



**AKENTEN  
APPIAH-MENKA  
UNIVERSITY**

*of Skills Training and Entrepreneurial  
Development*

# Statutes



**2024**

**AKENTEN APPIAH-MENKA UNIVERSITY OF SKILLS TRAINING  
AND ENTREPRENEURIAL DEVELOPMENT (AAMUSTED)**

**STATUTES, 2024**

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**AKENTEN APPIAH-MENKA UNIVERSITY OF SKILLS TRAINING AND  
ENTREPRENEURIAL DEVELOPMENT (AAMUSTED)**

**STATUTES, 2024**

**PART A: DEFINITIONS**

**STATUTE 1: DEFINITION OF TERMS**

In this Statutes, unless the context otherwise requires:

**Academic Board** means the Academic Board of the University established under Section 18 of Act 1026.

**Academic Calendar** refers to the official programme of activities of the University with dates.

**Academic Department** refers to a part of a Faculty, School or Institute that is concerned with teaching and research in a recognisable academic discipline which has been so designated by the Council in consultation with the Academic Board.

**Academic Senior Member** means a Senior Member holding full-time teaching and/or research appointment in the University.

**Academic Year** refers to the first day of October each year to the thirtieth day of September the following year, or any other period determined by the Academic Board.

**The Act** means Akenten Appiah-Menka University of Skills Training and Entrepreneurial Development Act, 2020 (Act 1026).

**Administrative Department** refers to a part of a Directorate that is concerned with administrative, professional and technical roles which has been so designated by the Council.

**Administrative Senior Member** is a senior member employed primarily for the performance of administrative duties within the University

**Alumni** refers to all:

- a) graduates and diplomates of the University.
- b) graduates of the erstwhile College of Technology Education, Kumasi; College of Agriculture Education, Mampong; St. Andrews College; University College of Education of Winneba, Kumasi; University College of Education of Winneba, Mampong; Advanced Teacher Training College; Kumasi Advanced Technical Training College; Technical Teachers' College.
- c) honorary degree holders of the University.

d) persons who are not past students but are deemed eligible by the Academic Board for membership of the Association.

**Campus** means a collection of Colleges, Faculties, Schools, Directorates, Institutes and/or any other establishment outside the main Campus of the University, as may be determined by the Council.

**Centre** means an establishment that has been so designated by the Academic Board to provide specialised programmes and/or services including teaching, research and consultancy for extension purposes.

**College** means a collection of academically related establishments such as Faculties, Schools, Institutes and Centres established by the Council in accordance with the Statutes.

**Congregation** is a special assembly of the University for the conferment of degrees, diplomas, certificates and awards and to receive reports on the University.

**Convocation** means the Principal Officers of the University and all other Senior Members of the University appointed by the Council or the Academic Board and who are registered by the Registrar as members of Convocation.

**Council** means the governing body of the University established under Section 5 of Act 1026.

**Diplomate** refers to a person who has received a diploma and who has been certified as a specialist by a Board within the appropriate profession.

**Directorate** refers to a collection of Departments, Sections and/or Units that is headed by a Director.

**Disclosure of Interest** includes a pecuniary, material, academic and relational interest in a matter being deliberated upon or decided upon by the University.

**Faculty** means a collection of related academic departments which has been so designated by the Academic Board.

**Institute** means a multi-disciplinary research or service establishment which focuses primarily on multi-disciplinary research on the provision of extension services.

**Junior Member** means any person registered for a course of instruction or research in the University.

**Junior Staff** means those persons in the employment of the University of a rank below that of an Administrative Assistant or its equivalent.

**Management Staff** means those officers (including the Pro Vice-Chancellor) who are appointed by Council through a Search Committee and whose contracts of employment are for a fixed term.

**Matriculation** means a process by which a person is formally recognised as a student of the University.

**Minister** means the Minister responsible for education.

**Operative Date** means the day on which the Statutes enacted by the Council shall be brought into effect.

**President** means the President of the Republic of Ghana

**Principal Officers** of the University are the Chancellor, the Chairperson of Council and the Vice-Chancellor.

**Professional Senior Member** is a senior member with appropriate professional qualifications employed primarily to provide medical, legal, accounting, engineering, information technology or related services

**Professorial Status** shall attach to the rank of Associate Professor, Professor, Emeritus Professor and all other academic ranks so designated by the Council on the recommendation of the Academic Board.

