

---

**KING CEASOR UNIVERSITY**

---



**COMMUNITY ENGAGEMENT**

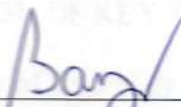
**POLICY**

February 2024

Approval

This policy has been approved on the 19<sup>th</sup> day of March the year 2024

Signed:

  
\_\_\_\_\_  
Hon. Dr. Chris Baryomunsi  
CHAIRPERSON, KCU COUNCIL

  
\_\_\_\_\_  
Dr. Charity Basaza Mulenga  
VICE-CHANCELLOR

**Table of Contents**

FOREWARD ..... 4

PREAMBLE ..... 5

DEFINITION OF KEY WORDS ..... 6

1.0 Purpose of the Policy ..... 8

2.0 Policy Objectives ..... 8

3.0 Scope of the Policy ..... 8

4.0 Policy Principles ..... 9

5.0 Ethos Embodying Community Engagement..... 10

6.0 Management of the Policy ..... 10

    6.1 Administration and Management..... 10

    6.2 Senate Oversight of University Community Engagement..... 11

    6.3 Community Engagement Advisory Board..... 11

    6.4 Department of University Community Engagement ..... 11

7.0 Support for and Recognition of Staff and Students Involved in KCUCE ..... 11

8.0 Monitoring & Evaluation..... 12

9.0 General Rules of Engagement ..... 12

10.0 Quality Management..... 12

11.0 Risk management..... 13

12.0 Enabling Mechanisms for the Policy ..... 13

## FOREWARD

King Ceasor University (KCU) embodies its commitment to fostering community transformation through active engagement across various spheres of society, while also influencing policy. To fulfill this commitment, the University recognizes the necessity of designing a well-defined, structured, and coordinated policy that facilitates meaningful interactions with the community, aligning academic research with community development interests.

Hence, KCU has formulated a comprehensive University Community Engagement Policy to provide guidance to its stakeholders, outlining the desired standards and principles of engagement. This policy serves as a deliberate institutional framework aimed at informing and standardizing the University's approach to community engagement, promoting consistency and mutual partnership in the pursuit of societal transformation.

While this policy document sets forth clear guidelines for engagement, it is not static; rather, it evolves in response to KCU's ongoing engagement efforts. It is intended to be a dynamic, living document that remains adaptable to the evolving needs and experiences of the university and the communities it serves. Moreover, it is envisioned that the policy will draw inspiration from and contribute to the adoption of best practices, thereby fostering continuous improvement in community engagement initiatives.

In essence, this document serves to:

- Guide navigations of engagement between the community and KCU.
- Guide provision of space for joint learning and change for community, students, University staff and KCU partners.
- Highlight the critical areas for training, research and community development interventions
- Guide provision of feedback for development and adaptation of relevant curricula, learning approaches and research processes.

Acknowledgement goes to all those who contributed variously to producing this policy.



.....  
Dr. Charity Basaza Mulenga  
VICE CHANCELLOR

## PREAMBLE

Globally there is a realization that Higher Education Institutions should engage more closely with the communities within which they are situated.

By establishment KCU has four core mandates:

- Teaching and Learning
- Research
- Grants Writing and Winning
- Community engagement

The Community Engagement Policy of King Ceasor University (KCUCE) aligns closely with the institution's overarching vision: to emerge as a premier academic institution. Within this vision lies a profound commitment to fostering community transformation, reflecting the university's aspiration to remain deeply relevant to society. Central to this mission is the coordination and implementation of outreach initiatives, which are intrinsic to KCU's core objectives.

As a university deeply embedded in its community, KCU embraces a broad understanding of what constitutes a community, ensuring local relevance while acknowledging global interconnectedness. Thus, any form of service, partnership, or engagement with external stakeholders beyond the university's confines is deemed as community engagement. This inclusive perspective recognizes that interactions, whether local or global, are integral to the production, application, and dissemination of knowledge, embodying the universal dimensions inherent in academic pursuits.

