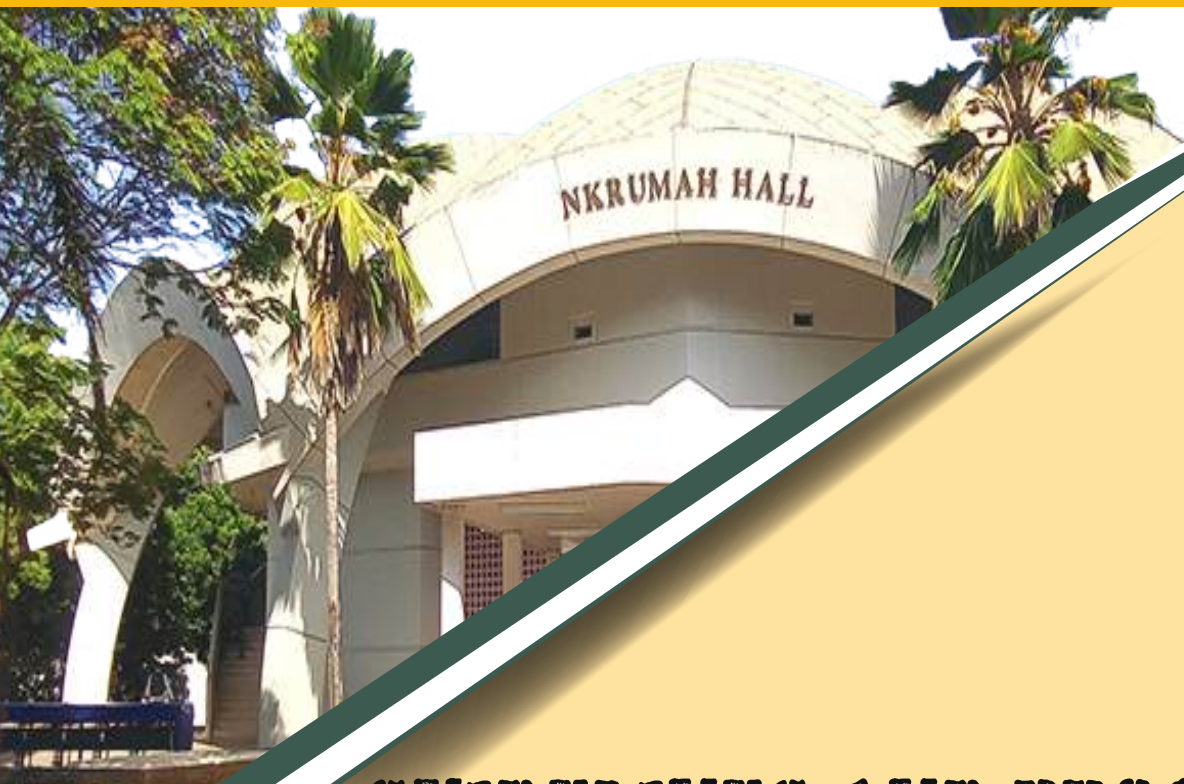




**UNIVERSITY OF DAR ES SALAAM**

**OFFICE OF THE DEPUTY VICE CHANCELLOR -  
RESEARCH**



# **GUIDELINES AND PROCEDURES**

**FOR PROFESSORIAL INAUGURAL LECTURES  
AND PROFESSORIAL VALEDICTORY  
LECTURES**

**January,  
2021**

**Hekima ni Uhuru**  
***[www.udsm.ac.tz](http://www.udsm.ac.tz)***

# **UNIVERSITY OF DAR ES SALAAM**



## **GUIDELINES AND PROCEDURES FOR PROFESSORIAL INAUGURAL LECTURES AND PROFESSORIAL VALEDICTORY LECTURES**

**January, 2021**



# UNIVERSITY OF DAR ES SALAAM



## **GUIDELINES AND PROCEDURES FOR PROFESSORIAL INAUGURAL LECTURES AND PROFESSORIAL VALEDICTORY LECTURES**

Dar es Salaam, 2020

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<b>Name of Guidelines</b>	Guidelines and Procedures for Professorial Inaugural Lectures and Professorial Valedictory Lectures, 2020.
<b>Description of Guidelines</b>	The guidelines set out procedures and principles for the preparation and the delivery of professorial inaugural lectures and professorial valedictory lectures.
<b>Guidelines applies to</b>	<input checked="" type="checkbox"/> University-wide <input type="checkbox"/> Specific ( <i>Outline location, campus, unit etc.</i> )
	<input checked="" type="checkbox"/> Staff only <input type="checkbox"/> Students only <input type="checkbox"/> Staff and Students
<b>Status</b>	<input checked="" type="checkbox"/> New Guidelines <input type="checkbox"/> Revision of Existing policy
<b>Description of Revision</b>	Not applicable

<b>Approval Authority</b>	University Council
<b>Governing Authority</b>	Senate Research and Knowledge Exchange Committee
<b>Responsible Officer</b>	Deputy Vice Chancellor, Research

<b>Approval Date</b>	
<b>Effective Date</b>	
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## **Foreword**

The University's commitment to addressing research and innovation can be traced from the 1994 Institutional Transformation Programme (ITP) that set the stage for the appreciation of research outcomes and academic excellence at the University. This commitment has been deeply integrated in major UDSM documents such as the UDSM Vision 2061, UDSM Five-Year Rolling Strategic Plan 2014/2015–2018/2019; UDSM Corporate Strategic Plan 2014–2023 and UDSM Research Policy and Operational Procedures, 2015, whose several articles explicitly commit the University to research and academic excellence. In the bid to showcase academic excellence, the University adopted the tradition of Professorial Inaugural Lectures (PILs) in 1968. Inaugural lectures are one of the legacies of the global universities traditions, and since its establishment, the University of Dar es Salaam (UDSM) has been committed to maintaining this tradition meant to showcase the academic and research achievements of its staff through its delivery.