**Schedule** refers to a portion of the Statutes which appears after the main statute(s) used to spell out how the provisions of the Statutes are to work in practice.

**School** refers to a semi-autonomous establishment which has faculty status and shares one or more of the following characteristics: association with a profession, or the preparation of students for certification by a profession.

**Section** means a division in an academic or administrative Department, Centre or its equivalent that has been so designated by the Academic Board.

**Senior Member** means any member of the academic, professional or administrative staff, who, by appointment, becomes a member of Convocation.

**Senior Staff** means all persons in the employment of the University below the rank of a Junior Assistant Registrar or its equivalent but not lower than that of an Administrative Assistant or its equivalent.

**Seniority** shall be determined in the following order:

- a) rank;
- b) in the event of equality in rank, by the length of service on the rank;
- c) in the event of equality in (ii) above, by the length of service in the University;
- d) office.

**Staff** means any person in the employment of the University.

**Statutes of the University** means the administrative guidelines enacted by the Council in accordance with the Act to govern the internal operations of the University. **Statute** means a provision in the “Statutes of the University”.

**Unit** refers to an academic or administrative division lower than a Section, that is intended to render specialised, coordinating and/or support services. This definition shall exclude the ‘Internal Audit Unit’.

**University** means the Akenten Appiah-Menka University of Skills Training and Entrepreneurial Development, established under Section 1(1) of Act 1026.

## **STATUTE 2: REPEAL**

The Statutes in force immediately before the commencement of this Statutes are hereby repealed.

## **STATUTE 3: UNIVERSITY PROPERTY**

University Property shall refer to any property, movable or immovable, of every description now or hereafter, belonging to the University shall remain and be vested in the University and all trust for, or to be executed by the University under any former name or description shall inure to the benefit of the University, or in accordance with the provisions to this Statutes be executed by the University.

## **STATUTE 4: CHANCELLOR OF THE UNIVERSITY**

1. The University shall have a Chancellor.
2. The Chancellor is the head of the University and the Chancellor takes precedence over any other officer of the University.

### **4.1 Functions**

1. The Chancellor shall preside at the Congregation, meetings and other ceremonies of the University at which the Chancellor is present.
2. The Chancellor shall be served with the summons, minutes and other documents of meetings of the Council and may attend the meetings.
3. The Chancellor shall confer on a qualified person, a degree, honorary degree, diploma and certificate awarded by the University in accordance with the Act and procedures prescribed by the Statutes of the University.
4. The Chancellor may delegate a function under Section 14 (8) of the Act by directions in writing to the Council.
5. Where the integrity and welfare of the University are threatened by any matter, the Chancellor may, in consultation with the Council, intervene.

### **4.2 Appointment**

1. The Council shall appoint the Chancellor for the University.
2. The Chancellor shall hold office for a term of five (5) years and is eligible for re-appointment for another term only.

3. The Council shall initiate the appointment of a Chancellor. A Search Committee shall be constituted by Council to scout for a Chancellor.
4. The Search Committee shall begin its work one (1) year before the expiration of the term of the Chancellor.
5. The notification, application, selection and appointment process shall commence, at least six (6) months, before the expiration of the term of the incumbent.

#### **4.3 Criteria for Appointment**

The person to be appointed as a Chancellor must:

- a) be a citizen of Ghana;
- b) have distinguished himself/herself in the world of entrepreneurship, letters, science, business or public affairs;
- c) be capable of attracting funding and development for the University;
- d) have consented in writing to the nomination.

