



MOI UNIVERSITY
(ISO 9001:2008 CERTIFIED)

SERVICE LEVEL AGREEMENT FOR PART-TIME LECTURING

(To be filled and signed in triplicate)

For quality teaching, research and service delivery, the obligations of the part-time lecturer shall be based on the following:

- i) Curriculum delivery as per Moi University Quality Manual and Procedures
MU/ACD/2/26B
 - Course outline
 - Teaching
 - Maintenance of class attendance and analysis
 - Examination setting

- ii) Process and administer examinations as prescribed in the Moi university quality manual and procedures MU/ACD/2/13G
 - Timelines in examination setting
 - Examination moderation
 - Administration and invigilation of exams

- iii) Compliance with the University common rules and regulations governing Certificate, Diploma, undergraduate and postgraduate examinations (as may apply to the courses assigned to you)

- iv) Participation during the induction exercise carried out in the department before teaching begins

All other terms and conditions of your appointment shall be as spelt out in your appointment letter.

If you accept this terms, please sign on the space provided below.

HEAD OF DEPARTMENT

NAME _____

DEPT _____

SIGN & DATE _____

PART-TIME LECTURER

NAME _____

DEPT _____

COURSES (CODE & TITLE) 1. _____

2. _____

3. _____

SIGN & DATE _____