In 2008, UDSM put in place a policy and guidelines on preparing for delivering PILs in order to sustain and mainstream this practice. This policy made it mandatory for a professor to deliver a PIL after promotion. The policy, however, did not include delivery of Professorial Valedictory Lectures (PVLs) which is also an old and well established culture in renowned universities worldwide. In 2015, the requirement for delivery of inaugural lectures was upheld by the Scheme of Service for Academic Staff in Public Universities and University Colleges (2015) which requires a professor among other duties and responsibilities, to deliver an inaugural lecture within six years after promotion.

The University has noted with concern the dwindling delivery of inaugural and valedictory lectures in the recent years. This can be linked to the low numbers of promotion to the rank of professors among academic staff; besides, the number of professors retiring and departing from the University without delivering PILs/PVLs remains a matter of concern. It is because of this situation that the University management found it prudent to revise existing policies and guidelines to address this situation. Not only shall the guidelines be revised but also the University has resolved to increase support and facilitation to enable professorial ranked staff across the University to prepare for and deliver PILs/PVLs.

We have developed these guidelines and procedures for PILs/PVLs that intend to address the shortcomings in the previous ones. However, these guidelines should be interpreted in a manner that is consistent with the mission of the University to advance the economic, social and technological development of Tanzania and beyond through excellent teaching and learning, research and knowledge exchange. Moreover, they do not replace other related policies and guidelines of the University. Instead, these guidelines will function in collaboration with other university policies as well as national policies and regulatory frameworks. We envisage a more robust and aligned oversight and administration of future PILs and PVLs with substantial returns to enrich the University of Dar es Salaam and continue raising its reputation as a respectable regional University. It is my fervent hope that these guidelines and procedures will facilitate better administration of the lectures and improve the rate of their delivery, quality and impact.

