

GOVERNMENT NOTICE No. 683 Published On 28/8/2020

SOKOINE UNIVERSITY OF AGRICULTURE CHARTER,
(2007)

RULES

(Made under article 26)

THE SOKOINE UNIVERSITY OF AGRICULTURE (AMENDMENT) RULES, 2020

- Citation 1. These Rules may be cited as the Sokoine University of Agriculture (Amendment) Rules, 2020 and shall be read as one with the Sokoine University of Agriculture Charter, 2007 hereinafter referred to as the “principal Charter”.
- Amendment of First Schedule 2. The principal Charter is amended in the First Schedule:
- (a) by adding immediately after rule 5 the following:
- “Vacancy of office of Vice Chancellor and other holders of the senior administrative position 5A. In the event of vacancy of office the Vice Chancellor, Deputy Vice Chancellors, Principals, Dean, Director or Head of Department the provisions of rule 5 relating to performance of functions shall apply *mutatis mutandis*.”
- (b) in rule 6, by-
- (i) deleting sub rule (1) and substituting for it the following: “(1)There shall be two Deputy Vice Chancellors, one responsible for academic, research and consultancy and the other responsible for planning, finance and administration”; and
- (ii) deleting the words “both teaching and research “appearing in sub rule (2)(a) and substituting for them the word “library”;
- (c) in rule 13 (2), by-
- (i) adding the words “from private sector”

- immediately after the words “one member” appearing in paragraph (d); and
- (ii) by deleting paragraph (f),(k),(l),(n),(o),(p),(q) and (r);
 - (iii) renaming paragraph (g), (h), (i), (j),(m),(s) and (t) as paragraph (f),(g),(h),(i),(j),(k) and (l) respectively;
 - (iv) adding immediately after (paragraph (l) as renamed the following:
“(m) one member who shall be appointed by the Minister responsible for agriculture, natural resources, livestock or public service management.”
- (d) by deleting rules 16 and 17 and substituting for them the following:
- “Appoint
ment and
Human
Resource
Managem
ent
Committe
e
- 16(1) There shall be established an Appointment and Human Resource Management Committee for handling of appointments and related matters concerning both Academic and Administrative staff of the University.
- 16.(2) The Appointment and Human Resource Management Committee shall be composed of-
- (a) the Vice Chancellor, who shall be the Chairman;
 - (b) the Deputy Vice Chancellor responsible for Academic matters who shall be the Vice-Chairman;
 - (c) the Deputy Vice Chancellor responsible for Administration;
 - (d) two members appointed by the Chairman of the Council from amongst the members of the Council, one of whom shall be a woman;
 - (e) one member appointed by the Senate from amongst its members;
 - (f) two members, one of whom shall be nominated by the University Academic Staff Association and the

other by the Administrative Staff Association;

- (g) one member who shall be nominated by the Trade Union at the University;
- (h) Corporate Counsel or Legal Officer as the case may be who shall have no voting rights;
- (i) Chief Administrative and Human Resources Officer who shall be Secretary to the Committee.

(3) Where the Appointment and Human Resource Management Committee meets to make or approve any appointment, in addition to its members specified in sub rule (2), the following persons shall be entitled to sit on the Committee as temporary members:

- (a) the Principal, the Dean or Director if any of a College, a School, Institute or Directorate to which the appointment is to be made;
- (b) where the appointment is to be made for a administrative department or unit the head of that Department or Unit; and
- (c) two members appointed by the Vice Chancellor who, in the opinion of the Vice Chancellor, are adequately qualified or have enough experience in academic and administrative matters to assist in making a suitable appointment.

(4) The Appointment and Human Resources Management Committee shall have the following functions:

- (a) recruitment and selection of all University staff;
- (b) human resources planning;
- (c) promotion, discipline and discharge of functions;
- (d) staff development and welfare;
- (e) emoluments, compensation and

benefits;

- (f) set and review terms and conditions of employment;
- (g) propose for review of salaries and remunerations;
- (h) ensure safety, health and security of employees ;
- (i) maintain labour relations and industrial relations; and
- (j) such other functions as are or may be conferred upon it under these Rules or as may be delegated to it by the Council.

(5) Except for appointments of the rank of professor and associate professor and head of administrative departments which shall be referred to the Council for approval, all other academic and administrative appointments shall be made or approved by the Appointment and Human Resource Management Committee

(6) The retirement, tenure, the right to terminate appointment, and appointment of a new member to fill any vacancy in relation to the election of temporary Chairman, the quorum, proceedings and meetings of the Committee shall *mutatis mutandis*, be as provided for in the Second Schedule”.

