



Guidelines for Recruitment and Management of Tutorial Assistant

UR GUIDELINES FOR RECRUITMENT AND MANAGEMENT OF TUTORIAL ASSISTANTS

1. Background

Tutorial Assistantship is a useful process for starting young graduates in academic careers. The Tutorial Assistant post is normally reserved for graduates who complete their degrees at 1st class and upper second class honours levels. The graduates are then employed for a specific contractual period within which they must complete a Masters degree. After completion of the Masters degree, they are automatically appointed to the post of Assistant Lecturer.

The programme for the employment of Tutorial Assistants enables the institution to attract and develop a cadre of Rwandan academics as well as increase the postgraduate enrollment.

2. Objective

The objective of these guidelines is to provide a coordinated process for the recruitment and management of Tutorial Assistants for the development of local capacity as well as increasing institutional postgraduate enrollment.

3. Identification and recruitment

3.1. Identification

Potential candidates for TA posts can be identified from 3rd Year of study through close monitoring of examination and other results. Identified students should be encouraged to consider a career in academics by facilitating them to meet with postgraduate students, post docs and other researchers as well as exposing them to research seminars and conferences.

3.2. Recruitment

- 3.2.1. The process for the recruitment of TAs shall be coordinated from the Office of the Principal, including planning and issuing of calls.
- 3.2.2. It is the responsibility of the Dean and the Head of School to encourage the identified potential candidates to apply for the TA posts.
- 3.2.3. Each School shall submit to the Principal its needs for TAs by indicating the numbers required in each discipline and if possible indicate potential candidates.
- 3.2.4. The Principal in collaboration with the Deans shall allocate posts taking into account the available budget and priority. TA posts will be between 20 and 30% of the staff complement.
- 3.2.5. The identified candidates shall apply to be employed as Tutorial Assistants, to the College Principal through the Deans of Schools.

- 3.2.6. Successful candidates shall be offered a two-year contract, within which they must register for and complete a Masters degree in an appropriate field as identified by the School.
- 3.2.7. Past graduates of not more than 3 years who meet the requirements may also be considered for employment as TAs.
- 3.2.8. The process for the recruitment of TAs shall be finalized by the end of June of each year.

4. Management of Tutorial Assistants

- 4.1. The TA post is an academic training post. Therefore, TAs shall only be assigned academic related responsibilities.
- 4.2. TAs shall normally assist in facilitating tutorials and practicals, and will take other responsibilities as determined by their supervisor.
- 4.3. TAs shall register for Masters degrees not later than three months after being formally employed. They should, preferably register in programmes offered by the University of Rwanda. The responsibility for tuition and other fees, where applicable, is that of the UR Management.
- 4.4. Each TA shall have a supervisor who will normally be the Dean or person appointed by the Dean. Each TA will also be assigned an academic mentor.
- 4.5. Each Dean of School shall submit, to the Principal, reports on the performance of the TAs, every six months.
- 4.6. On successful completion of the Masters degree, the TA shall automatically be appointed to the post of Assistant Lecturer in the School of their disciplines, and the Head of Department shall be the direct managers.

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