Prof. William A.L. Anangisye  
**Vice Chancellor**



## **Abbreviations**

DRP	Directorate of Research and Publications
DVC-Ac	Deputy Vice Chancellor, Academic
DVC-Rs	Deputy Vice Chancellor, Research
ODVCR	Office of the Deputy Vice Chancellor, Research
PIL	Professorial Inaugural Lecture
PVL	Professorial Valedictory Lecture
UDSM	University of Dar es Salaam
VC	Vice Chancellor

## **1. Introduction**

The University of Dar es Salaam was established under the University Act, 1970 now repealed by the University Act, 2005 and is governed by the University Charter 2007. The provisions for establishment and functions of the University, administration, appointments of officials, powers and rules governing the University administrative bodies and staff members are all stipulated in the University Charter 2007. In implementing its core functions of teaching, research and public service, the University of Dar es Salaam Charter (2007) in Section 25 (2) (t) under the powers of the Council to make rules allows for the University to prescribe rules that are necessary to provide for the furtherance of its powers and functions. In furtherance of its functions, the University acknowledges the importance and contribution of professorial inaugural lectures as a pinnacle in the production of knowledge. With such acknowledgement, the University shall place a high premium on its senior academic staff who, upon their wide and continuous effort in research, teaching and public service, excel to the point of promotion from associate professorship to a deserved rank of professor and thereby expect from them preparation and delivery of a professorial inaugural lecture within a period of six (6) years of their promotion to the title.

## **2. Purpose of the Guidelines**

- 2.1 To establish a framework under which the University encourages professorial ranked staff to deliver professorial inaugural lectures and professorial valedictory lectures.
- 2.2 To provide guidance to Colleges, Schools, Departments, Units and employees of the University for preparation and delivery of professorial inaugural lectures and professorial valedictory lectures.
- 2.3 To ensure that a consistent approach is adopted for all academic units, all principles for preparations and delivery of lectures are taken into account and the tradition remains sustainable and in compliance with relevant legislation.
- 2.4 To ensure that all professorial inaugural lectures and professorial valedictory lectures adhere to the University of Dar es Salaam rules and regulations.

## **3. Definition of Key Terms**

- 3.1 For the purpose of these guidelines, the terms below shall bear the following meanings:
  - a) *University* shall refer to the University of Dar es Salaam.
  - b) *Professorial Inaugural Lecture* shall refer to a significant milestone in an academic's career, celebrating their promotion to the rank of Professor, or their appointment to a Chair or other Professorship at the University.
  - c) *Professorial Valedictory Lecture* shall refer to a farewell speech that reminisces the academic achievements and scholarly work of a professor upon his retirement from service to the University.

- d) *Head of Unit* shall refer to university staff who carries out an administrative and academic leadership role as Principal/Dean/Director of a College/School/Institute.
- e) *Valedictorian* shall refer to the professor who intends to submit a manuscript and deliver a valedictory lecture
- f) *Inaugurate* shall refer to the professor who intends to submit a manuscript and deliver an inaugural lecture.

#### **4. Policy Statement**

- 4.1 The University shall adopt transparent procedures of supporting academic staff who shall deliver PILs and PVLs.
- 4.2 Professors are required to prepare and deliver their professorial inaugural lecture within six years of their promotion to the rank of professor as stipulated in the Scheme of Service for Academic Staff in Public Universities and University Colleges (2015) §9.6 (e) (i).
- 4.3 Professors shall select a topic for his/her PIL in consultation with the DVC-Ac as stipulated in Section 3 (3.3) of the Guidelines for the Assessment of Academic Staff Performance (2016).
- 4.4 Professors, out of their own volition, are encouraged to deliver professorial valedictory lectures upon retirement from the University.
- 4.5 In addition to the annual staff review, any professor who is due to deliver an inaugural/valedictory lecture shall be given a copy of the Guidelines and Procedures for Professorial Inaugural Lectures and Professorial Valedictory Lectures (2021).

#### **5. Scope**

- 5.1 The guidelines shall apply:
  - a. to all UDSM academic staff on tenure track (permanent and pensionable) employment to eventually rise to the position of professor.
  - b. to all academic units and constituencies of the University of Dar es Salaam that possess in their employment and staffing academic staff on tenure track.
- 5.2 These guidelines do not apply to administrative and technical staff of the University of Dar es Salaam or academic staff on contract.