#### **4.4 The Search Committee**

The Search Committee for the selection of a Chancellor shall comprise:

- a) two (2) members drawn from Council one (1) of whom shall be appointed Chairperson;
- b) two (2) members nominated by Academic Board;
- c) two (2) representatives from the University Teachers' Association of Ghana (UTAG) of the University;
- d) two (2) representatives from the Ghana Association of University Administrators (GAUA) of the University;
- e) one (1) representative each of the following, from the University:
  - i. the Senior Staff Association – Universities of Ghana (SSA-UoG);
  - ii. the Teachers' and Educational Workers' Union (TEWU);
  - iii. the Alumni Association;
  - iv. the SRC; and
  - v. the GRASAG
- f) The Registrar as the Secretary.

#### **4.5 Vacancy in the Office of the Chancellor**

The Office of the Chancellor shall become vacant on:

- a) resignation;
- b) incapacitation;
- c) death;
- d) removal from office; or
- e) the expiry of the term of office of the Chancellor.



#### **4.6 Removal from Office**

1. The Chancellor may resign for personal reasons or may be relieved of his/her position in the event of incapacitation, appointment into a political position or in case of misconduct in accordance with the laws of the Republic of Ghana.
2. The Chancellor may be removed from office on grounds of persistent absence, conviction of a criminal offence involving dishonesty, fraud or moral turpitude or for gross misconduct and/or other good cause by a special resolution of a joint session of the Council and the Academic Board specially convened for that purpose supported by the votes of two-thirds of the persons present and voting. The Chancellor shall be entitled to a hearing either in person or through a Representative.
3. A three-member Committee shall be constituted by Council upon receipt of a petition to determine whether there is a prima facie case made against the Chancellor.
4. Upon establishment of a prima facie case, a five-member Hearing Committee shall be constituted by Council for a fair hearing for the Chancellor.
5. Membership of the Hearing Committee shall be:
  - a) a chairperson who is a retired High Court Judge and not in the employment of the University;
  - b) one (1) member appointed by Council who is not in the employment of the University;
  - c) one (1) member appointed by the Academic Board;
  - d) one (1) representative each from the Ghana Tertiary Education Commission and Council for Technical and Vocational Education and Training.
6. The five-member Committee shall enquire into the petition and submit its report to Council.
7. The Chairman of Council, upon receipt of the report, shall communicate in writing to the Chancellor of the outcome.
8. The Chancellor shall have the right to appeal to the Appeals Board within twenty-one (21) days after the findings of the report have been communicated to him/her and he/she is dissatisfied with the outcome.
9. The Chairman of Council, (where no appeal has been filed after the expiration of the twenty-one (21) days or where an appeal was filed but unsuccessful), shall call for a special joint session of Council and the Academic Board specifically convened to pass a resolution to remove the Chancellor or otherwise.
10. The Chancellor may resign from office by a letter addressed to the President, through the Minister, with a copy to the Vice-Chancellor.

#### **STATUTE 5: THE UNIVERSITY COUNCIL**

1. The governing body of the University is a Council consisting of:
  - a) a Chairperson, nominated by the President;
  - b) the Vice-Chancellor;
  - c) four (4) Persons, nominated by the President, at least two (2) of whom are women; and
  - d) one (1) representative each of the following:
    - i. the Ghana Tertiary Education Commission nominated by the Ghana Tertiary Education Commission;

- ii. the University Convocation elected by the Convocation;
  - iii. the Association of Principals of Technical and Vocational Education and Training Institutes nominated by the Association of Principals of Technical and Vocational Education and Training Institutes;
  - iv. the Commission for Technical and Vocational Education and Training nominated by the Commission for Technical and Vocational Education and Training;
  - v. the students of the University elected by the Students' Representative Council and the Graduate Students' Association;
  - vi. the University Teachers' Association of Ghana nominated by the University Teachers' Association of Ghana of the University;
  - vii. the Teachers' and Educational Workers' Union nominated by the Teachers' and Educational Workers' Union of the University;
  - viii. the Alumni of the University nominated by the alumni of the University; and
  - ix. the Association of Ghana Industries nominated by the Association of Ghana Industries.
2. The President shall, in making the nominations under paragraphs (a) and (c) of Statute 5.1, have regard to the academic qualifications, leadership qualities, gender, expertise in finance and management, and knowledge and relevant experience in the specialisation of the University.
  3. The Chairperson and other members of the Council shall be appointed by the President in accordance with Article 70 of the Constitution.
  4. The Chairperson of the Council shall, in the absence of the Chancellor, preside at the Congregation and other ceremonies and meetings of the University.

