



UNIVERSITY OF NAIROBI

Document: **TEACHING AND LEARNING**

College: CORPORATE

Doc. No: UON/TL

Date of Issue: APRIL 30, 2019

Rev No: 02

Issued By: VICE-CHANCELLOR

Authorized By: UNIVERSITY EXECUTIVE BOARD

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Process	Teaching and Learning	
Identifier	UON/TL	
Owner	Deputy Vice-Chancellor (AA)	
Approving authority	Vice-Chancellor	
Inputs and Sources of Inputs	Input	Source of Input
	Legal Requirements	Government
	National Education Policy	Government
	Universities Standards and Guidelines	Commission for University Education
	Regulations	Regulators e.g. Commission for University Education, Council for Legal Education, Teachers Service Commission, Medical and Dental Practitioners Board, Nursing Council of Kenya, Kenya Nutritionists & Dieticians Institute, Board of Registration of Architects and Quality Surveyor of Kenya, Engineers Board of Kenya
	Professional bodies requirements and expectation	Professional Bodies e.g. Institute of Certified Public Accountants of Kenya, Architectural Association of Kenya, Law Society of Kenya
	Employer requirements	Employers
	Feedback	General Public
	Universities Regulations	Senate, Almanac
	University Strategic Plan	University Council
	Service Delivery Requirements	Service Charter
	Professional Knowledge. Skills and Competence	Lecturers
	Teaching infrastructure and equipment	Resource Management Process UON/RM
Research publications and	Research Management Process UON/RIE/GRM	

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	findings	
	Requirements and expectations from students	Students
	Applicants	Course Applications
Sub-processes/ Activities	Curriculum Development and Review; Student Admission; Academic Programme Delivery; Examinations; Graduation; Clearance	
Scope	The process covers the planning, delivery, post-delivery of teaching and learning, and provision of a multi-level system of education and training that is relevant to the needs of the community	
Objectives	<ol style="list-style-type: none"> 1. Improve student satisfactions index by 1% annually 2. Increase the students programme completion rate by 1% 3. Improve employee satisfactions index by 0.1% annually 4. Increase the number of programmes with inbuilt experiential learning by 5% annually 5. Increase the number international students by 3 % annually 6. Increase the number of students in flagship programmes by 10% annually 	
Outputs Receivers of Outputs	Output	Receiver
	Graduate with desired knowledge, skills and competence	Industry; Employer
	Academic Programme/Curriculum	Students as Knowledge Carriers; Industry; Professional Associations; Society
Control Sources	Quality Assurance Policy; Academic Integrity Policy; Curriculum Development Policy; Admissions Policy; Examination Policy; Appointment of Adjunct Faculty Policy; Open Distance and eLearning Policy; Establishment and Closure of Learning Centres; Policy on Establishment of Campuses; Guidelines for Benchmarking; Guidelines for management of admissions for self-sponsored programmes; Universities Act 2012; University of Nairobi Charter; Universities Regulations 2014; CUE Universities Standards and Guidelines 2014; University of Nairobi Strategic Plan; Self-assessment	
	KPI	Performance Target

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KPIs and Performance Targets	% of existing teaching facilities that are in compliance with defined standards	10% growth
	No. of lecturers who been mentored	100%
	Average faculty student evaluation rating	10% growth
	% of academic units registering their first years online	100%
	% of academic units with digitized student files	100%
	% of implementation of the University teaching and referral hospital	10%
	% of faculty trained on pedagogy and andragogy	100%
	% of academic units that have rationalized teaching workload	100%
	% of teaching staff with offices that meet the minimum standards	10% growth
	% of academic units with adequate and equipped labs for STEM programs	10% growth
	% of academic units with adequate classrooms for STEM programmes	10% growth
	No. of new life-long learning courses	+2
	No. of new programmes developed to full ODeL mode	5 pa
	No. of students enrolled on ODeL mode	3,000
	% of UG students that participate in industrial attachment	10% growth
	No. of programmes with inbuilt experiential learning	10% growth
	No. of students successfully placed in jobs	10% growth
	No. of new/re-engineered common core courses that give students life skills	1 pa
	No. of tracer studies using discipline based alumni associations	1pa
	% of international students accommodated	10% growth
	No. of international students as % of total graduate students	3%
	No. of countries represented in the University student body	10% growth
	No. of international faculty	41
No. of students in flagship programmes	10% growth	
% of graduate programmes with reviewed fee structure	100%	
Monitoring Criteria	Curricula Developed and Reviewed; Satisfaction Survey; Competencies of Teaching Staff; Examination Moderation; Pass Rate; Graduation Rate; Dropout Rate; Advanced	