The essence of KCUCE lies in collaborative endeavors, where community members, alongside university faculty and students, collaboratively identify needs and devise solutions. Rooted in the belief that community development enhances research, teaching, learning, and service, this policy underscores the reciprocal benefits of such engagements.

King Ceasor University is unwavering in its commitment to being an engaged institution, seeking to elevate the visibility of its programs both internally and externally, in line with its motto. This engagement serves a dual purpose: to contribute to community transformation through service while facilitating experiential learning opportunities for students and the generation of new knowledge.

### **Community partnerships**

Community partnerships refer to collaborative relationships established between King Ceasor University and the communities they serve. These partnerships are built on shared goals, mutual respect, and a commitment to working together to address common challenges or pursue shared objectives. Community partnerships often involve active engagement, cooperation, and the pooling of resources, knowledge, and expertise to achieve positive outcomes.

### **An integrated model for University Community Engagement**

An integrated model for university community engagement involves a holistic approach that seamlessly incorporates community engagement into the core functions of the university. As a core function of teaching, learning and research this model designates that the core functions are as much as possible interrelated and interdependent, each one feeding into the other.

### **Volunteerism**

Refers to the self-motivated and purposeful contribution of time, skills, and energy by members of the university community—students, faculty, and staff—towards initiatives and activities that aim to positively impact the recipient communities. This includes extra-curricular activities for which no academic or other credit is received.

### **Internship/Field Attachment/Clerkship**

Refers to a structured and purposeful learning experience that integrates academic knowledge with practical application in a community setting. Internships provide students with hands-on opportunities to contribute to community development, address real-world challenges, and gain valuable skills and insights. These activities are generally fully integrated with students' curricular.

### **Service learning**

Service learning engages students in activities where both the community and students are the primary beneficiaries. Herein the primary goals are to provide services to the community and equally to enhance student learning through the rendering of these services. Reciprocity is a central characteristic of this type of learning and an emphasis is placed on integrating community service with scholarly activities. This form of community engagement is also referred to as academic service learning, academic community service and community-based learning.

## 1.0 Purpose of the Policy

The fundamental objective of this policy is to provide guidance for the implementation and advancement of KCUCE as an integral institutional function seamlessly integrated with teaching, learning, and research. Thus, the policy envisions that KCUCE:

- Serves as a bridge between research and education, ensuring that King Ceasor University remains pertinent and adaptable to societal demands and national development imperatives.
- Emphasizes key areas for training, research, and development interventions by soliciting feedback to refine and review curricula, learning methodologies, and research approaches for continued relevance.
- Facilitates collaborative learning opportunities and fosters positive attitude shifts among students, academic staff, the community, the university, and its partners.

## 2.0 Policy Objectives

The policy has the following objectives:

- Facilitating the coordination and seamless integration of KCUCE activities with the educational, learning, and research initiatives at KCU.
- Fostering the growth of current and emerging community engagement endeavors.
- Ensuring efficient management, coordination, and facilitation of community engagement across all academic and support services within the University.
- Cultivating mutual collaboration, partnerships, and networking with both local and international stakeholders in engagement endeavors.
- Guaranteeing that every interaction between University staff, students, and alumni and the wider community reflects the vision and mission of KCU.

## 3.0 Scope of the Policy

This policy will be applicable to all constituent colleges, faculties, schools, and departments within King Ceasor University.

The following activities are identified to fall under KCUCEC Policy:

- Internships, clinical rotations, and work-based learning experiences in community settings, as well as other forms of professional training integrated with the community.
- Incorporation of community service-learning modules, including core, elective, and foundational components.
- Community attachment, placements, and internships as part of academic requirements.
- Compulsory practical fieldwork and mandated community service tailored to specific programs.