## **6. Preparation procedures for Professorial Inaugural Lectures**

- 6.1 A Steering Committee shall be appointed by the DVC-Rs to oversee the preparations and procedures of the delivery of the inaugural lecture.
- 6.2 The responsibilities of the Inaugural Steering Committee shall include the following:
  - a. Receiving the application of the professor inaugurate and deciding upon a date, venue and time for the inaugural lecture.
  - b. Deciding upon the suitability for publication of the manuscript of the lecture and whether the camera ready manuscript is ready for printing.
  - c. Drafting the announcement of the inaugural lecture, preparing and sending out invitations to the lecture.
  - d. Overseeing the preparations of the reception after the inaugural lecture.
- 6.3 The Inaugural Steering Committee shall comprise the following;
  - a. The Head of Department from where the inaugurate originates
  - b. Nominee of the DVC-Rs
  - c. Director, Research and Publications
  - d. Nominee of the Principal/Dean/Director
  - e. Three staff from the department where the inaugurate originates.
- 6.4 The Head of Department from where the inaugurate originates shall be the chairperson of the committee.

## **7. Preparation procedures for Professorial Valedictory Lectures**

- 7.1 A Steering Committee shall be appointed by the DVC-Rs to oversee the preparations and procedures of the delivery of the valedictory lecture.
- 7.2 The responsibilities of the Valedictory Steering Committee shall include the following:
  - a. Receiving the application of the valedictorian and deciding upon a date, venue and time for the lecture.
  - b. Deciding upon the suitability for publication of the manuscript of the lecture and whether the camera ready manuscript is ready for printing.
  - c. Drafting the announcement of the valedictory lecture, preparing and sending out invitations to the lecture
  - d. Overseeing the preparations of the reception after the valedictory lecture
- 7.3 The Valedictory Steering Committee shall comprise the following;
  - a. The Head of Department from where the valedictorian originates
  - b. Nominee of the DVC-Rs
  - c. Director, Research and Publications
  - d. Nominee of the Principal/Dean/Director
  - e. Three staff members from the department where the valedictorian originates

- 7.4 The Head of Department from where the inaugurate originates shall be the chairperson of the committee.

## **8. University Facilitation and Support**

- 8.1 The University shall facilitate preparation of the PIL in the following ways:

- a. Upon a written application, the professor shall be granted a 6 months paid leave to prepare the lecture.
- b. A facilitation allowance for 30 days from the University shall be awarded to the inaugurate to cover a working retreat to prepare the PIL. The allowance shall include:
  - i. Per diem for 30 days
  - ii. Transport allowance at a fixed amount of TZS 500,000
  - iii. Stationery and secretarial support at a fixed amount of TZS 500,000
  - iv. Communication allowance at a fixed amount of TZS 100,000
- c. The inaugurate shall be required to fill Form 1A to apply for the facilitation allowance.
- d. An honorarium of five million shillings (TZS 5,000,000) for delivery of the lecture shall be paid after delivery of the lecture.
- e. The University shall meet the cost of publishing the PIL manuscripts and publishing the lecture on the internet.

- 8.2 The University shall facilitate preparation of the PVL in the following ways:

- a. Upon a written application, the professor shall be granted a 1 month paid leave to prepare the lecture.
- b. A facilitation allowance for 30 days from the University shall be awarded to the inaugurate to cover a working retreat to prepare the PIL/PVL. The allowance shall include:
  - i. Per diem for 30 days
  - ii. Transport allowance at a fixed amount of TZS 500,000
  - iii. Stationery and secretarial support at a fixed amount of TZS 500,000
  - iv. Communication allowance at a fixed amount of TZS 100,000
- c. The inaugurate shall be required to fill Form 1A to apply for the facilitation allowance.
- d. An honorarium of two million shillings (TZS 2,000,000) for delivery of the lecture shall be paid after delivery of the lecture.
- e. The University shall meet the cost of publishing the PVL manuscripts and publishing the lecture on the internet.

## **9. Announcement and Publicity**

- 9.1 The Inaugural/Valedictory Steering Committee is responsible for the publicity of the PILs/PVLs.