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	Degrees Granted; Publications by Students	
Responsibility	DVC (AA); College Principals; Director – GS; Director ODeL; Deans and Directors of Faculties/Schools/Institutes/Centers; Registrar Academic; Chair of Departments; Academic Staff	
Documented Information	Curricula; Admission List; Timetables; Class Attendance; Course Evaluations; Mark Sheets; Examiners Reports; Theses; Certificates; Transcripts; Graduation Lists; Clearance Certificates; Minutes; Student Management Information System	
Risks and Opportunities	Risk	Opportunity
	Insufficient government funding	Austerity measures, alternative sources of revenue
	Escalating costs of inputs	Innovation and technological advances
	Increased competition	Good history; Strategic location(s) of the university; Highest number of qualified academic staff; Increasing demand for university education; Diversity among students and staff; Large alumni base; Diverse programmes
	Inaccurate public perception of the university	Reputation and ranking of the university
	Industrial unrest	Proactive engage the unions to address issues early Implementation of CBA
	Student unrest	Engage student leaders to address issues early before they get out of hand
	Radicalization	
	Fraud	Implementation of Corruption Risk Assessment /Mitigation Plan
	Corruption	Implementation of Corruption Risk Assessment /Mitigation Plan
Low income levels among students affecting completion rate	Strengthen work study programme	

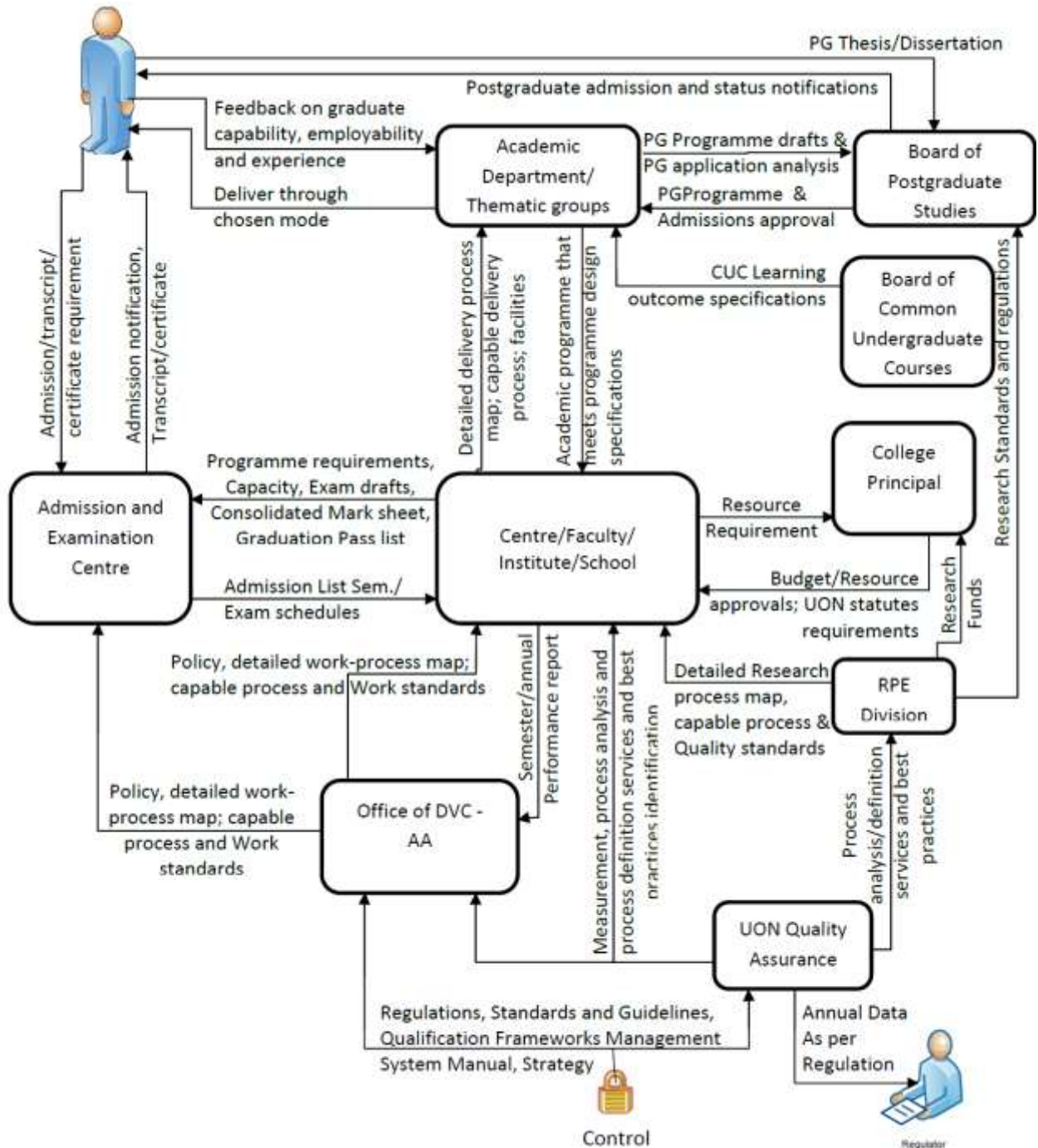
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	Mental health stress	Establish social
Process Map		

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TEACHING AND LEARNING PROCESS

Note Learner Focused Performance Metrics



Universities Regulations, Standards & Guidelines; Strategic Plan; Kenya National Qualifications Framework and Management System Manual