- Research initiatives, such as community action research, conducted in collaboration with and within communities.
- Provision of consultancy services within community contexts.
- Facilitation and oversight of community development projects led by KCU staff and students.
- Delivery of short courses and workshops designed for community members.

Various units of the University, when deemed necessary, will develop individualized community engagement guidelines tailored to their unique contexts, while operating within the framework outlined in this policy.

#### **4.0 Policy Principles**

The policy aligns with the University's vision and mission, aiming to creatively impact development through education, research, outreach, and the provision of social services to the community. This goal will be accomplished by disseminating innovations to prospective beneficiaries and fostering the exchange of mutually beneficial knowledge and experiences. The policy will function as a comprehensive guide for the University in managing all aspects of its outreach activities.

In reference to the policy objectives stated above, the following guiding principles are expressed:

- Promoting the integration of community engagement activities across all teaching, learning, and research endeavors within all faculties of KCU.
- Developing and fostering sustainable, collaborative partnerships with communities, emphasizing reciprocal benefits and mutual development.
- Ensuring the sustainable allocation of resources to uphold the delivery of high-quality community engagement as a fundamental function within KCU.
- Demonstrating KCU's dedication to community engagement and outreach through strategic planning, policies, and procedures at all levels of management.
- Coordinating and facilitating community engagement and outreach through a centralized management structure, extending from the Office of the Deputy Vice Chancellor for Academic Affairs to all academic and support service units within KCU.
- Registering all community engagement activities in a centralized institutional database overseen by the coordinating structure.
- Institutional backing is provided for the advancement and execution of knowledge generation, application, and dissemination through community engagement initiatives.
- Performance evaluation standards for community engagement are formulated and integrated into pertinent HR policies.



- The outcomes and effectiveness of community service are systematically monitored and assessed.
- Regular reviews are conducted to evaluate the effectiveness and relevance of community engagement activities.

## **5.0 Ethos Embodying Community Engagement**

- Community engagement prioritizes the promotion of health, well-being, and fundamental values such as compassion, diversity, dignity, community participation, empowerment, citizenship, and social justice.
- The organization and oversight of community engagement initiatives ensure that activities are conducted professionally and aimed at enhancing community life in democratic, equitable, and liberating ways.
- The objectives of community engagement endeavors align with the public good and are geared towards fostering sustainable positive transformations in the lives of participants and communities, as well as enhancing existing programs or services.
- The principles and methodologies of engagement bridge knowledge generated within and outside academic institutions. The advancement of the public good is best achieved through collaborative knowledge creation and the dissemination of research findings for the mutual benefit of all involved parties.
- Relevant national and institutional codes of ethics form an integral component of the ethos of community engagement, guiding the conduct of all involved parties.
- All service-learning and community-based research projects adhere to the applicable ethical standards set forth by KCU and national bodies governing academic and research ethics.

## **6.0 Management of the Policy**

### **6.1 Administration and Management**

- The primary oversight, management, and quality assurance of this policy will be under the purview of the office of the Deputy Vice Chancellor responsible for academics.
- The administration, management, and quality assurance of curricula pertaining to community engagement or community-based research initiatives are the responsibility of the relevant administrative units and academic departments, in accordance with university policies and regulations.
- Academic departments will be responsible for the implementation, monitoring, evaluation, and review of credit-bearing academic programs associated with community engagement initiatives.

- Administrative units are tasked with informing the Department of KCUCE of all curricular community engagement or community-based research initiatives for documentation purposes.

#### **6.2 Senate Oversight of University Community Engagement**

- The Senate sub-committee for Strategic Partnerships and Institutional Advancement will supervise the management and integration of service learning into the curricula of academic programs on behalf of the Senate..
- The University's Board of Research, Graduate Studies, and Staff Development, in collaboration with the Senate Higher Degrees Committee, will oversee institutional community-based research activities across the various academic units.

#### **6.3 Community Engagement Advisory Board**

- The Community Engagement Advisory Board will offer counsel and reports to management regarding all institutional KCUCE activities and projects. Its structure and duties will be determined by Management.