- 9.2 The Steering Committee shall prepare a list of invitees as well as draft invitation cards/invitation letters to be signed by the ODVCR.
- 9.3 The Steering Committee shall be responsible for drafting the announcement of the PIL/PVL on behalf of the Office of the Vice Chancellor.
- 9.4 The Steering Committee shall prepare a publicity plan for the PIL/PVL. The plan must indicate all avenues for publicity after the public announcement of the PIL/PVL. Possible avenues to be considered may include the University website, television and radio broadcasting, newspaper advertisement, social media and email.
- 9.5 The Vice Chancellor shall vet the announcement and approve the publicity plan.
- 9.6 The public announcement of the PIL/PVL shall be made 30 days prior to the event.

#### **10. Timing of the Lectures**

- 10.1 The office of the DVC-Rs shall maintain a schedule of PILs/PVLs to be delivered every academic year.
- 10.2 The schedule shall indicate name of the inaugurate/valedictorian, expected title of the lecture and expected date of delivery.
- 10.3 The schedule shall be made public through the University website at the beginning of the academic year.
- 10.4 The DRP shall be responsible for updating the schedule of PILs/PVLs.
- 10.5 Any professor who aspires to deliver a PVL/PVL shall declare his/her intention to do so through the Head of Department and Principal/Dean/Director to the DVC-Rs.
- 10.6 The DRP shall include the applicant's name in the schedule of PILs/PVLs for the academic year and notify the applicant of the expected date of delivery of the lecture.

#### **11. Nature and Scope for Professorial Inaugural Lectures**

- 11.1 A professorial inaugural lecture refers to a milestone in an academic career which proves the professor's academic excellence built over time.
- 11.2 Professorial inaugural lectures shall be mandatory for all professors.
- 11.3 The lecture shall be a celebration of conferment of the title of professorship for outstanding research, innovation, teaching, public service and professional practices.
- 11.4 An application to deliver a PIL shall be submitted to the office of the DVC-Rs through the Head of Department and Principal/Dean/Director.

## **12. Nature and Scope for Professorial Valedictory Lectures**

- 12.1 A professorial valedictory lecture refers to a farewell speech delivered by a professor who is about to retire from service.
- 12.2 Professorial valedictory lectures shall not be mandatory; however professors are encouraged to consider delivering a lecture before their departure.
- 12.3 The lecture shall reminisce about the academic achievements and scholarly works of a professor upon their retirement.
- 12.4 An application to deliver a PVL shall be submitted to the office of the DVC-Rs through the Head of Department and Principal/Dean/Director when the professor submits a notification for retirement.
- 12.5 The lecture shall highlight innovations, public service, networks, research collaborations and contribution to the university succession plan within his/her field of specialization

## **13. Target Audience**

- 13.1 The target audience for PILs/PVLs shall include the university community, invitees from relevant sectors and the general public.
- 13.2 The language of presentation of the lectures to the audience shall be English with the exception that PILs/PVLs from Kiswahili-based fields may be presented in Kiswahili.

## **14. Content and Focus of Professorial Inaugural Lectures**

- 14.1 The lecture shall be a celebration of conferment of the title of professorship for outstanding research, innovation, teaching, public service and professional practices.
- 14.2 The inaugurate shall be required to prepare a detailed manuscript showcasing his/her academic achievements that warranted his/her promotion to the rank of professor.
- 14.3 The content of the lecture must highlight innovations specific to the field of his/her specialization in addressing societal needs.
- 14.4 The key highlights of the lecture shall provide insight into the inaugurate's contribution to knowledge, emphasizing the depth of research, knowledge gaps and identifying areas for further research.
- 14.5 The lecture shall demonstrate the inaugurate's expertise within his/her area of specialization to the university community and the general public.

- 14.6 The inaugural lecture platform cannot be used to disseminate the results of a particular study as it is done in conferences.

