic and Senior Administrative Staff
- (iv) Two representatives of Junior Administrative and Technical staff
- (v) Three student representatives chosen by SRC
- (vi) Warden
- (vii) Assistant Registrar Students' Affairs

2.13 Conditions of Service for Academic and Senior Administrative Staff**Terms of Reference**

- keep conditions of service under constant review
- recommend any necessary changes to the conditions of service for academic and senior administrative staff
- consider any complaints from staff on any aspect of conditions of service
- consider any other matter relating to conditions of service

Membership

- (i) Vice Chancellor (Chairperson)
- (ii) Associate Vice Chancellor for Institutional Advancement
- (iii) Deans of Faculties
- (iv) Four Representatives from the Academic and Senior Administrative Staff
- (v) The Registrar
- (vi) Bursar
- (vii) Assistant Registrar Personnel and Administration (Secretary)

2.14 Conditions of Service – Junior Administrative and Technical Staff**Terms of Reference**

- as above for Academic and Senior Administrative Staff

Membership

- (i) The Registrar (Chairperson)
- (ii) Associate Vice Chancellor Institutional Advancement
- (iii) Deans of Faculties of-
 - (a) Agriculture and Natural resources
 - (b) Management and Administration
- (iv) Seven Representatives from Junior Administrative and Technical Staff
- (v) Works Superintendent
- (vi) Food Services Manager
- (vii) Assistant Registrar, Student Affairs
- (viii) Assistant Bursar

(ix) Assistant Registrar- Personnel and Administration

(x) Administrative Assistant- Personnel and Administration (Secretary)

UNIVERSITY PRIZES