- (e) by renumbering rule 18 to 76 as rule 17 to 75 accordingly ;
- (f) in rule 17 as renumbered, by-
 - (i) deleting the word “Bursar” appearing in paragraph (g) and substituting for it the words “Chief Financial Officer”;
 - (ii) deleting paragraph (h) and substituting for it the following:

“(h) two representatives, one from the University Staff Academic Association and one from trade union branch.”;
- (g) in rule 19 as renumbered, by-
 - (i) deleting subrule (1) and substituting for it the following:

“(1) There shall be a Senate of the University which, shall consist of:-

- (a) the Vice Chancellor who shall be the Chairman of the Senate;
- (b) the Deputy Vice Chancellor responsible for academic matters who shall be the Vice Chairman;
- (c) Deputy Vice Chancellor responsible for administration matters;
- (d) Principals of each University College;
- (e) the Deans of schools of the University;
- (f) one member appointed by the Chairman of Council from amongst members of the Council;
- (g) the Directors of institutes, directorates, centers, library or other similar organs of equivalent designation in the university;
- (h) two members appointed by the Vice Chancellor, with vast experience on higher education from outside the University;
- (i) head of unit responsible for quality assurance;
- (j) one member elected by the academic staff association from amongst its members;
- (k) five students representatives; who shall be elected by the Students Organization and include at least one postgraduate student and one female student;
- (l) Corporate Counsel;
- (m) one member elected by the Convocation;
- (n) two professors elected by the professors of the university from amongst themselves one of whom shall be a woman;
- (o) one member elected by the Trade

- Union from amongst its members;
- (p) the Vice Chancellor shall appoint a qualified and suitable person to be the Secretary to the Senate.”; and
- (ii) adding immediately after sub rule (2) the following:
- “(3) In appointing or, as the case may be, electing members or any member under this rule, the appointing or electing authority shall ensure that the membership is drawn from among senior academic and administrative staff of the University and from other corresponding universities in the country.
- (4) The Senate shall have power to co-opt or invite any competent persons as it may deem necessary or appropriate for the better carrying out of its functions.”;
- (h) in rule 22 as renumbered, by deleting subrule (2) and substituting for it the following:
- “(2) The composition and functions of Board of the Institutes, Centres, Directorates and Library shall be as provided in their establishment instruments or as the Council may determine.”
- (i) by deleting rule 23 as renumbered and substituting for it the following:
- “College or school
Boards
- (1) The Board of colleges or school unless otherwise determined by the Council on the recommendation of the Senate shall consist of the following members;
- (a) the Chairman who shall be appointed by the Council from outside the University;
- (b) the principal/dean who shall be ex- officio members;
- (c) not more than four members appointed by

the Senate from outside the University, who shall come from public institution and private sector, at least one of them shall be a SUA alumni;

- (d) one member from technical staff of the College/school elected from amongst themselves;
- (e) co-opted member(s) as deemed necessary; and
- (f) human resources and administrative officer of the college who shall be the secretary.”

(2) The Vice Chairman shall be elected amongst the members of the Board.

(3) The Board shall subject to the Charter or specific directions of the Senate have the following powers/functions;

- (a) approve all examination results for the college, School, Centre ,directorate or Institute, as the case may be, and make recommendations to the Senate;
- (b) release provisional results pending Senate’s approval;
- (c) propose establishment/disestablishment of new departments after consideration of the

recommendations
from the departments
and recommend to the
Senate;

- (d) review and make recommendation to the Senate and other Committees of the Council in respect of the control and regulation of the teaching, examinations, research, outreach and production activities within the college; and
- (e) do any other acts as it may be empowered by the Senate, the Charter and these Rules.

(4) The provisions of the Second Schedule shall apply *mutatis mutandis* in relation to the tenure of office of members, retirement, the power to terminate appointment, the appointment of a new members to fill any vacancy, the election of a temporary Chairman, quorum, proceedings and meetings of the Board.

(5) Pursuant to the provisions of this rule, the respective Boards specified under rule 22 may, with the approval of the Senate, establish Committees for the Departments and units within the College, School, Institute, the University Library and Center or Directorate, as the case may be.

(6) The composition and

functions of Academic committees established under the Campus Colleges or Schools shall be as approved by the Council."

- (j) in rule 25 as renumbered, by deleting sub rule(1) and substituting for it with the following:

"(1) There shall be a head of an academic department who shall be appointed by the Vice Chancellor from the list of three names amongst the full time senior members of academic staff from the department upon recommendation of the search committee appointed by the Senate.";

- (k) by deleting rule 30 as renumbered and substituting for it the following:

"The administrative staff of the University shall consist of-

30.-(1)The administrative

(a) heads of all administrative and service departments /units, University health delivery units and University campus managers;

(b) other members of staff of the University who hold positions related to administration, technical, agricultural, forestry, veterinary, field and library work as the Council may from time to time determine; and

(c) Such other members of the staff of the University not engaged in teaching or research as the Council may from

time to time
determine.

