

Name of Lecturer (contd) _____

Has the lecturer taught other courses during previous semesters. If yes, please supply details of the course(s)

<u>Course Code</u>	<u>Title</u>	<u>No. of Students</u>	<u>Contact Hours per week</u>
_____	_____	_____	_____
_____	_____	_____	_____

Has your Departmental Short Listing Committee considered this lecturer's C.V. and approve it? Yes/No.

Why are you unable to recruit staff to teach these course(s). Please give details.
(Attach minutes of Departmental teaching arrangements/staff loading and Departmental Time-Table, C.V and Certified copies of Certificates)

Name _____ Sign _____ Date _____
Head of Department

Part C (To be completed by Dean of School)

I certify that to the best of my knowledge the department requires the services of this external part-timer.

Name _____ Sign _____ Date _____
Dean of School

Part D (To be completed by Deputy Vice Chancellor (A, R &E) and Vice Chancellor)

I recommend/do not recommend the request:

Name _____ Sign _____ Date _____
Deputy Vice Chancellor (Academics, Research and Extension)

Date _____

I approve/do not approve

Sign _____ Date _____
Vice Chancellor

To **Deputy Vice Chancellor (Administration, Planning and Development)** for issue of letter of offer

Date _____