

# UNIVERSITY OF SAINT JOSEPH MBARARA



## Staff Development Policy 2023

# 1. Introduction

The Archdiocese of Mbarara (AoM) started a university as part of its mission and mandate to establish educational institutions of different levels to share in the salvific ministry of Christ by being the salt and light to the world. The founders coined the name: University of Saint Joseph Mbarara (USJM), for the university from St. Joseph, foster father to Jesus and the patron Saint of the pioneer St. Joseph Technical School, whose tradition of hard workmanship and community responsive education, USJM is to uphold.

The personal qualities and values of St. Joseph, the worker, such as integrity, hardworking, commitment, are behind this tradition, and the University will uphold them. USJM aims at total orientation and focus on tertiary education that meets community needs and engineers socioeconomic transformation. It delivers relevant, affordable, high quality, inclusive and community-responsive university education. The University of Saint Joseph Mbarara derives its vision and mission from the Christian understanding of the integral growth of a person.

- i. **Vision:** A leading center for integrated community responsive university education.
- ii. **Mission:** To provide holistic education for sustainable development.

- iii. **Motto:** Foster Excellence and Integrity (*Praestantia et Integritate Foveat*)
- iv. **Slogan:** For and With the Community
- v. **Philosophy:** Community-Responsive and Engaged university education
- vi. **Core Values**
  - a. God fearing,
  - b. Integrity,
  - c. Excellence,
  - d. Accountability,
  - e. Community responsiveness
- vii. **Objectives:**
  - a. To provide relevant university education.
  - b. To promote research and innovation among stakeholders.
  - c. To nurture citizens of integrity and sense of common good.
  - d. To nurture students with demand-oriented skills.

- e. To promote best practices in institutional governance.
- f. To promote pastoral mission of the church

It is USJM commitment to encourage the development of each individual through education at all levels, stressing in particular the creation/promotion of an environment where intellectual and moral values are priorities. Since the person is at the center of all growth and development, both at individual and societal levels, all members of the community respect each other in an attempt to create an environment of openness and trust. The University is committed to promoting justice, respect, solidarity, human rights, equality, and environmental protection, both in its own community and society in general.

The University of Saint Joseph Mbarara (USJM) is committed to the professional and personal development of its staff. This Staff Development Policy aims to align with USJM's strategic plan for the period 2024-2029, focusing on enhancing staff capabilities, promoting innovative teaching and research, and supporting the university's growth and academic excellence. This staff Development Policy provides a comprehensive framework for staff development, aligning with USJM's strategic aspirations and addressing the needs of both academic and administrative staff. By implementing these activities, USJM will ensure its staff are well-equipped to contribute to the university's mission and vision.

## 2. Policy Objectives

- i. **Enhance Staff Skills:** Provide continuous professional development to improve teaching, research, and administrative skills.
- ii. **Promote Research and Innovation:** Encourage and support staff to engage in research activities and innovation.
- iii. **Foster Career Development:** Offer opportunities for career advancement and personal growth.
- iv. **Support Quality Education:** Ensure staff are equipped with modern teaching methods and tools.
- v. **Enhance Teamwork and Collaboration:** Promote a culture of teamwork and collaboration among staff members.

## 3. Scope

This policy applies to all academic and administrative staff at USJM.

## 4. Staff Development Activities

To achieve the strategic aspirations of USJM, the following staff development activities will be implemented:

### 4.1 Professional Development Workshops

- i. **Bi-Annual Staff Development Workshops:** Conduct workshops twice a year focused on enhancing teaching methods (Competence Based Learning and Artificial Intelligence), research skills, and administrative competencies.
- ii. **Guest Lectures and Seminars:** Invite industry experts and academics to share knowledge and best practices.

### 4.2 Research and Publication Support

- i. **Research Weeks:** Organize annual research weeks where faculty and students can present their research findings.
- ii. **Publication Support:** Provide financial and logistical support for staff to publish their research in reputable journals.
- iii. **Research Attachments:** Establish research attachment programs with other universities and research institutions.

### **4.3 Collaborative Programs and Partnerships**

- i. **Exchange Programs:** Develop staff exchange programs with other universities and colleges in Uganda, East Africa and beyond.
- ii. **Collaborative Research:** Foster partnerships with industry, government agencies, and international organizations for collaborative research projects.

### **4.4 Mentorship and Coaching**

- i. **Mentoring Programs:** Implement mentoring programs where senior faculty mentor junior staff, fostering collaboration and knowledge transfer.
- ii. **Leadership Development:** Provide leadership training and professional development opportunities for university administrators and department heads.

### **4.5 Financial Support and Incentives**

- i. **Competitive Salaries and Benefits:** Ensure staff receive competitive salaries and benefits to attract and retain talented professionals.

- ii. **Scholarships and Grants:** Offer scholarships and grants for staff to pursue further studies and attend professional conferences.

#### **4.6 Staff Welfare and Well-being**

- i. **Well-being Programs:** Implement programs that promote physical and mental well-being, such as health workshops and counseling services.
- ii. **Work-life Balance:** Encourage practices that support a healthy work-life balance.

#### **4.7 Technological and Pedagogical Training**

- i. **Modern Teaching Methods:** Train staff in current and modern methods of teaching, including the competence-based curriculum.
- ii. **ICT Training:** Provide training in information and communication technology to enhance digital literacy and online teaching capabilities.

## 5. Implementation and Monitoring

- i. **Staff Development Committee:** Establish a Staff Development Committee responsible for planning, implementing, and monitoring staff development activities.
- ii. **Feedback Mechanisms:** Regularly collect feedback from staff on development programs and make necessary adjustments.
- iii. **Performance Reviews:** Conduct annual performance reviews to assess the impact of staff development activities on individual performance and overall university goals.

## 6. Evaluation and Reporting

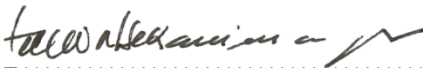
- i. **Annual Reports:** The Staff Development Committee will prepare annual reports on the outcomes of staff development activities and their alignment with USJM's strategic objectives.
- ii. **Continuous Improvement:** Use evaluation results to continuously improve staff development programs.

## 7. Conclusion

This Staff Development Policy is essential for achieving USJM's strategic goals and ensuring the university becomes a renowned institution known for its quality education and innovative graduates. By investing in the development of its staff, USJM aims to create a supportive and dynamic environment that fosters academic excellence and personal growth.

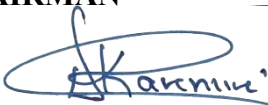
## 8. Approval

The Manual, subject to amendment from time to time by relevant authority, was approved by University of Saint Joseph Mbarara Governing Council on the .....18<sup>th</sup> day of.....



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**Rev Fr Gervase Nsekanimanya Diido**

**CHAIRMAN**



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**Rev Fr Dr Deus M Kare mire (PhD)**

**VICE CHANCELLOR**