(2) The administrative staff under paragraph (a) shall be appointed by the Council from the list of three names of senior experienced person with suitable qualifications from within or outside the University proposed by the Search Team or through a procedure of public advertisement and upon recommendation of the Vice Chancellor.

(3) The tenure of service for staff appointed under sub rule (2) shall be three years.

(4) The Council may extend the tenure of services for another term through the appointment procedures and depending on performance."

- (l) in rule 33 as renumbered, by-
- (i) deleting sub rule (4) and substituting for it the following:

“(4) There shall be a Staff Disciplinary Committee which shall consist of the following members;

 - (a) the Chairman appointed by the Council ;
 - (b) a senior legally qualified person nominated in that behalf by the Attorney General;
 - (c) a representative of University Management appointed by the Vice Chancellor;
 - (d) two Senior staff members nominated by relevant staff association;
 - (e) a representative of trade union branch at the University.”; and
 - (ii) deleting sub rule (7) and substituting for it the following:

“(7) The committee shall regulate its own proceedings.”

(m) in rule 34 as renumbered, by-

(i) deleting the content of sub rule (2) and substituting for it the following;

“(2) The Staff Disciplinary Appeals Committee shall be composed of

(a) the Chairman appointed by the Chancellor from outside University;

(b) One member from outside University with experience and qualification on human Resource management issues;

(c) two representatives appointed by the Vice Chancellor of whom one shall be nominated by the Academic Staff Association and the other by the Administrative Staff Association at the University;

(d) One member from TUCTA or other relevant Trade union Federation in Tanzania; and

(e) a senior legal qualified person from the Office of Attorney General.”

(ii) adding immediately after subrule (6) the following:

“(7) The committee shall regulate its own proceedings.

(8) Any person who wishes to appeal against the decision of the disciplinary authority may submit his appeal to the Chairman of staff Disciplinary Appeals Committee within thirty days from the date of receipt of the decision of the disciplinary authority.

(9) Upon receiving an appeal, the Staff Disciplinary Appeals Committee, shall meet within thirty days to determine the appeal.

(10) On every appeal under this rule the staff and the disciplinary authority representative shall have the right to appear before and be heard by the Staff Disciplinary Appeals Committee.

(11)The Staff Disciplinary Appeals

Committee shall dismiss an appeal where the appellant fails to appear without reasonable cause.

- (12) The Staff Disciplinary Appeals Committee may either confirm, vary or rescind, the decision of the disciplinary authority."
- (n) in rule 46 as renumbered, by adding immediately after sub rule (2) the following:
“(3) The Council may subject to the provision of the Act and these Rules, delegate its power of approving other students’ organizations to the Senate.”
- (o) in rule 48 as renumbered, by-
- (i) deleting the words “appointed by the Council” appearing in sub rule (1);and
 - (ii) deleting subrule (2) and substituting for it the following:
“(2) The Deputy Vice Chancellor responsible for planning, finance and administration shall be the Students’ Disciplinary Authority and may be assisted by the disciplinary panel appointed in accordance with the Students By laws.”
- (p) in rule 69 as renumbered, by-
- (i) inserting the word “Services” between the words “Legal” and “Unit” appearing in sub rule (1); and
 - (ii) deleting the word “Senate” appearing in subrule (4)(c), and substituting for it the words “Audit Committee”.

Amendme
nt of Third
Schedule

3. The principal Charter is amended in the Third Schedule by adding immediately after rule 4 the following-

“5. The Search Committee shall be guided by the

procedures and terms of references as shall be prescribed by the Council or the Chancellor as the case may be.”

Deletion of
the Forth
Schedule

4. The principal Charter is amended by deleting the Fourth Schedule.

Amendme
nt of Sixth
Schedule

5. The principal Charter is amended in the Six Schedule, by deleting subrule 2 (a) and (b) and substituting for them the following:

- (a) “Researchers, Academicians and Allied Workers Union; and
- (b) The Tanzania Higher Learning Trade Union.”

Amendment of
Seventh
Schedule

6. The principal Charter is amended in the Seventh Schedule, by deleting rule 1(a) and (b) and substituting for them the following:

“1. Sokoine University of Agriculture Students’ Organization (SUASO) is hereby declared to be the approved students’ organization in the University.”

Dodoma,
12th August, 2020

MOHAMED CHANDE OTHMAN
Chairman of the Council
Sokoine University of Agriculture
Morogoro