**15. Content and Focus of Professorial Valedictory Lectures**

- 15.1 The valedictory lecture platform marks the retirement of the valedictorian from the position of professor at the University.
- 15.2 The valedictorian shall be required to prepare a detailed manuscript showcasing his/her academic career summarizing his/her teaching, innovations, partnerships and networking undertaken.
- 15.3 The lecture must highlight how the valedictorian's research has transformed teaching and academic excellence at the University.
- 15.4 The key highlights of the lecture shall provide insight into the valedictorian's contribution to knowledge, emphasizing the depth of research, knowledge gaps and identifying areas for further research.
- 15.5 The valedictory lecture platform cannot be used to disseminate the results of a particular study as it is done in conferences.

**16. Manuscript Requirements**

- 16.1 The manuscript of the PIL shall be comprehensive and shall conform to the guidelines stipulated whereas the manuscript of the PVL may not be as comprehensive.
- 16.2 The manuscript of the PIL shall range from 50 - 100 pages, with a tolerance limit of up to 10 extra pages (10% including appendices).
- 16.3 The manuscript of the PVL shall range from 30 - 50 pages, with a tolerance limit of up to 15 extra pages.
- 16.4 The manuscripts shall not use any discriminatory language or controversial connotations that shall put the University in jeopardy.
- 16.5 The manuscripts shall be typed (Times New Roman, 12 point font, double spaced lines) and its processing shall be the responsibility of the professor.

**17. Publication Guidelines**

- 17.1 The professor inaugurate as the valedictorian shall be responsible for delivering the manuscript for publication to the Directorate of Research and Publications for publication processes.
- 17.2 Manuscripts submitted must be an original work of the author.



- 17.3 The appointment for the assessor of the manuscript shall be carried out by the Inaugural/Valedictory Lecture Steering Committee.
- 17.4 The assessor shall be appointed by the DVC-Rs and must be a professor within the relevant field of the inaugurate.
- 17.5 The role of the assessor shall be:
- a. to determine whether the manuscript conforms to the provisions of the Guidelines and Procedures for Professorial Inaugural Lectures and Professorial Valedictory Lectures, March 2021.
  - b. to determine whether the quality of the manuscript reflects the author's current academic rank.
  - c. to determine whether the manuscript is relevant to the author's specialization in the academic discipline.
- 17.6 The assessor shall submit the assessment report to the DVC-Rs within a maximum of 30 days after receiving the manuscript.
- 17.7 Where the opinion of the assessor indicates that the manuscript is unsatisfactory, the DVC-Rs shall require the author to review the manuscript within a maximum of 30 days.
- 17.8 Upon satisfaction of the Steering Committee, the manuscript shall be delivered to the designated publisher appointed by the Directorate of Research and Publications.
- 17.9 The publisher shall transact the editing process, design and application of the ISBN number.
- 17.10 DRP is responsible for carrying out the procurement process by using provisions that have been approved by the University.
- 17.11 Printing of the manuscript shall be carried out after the confirmation and approval of the camera ready copy of the manuscript by the Steering Committee
- 17.12 A total of 200 copies shall be printed.
- a. 50 copies shall be for promotion and sales
  - b. 50 copies shall be submitted to the author
  - c. 100 copies shall be distributed during the inaugural/valedictory ceremony
- 17.13 The University shall not be liable or held responsible for the failure of the sale of the books that have been published.
- 17.10 To reach a wider global community, DRP shall upload on the University website the following items:

- a. a photograph of the professor inaugurate bearing name and qualifications
- b. abstract of the lecture
- c. brief resume of the professor inaugurate
- d. link to the full text of the lecture

## **18. The Procession**

- 18.1 There shall be an academic procession on the day of delivery of the professorial inaugural lecture and the professorial valedictory lecture.
- 18.2 The procession in respect of the inaugural lectures shall be limited to the following:
- a. Vice Chancellor
  - b. Deputy Vice Chancellors
  - c. Principal/Dean/Director from which the professor inaugurate originates
  - d. All professors invited to the event
  - e. The inaugurate
  - f. All academic staff from the College/School/institute where the professor inaugurate originates
  - g. The Head of Department from which the inaugurate originates
- 18.3 The procession in respect of the valedictory lectures shall be limited to the following:
- a. Vice Chancellor
  - b. Deputy Vice Chancellors
  - c. Chairperson of the University Council
  - d. Members of the University Council
  - e. Proctor
  - f. Principal/Dean/Director from which the valedictorian originates
  - g. All academic staff from the College/School/institute where the valedictorian originates
  - h. All professors invited to the event
  - i. The valedictorian
  - j. The Head of Department from which the inaugurate originates
- 18.4 All people in the processions in respect to inaugural and valedictory lectures shall wear University of Dar es Salaam academic gowns.