#### **6.4 Department of University Community Engagement**

This department receives its mandate from the Senate sub-committee for Strategic Partnerships and Institutional Advancement and is tasked with:

- Identify, advocate for, and coordinate KCUCE initiatives as necessary.
- Compile and maintain records of institutional community engagement activities.
- Foster enduring partnerships with communities to ensure sustainability.
- Enhance both internal and external awareness of KCUCE initiatives.
- Periodically assess the need for revisions to the policy.
- Aid in identifying funding opportunities, actively supporting and securing funding both internally and externally for KCUCE projects.
- Facilitate training in service-learning, community-based research, and structured outreach efforts.
- Establish overarching principles for planning, implementing, monitoring, and evaluating KCUCE, including delineating activities requiring clearance based on prescribed risk-assessment criteria for specific engagement environments.
- Develop guidelines for forging sustainable partnerships with local government entities, communities, and relevant service providers.

#### **7.0 Support for and Recognition of Staff and Students Involved in KCUCE**

- Given the specific challenges inherent in implementing community engagement initiatives, providing sustainable support for acknowledging staff achievements is deemed imperative.

- Recognizing the contributions of staff engaged in community outreach will be incorporated into KCU's performance management system to foster the development of KCUCE in alignment with teaching and research objectives.
- The Department of KCUCE will devise methods to reward KCU students who exhibit outstanding performance and contributions to KCUCE initiatives.

### **8.0 Monitoring & Evaluation**

The Department of KCUCE, in collaboration with the policy's implementing units, will develop a framework for ongoing monitoring and evaluation of KCUCE initiatives.

### **9.0 General Rules of Engagement**

- All research, innovation, and teaching-learning endeavors related to KCUCE must be registered in the KCU institutional database for community engagement.
- Every volunteer activity bearing the King Ceasor University brand must be registered, detailing clear outcomes and an established exit strategy negotiated prior to the interventions.
- Engagement activities are preferably established as formal partnerships to regulate expectations, manage risks, and clarify roles. Informed consent forms will be utilized to address certain regulatory steps and ensure individual-level understanding.
- Formal partnerships must receive clearance from and be submitted to the Institutional Legal Office, adhering to institutional guidelines on delegations and authorizations for signing.
- Demonstrating evidence of shared planning and ensuring mutual benefit in partnerships is crucial. Regular feedback will be provided to all stakeholders to ensure recognition of participants and adherence to the principles of reciprocity.
- Community partners must evaluate engagement activities, and evidence of feedback is vital to uphold the reciprocity principle.
- Quality assessment, risk management, and impact evaluation will be carried out by relevant management structures.
- Fundraising for community engagement will adhere to KCU institutional rules governing this specific aspect of fundraising for community engagement.

### **10.0 Quality Management**

The University, through the Senate and the Department of KCUCE, will ensure the delivery of effective, efficient, and equitable support for community engagement via designated community engagement support structures.

Responsibility for meeting institutional audit requirements, which encompass managing the quality of planning, design, development, resourcing, implementation, monitoring, evaluation

and review of community engagement programs/projects to ensure quality and continuous improvement, lies with the respective faculty, academic units, or relevant departments.

### **11.0 Risk management**

All risks associated with KCUCE activities will be managed in accordance with the risk management provisions established for KCU.

### **12.0 Enabling Mechanisms for the Policy**

To facilitate the proper functioning and implementation of KCUCE policy, the following should be taken into account:

- Establishing a dedicated Department of KCUCE to oversee university engagement efforts.
- Appointing senior and support staff to facilitate the operationalization of KCUCE.
- Forming institutional-wide and faculty-based committees tasked with KCUCE oversight.
- Incorporating participation in KCUCE activities into staff promotion and recognition systems.
- Allocating resources and providing capacity building for KCUCE initiatives across KCU.