# UNIVERSITY OF NAIROBI

### INTERNAL MEMO

#### FROM: ACADEMIC REGISTRAR

DATE: 11/01/2021

#### TO: ALL MEMBERS OF STAFF, SCHOOL OF LAW REF:SOL/1/2021

#### NOTICE OF ELECTRONIC ELECTION OF DEAN – SCHOOL OF LAW

Notice is hereby given that, the Electronic Election of Dean of the School of Law will be held on <u>23<sup>rd</sup> February 2021 between 8.00 a.m and 4.00 p.m</u>. In this connection, nominations of qualified candidates to contest the election shall be received at the Academic Registrar's office from <u>8.00 a.m. on 18<sup>th</sup> to 5.00 p.m.</u> <u>22<sup>nd</sup> January, 2021</u>. Nominations on the floor <u>shall not</u> be entertained.

#### 1. NOMINATION PAPERS

Duly completed nomination papers ought to contain:

- (i) Name of the proposed candidate;
- (ii) Name of the **Proposer**, his/her signature and the department he/she hails from;
- (iii) Name and signatures of <u>two seconders</u> and the departments they hail from;
- (iv) Name and a signature of the proposed candidate **appended** to the nomination paper indicating his/her consent to contest.

The nomination form shall be issued by the office of the Academic Registrar.

#### 2. <u>QUALIFIED CANDIDATES FOR DEAN'S ELECTION AND RELATED</u> INFORMATION

The relevant University statute XIX states that:

- (i) The Dean shall be elected by the School Board from amongst Professors and Senior Lecturers within the School. Provided that Senior Lecturers shall be eligible for election only if they have served for at least two years as a substantive Chairman of a Department or a Director of an Institute or Faculty.
- (ii) The tenure of office for Dean shall be two years.
- (iii) All elections shall be subject to confirmation by the Senate and Council, and the Dean-elect shall not assume office before such confirmation.
- (iv) No person shall be eligible for election if such person is serving a second of two continuous terms as Dean. Where a person

previously served but has already ceased to be Dean, such a person shall not become eligible for election until two consecutive years have elapsed since such a person last ceased to be Dean.

# 3. QUALIFIED VOTERS

The relevant University Statute lists those qualified to be members of the School Board, and hence eligible to vote as follows:

- (i) Dean of the Faculty/School;
- All Professors, Associate Professors, Senior Lecturers, Lecturers, Assistant Lecturers and Tutorial Fellows of the departments of the Faculty and College Librarian;
- (iii) Members of teaching staff of Departments, Institutes and Schools associated with the School and **who are teaching students in the current semester**;
- (iv) One selected student representative elected by secret ballot, from each year of study, from among full-time students of the Departments of the School;
- (v) Such other members not exceeding five in number, and not being members of the full-time academic staff of the University, appointed by Senate on the recommendation of the School Board.

# 4. <u>ELECTRONIC ELECTION</u>

- (i) The School/Faculty shall prepare the voters register which will be in compliance with Statute XIX which shall include the following information on the staff/voters:
  - Name
  - Designation
  - Department
  - University email address
  - Cell phone numbers
- (ii) The link with the ballot paper shall be sent to the verified and approved members listed on the voters register
- (iii) The voting shall be conducted between 8.00 am and 4.00 pm
- (iv) The School/Faculty shall organize and send out a notice and link for the special School/Faculty Board at 4.30 pm on the same election day for announcement of the election results

## 5. <u>PROXY VOTES</u>

In view of the election being conducted electronically, there shall be no provision for Proxy votes.

## 6. ELECTION PETITIONS

Petitions against any election should be submitted to the Vice Chancellor within 48 hours from the date of the election.

#### WEBUYE,H.O.D ACADEMIC REGISTRAR

c.c. Vice-Chancellor Deputy Vice-Chancellor (Academic Affairs) Principal, CHSS Dean, School of Law College Registrar, CHSS Asst Registrar, School of Law

HODW/fnm