## **19. Delivery of Professorial Inaugural Lectures**

- 19.1 The inaugural steering committee shall oversee all processes and procedures for the delivery of the inaugural lecture.
- 19.2 The following key roles shall be performed during the delivery of the inaugural lecture:
- a. Chairperson -Vice Chancellor
  - b. Citation reader- Senior Academic member of staff
  - c. Dean of ceremony – Nominee of the DVC-Rs

- d. Vote of thanks –Principal/ Dean /Director
- 19.3 There shall be a high table during the delivery of the lecture and seated at the high table shall include:
  - a. The Vice Chancellor
  - b. Deputy Vice Chancellors
  - c. Principal/Dean/Director of where the inaugurate originates
- 19.4 The congregation shall stand as the procession enters the venue.
- 19.5 After the Vice Chancellor and DVCs have taken their seats at the high table, the congregation shall also take their seats.
- 19.6 The Dean of Ceremony shall lead all proceedings follows:
  - a. The Vice Chancellor shall open proceedings of the inaugural lecture by delivering brief welcome remarks.
  - b. The nominated senior academic member of staff shall read the citation of the professor delivering the lecture.
  - c. The Vice Chancellor shall proceed to welcome the professor inaugurate to deliver his/her inaugural lecture, at that juncture, the high table shall descend to join the audience.
- 19.7 The duration of the inaugural lecture shall be a maximum of one hour followed by a question and answer session of maximum 30 minutes.
- 19.8 The inaugurate is encouraged to take advantage of modern tools for presentation during delivery of the lecture.
- 19.9 After the lecture, the inaugurate shall present his/her lecture publication to the Vice Chancellor who shall receive the publication. The professor inaugurate shall then move to shake hands with senior university management, professors and other invited guests.
- 19.10 The Principal/Dean/Director shall proceed to move a vote of thanks.
- 19.11 The VC shall close the proceedings and the congregation shall rise and remain standing as the Academic Procession retreats.
- 20. Delivery of Professorial Valedictory Lectures**
- 20.1 The valedictory steering committee shall oversee all processes and procedures for the delivery of the valedictory lecture.
- 20.2 The following key roles shall be performed during the delivery of the valedictory lecture:

- a. Chairperson -Vice Chancellor
  - b. Welcome remarks- Chairperson of the University Council
  - c. Citation reader- Senior academic member of staff
  - d. Dean of ceremony – Nominee of the DVC-Rs
  - e. Vote of thanks –Principal/ Dean /Director
- 20.3 There shall be a high table during the delivery of the lecture and seated at the high table shall be:
- a. The Vice Chancellor
  - b. Chairperson of the University Council
  - c. Deputy Vice Chancellors
  - d. Principal/Dean/Director of where the valedictorian originates
- 20.4 The congregation shall stand as the procession enters the venue.
- 20.5 After the Vice Chancellor, Chairperson of the University Council and DVCs have ascended the high table, the congregation shall remain standing for the University Anthem after which the congregation shall resume their seats.
- 20.6 The Dean of Ceremony shall lead all proceedings as follows:
- a. The Vice Chancellor shall open proceedings of the valedictory lecture and request the Chairperson of the University Council to deliver welcome remarks.
  - b. The nominated senior academic member of staff shall read the citation of the professor delivering the lecture.
  - c. The Vice Chancellor shall proceed to welcome the valedictorian to deliver his/her lecture, at that juncture, the high table shall descend to join the audience.
- 20.7 The delivery of the valedictory lecture shall last a maximum of one hour followed by a question and answer session of 30 minutes maximum.
- 20.8 The valedictorian is encouraged to take advantage of modern tools for presentation during delivery of the lecture.
- 20.9 After the lecture, the valedictorian shall present his/her lecture publication to the Chairperson of the University Council who shall receive the publication. The valedictorian shall move to shake hands with senior university management, professors and other invited guests.
- 20.10 The Principal/Dean/Director shall proceed to move a vote of thanks.
- 20.11 The Vice Chancellor shall close the proceedings and the congregation shall rise and remain standing as the Academic Procession retreats.

## **21. Reception after the Lecture**

- 21.1 There shall be a reception after the delivery of the inaugural /valedictory lecture to be hosted by the Vice Chancellor.
- 21.2 The Inaugural/Valedictory Steering Committee shall be in charge of the preparations of the reception.
- 21.3 The Vice Chancellor shall welcome the invited guests to the reception.
- 21.4 At the end of the event, the Inaugurate/Valedictorian shall move a vote of thanks to the invited guests.

## **22. Postponement of the Inaugural/Valedictory lectures**

- 22.1 An inaugurate/valedictorian who has confirmed an expected date for delivery of his/her lecture may be allowed to postpone the lecture on reasonable grounds.
- 22.2 An inaugurate/valedictorian shall request for permission from the Vice Chancellor through the Head of Department, Principal/Dean/Director and DVC-Rs.
- 22.3 The postponement of the inaugural/valedictory lecture can only be done once, however for a second postponement, the University management may consider deferment or postponement on exceptional grounds.
- 22.4 The inaugurate/valedictorian who received facilitation allowance before postponement of the lecture shall not be entitled to receive another facilitation allowance.

## **23. Compliance**

- 23.1 It is the responsibility of Professors to prepare and deliver their professorial inaugural lecture within six years of their promotion to the rank of professor as stipulated in the Scheme of Service for Academic Staff in Public Universities and University Colleges (2015) §9.6 (e) (i).
- 23.2 After every annual staff review, the University shall send a reminder to all professorial ranked staff due to deliver PILs and/or consider delivering PVLs.
- 23.3 All Heads of Departments and Principal/Dean/Directors shall be tasked to ensure that the units' professorial ranked staff are encouraged to deliver PILs and where possible, PVLs.
- 23.4 The University shall ensure necessary facilitation and support is provided to professorial ranked staff in terms of time and resources.

23.5 Where a professor has received facilitation allowance and has failed to comply without due cause, the University shall recover the funds and consider actions within its mandate.

**24. Amendment and Revision of the Guidelines**

24.1 ODVCR shall from time-to-time monitor and evaluate the effectiveness of these guidelines.

24.2 These guidelines shall be reviewed every five years from the date of the last approval.

24.3 Where implementation challenges have been identified, the University shall revise the clauses accordingly and make necessary amendments.



## Appendix A

Form 1A

### FACILITATION ALLOWANCE REQUEST FOR PROFESSORIAL INAUGURAL LECTURE

<b>Topic of Lecture:</b>	
<b>Specialization:</b>	
<b>Suggested date of Delivery*</b>	

*\*must be six months away from the request date*

#### 1. Primary Contact Details

<b>Name:</b>	
<b>Title:</b>	
<b>Department:</b>	
<b>Telephone:</b>	
<b>Email:</b>	

#### 2. Facilitation Allowance Request

S/N	Item	Unit	Quantity	Unit Cost	Amount
1	Per diem*	Day	30	120,000/=	3,600,000/=
2	Stationery & Secretarial Services**	Lumpsum	1	100,000/=	500,000/=
3	Transport**	Lumpsum	1	120,000/=	120,000/=
4	Communication **	Lumpsum	1	50,000/=	100,000/=
<b>Total</b>					<b>4,320,000/=</b>

#### 3. Comments from Head of Department

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 .....  
 .....  
 Name.....Signature.....Date.....

#### 4. Comments from Principal/Dean/Director

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 Name.....Signature.....Date.....

#### 5. Approval from Deputy Vice Chancellor, Research

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Approved

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Not Approved

Name.....Signature.....Date.....