#### **STATUTE 6: CHAIRPERSON OF THE UNIVERSITY COUNCIL**

1. In accordance with Section 5 (1a) of the Act, the Council shall be headed by a Chairperson who shall preside at all meetings of the Council and generally provide direction to the Council in the performance of its functions.
2. The Chairperson of the Council shall, in the absence of the Chancellor, preside at the Congregation and other ceremonies and meetings of the University.
3. The Chairperson shall be furnished with copies of the Minutes of the Academic Board in addition to other publications of the University.
4. The Chairperson shall have overall responsibility for the Committees of Council.
5. The Chairperson may resign from office by a letter addressed to the President, through the Minister, with copies to the Chancellor and the Vice-Chancellor.
6. The Chairperson may be removed from office on grounds of persistent absence, conviction of a criminal offence involving dishonesty, fraud or moral turpitude, or for gross misconduct and/or other good cause by the President.
7. Council, by a resolution passed by at least two-thirds of its members, may pass a vote of no confidence in the Chairperson. Upon passing a vote of no confidence in the Chairperson, the Registrar shall send a petition to the President, requesting the President to recall the Chairperson.

## **STATUTE 7: TENURE OF OFFICE OF MEMBERS OF THE COUNCIL**

1. A member of the Council, other than the Vice-Chancellor, shall hold office for three (3) years and is eligible for re-appointment for another term only.
2. Where a member of the Council, other than the Vice-Chancellor, is absent from three (3) consecutive meetings without reasonable cause, the office of that member shall become vacant.
3. A member of the Council, other than the Vice-Chancellor, may resign from office in writing, addressed to the President through the Minister.
4. Where the office of a member becomes vacant by reason of death, resignation or the absence of the member for three (3) consecutive meetings without reasonable cause, another person, nominated by the relevant body, shall be appointed to serve for the unexpired term of the officer.

## **STATUTE 8: MEETINGS OF THE COUNCIL**

1. The Council shall meet at least three (3) times in each academic year for the conduct of business at a time and place determined by the Chairperson.
2. The quorum for a meeting of the Council is nine (9) members.
3. The Chairperson shall preside at a meeting of the Council and, in the absence of the Chairperson, members of the Council shall elect one (1) of the Government nominees present to preside.
4. Matters before the Council shall be decided by consensus or a simple majority of the members present and voting and, in the event of an equality of votes, the person presiding shall have a casting vote.
5. The Council may co-opt a person to attend and participate in a meeting of the Council, but a co-opted person is not entitled to vote at the meeting.
6. The Pro Vice-Chancellor, the Registrar and the Director of Finance shall attend meetings of the Council, but are not entitled to vote.
7. The proceedings of the Council are not invalidated by reason of a vacancy among the members or by a defect in the appointment or qualification of a member.

## **STATUTE 9: FUNCTIONS OF THE COUNCIL**

1. Determine the strategic direction of the University;
2. Monitor and evaluate the implementation of policies of the University;
3. Promote income-generating activities as part of the programmes of the University;
4. Control the finances of the University and determine the allocation and effective and efficient use of funds of the University;
5. Ensure the conservation and augmentation of the resources of the University, specifically in relation to matters affecting income or expenditure;
6. Ensure the creation of an environment of equal opportunity for members of the University without regard to gender, occupation, race, disability, colour, ethnic origin, religion, creed, social or economic status, or political opinion;

7. Make professorial level appointments, on the recommendation of the Appointment Committee of the Academic Board, (Appointment and Promotions Board), as may be prescribed by the Statutes of the University;
8. Perform any other functions that are necessary to achieve the aims of the University.

### **9.1 GENERAL POWERS OF THE COUNCIL**

1. Subject to the Act, the Council shall have power to do or provide for any matter concerning the University which the Council considers necessary or expedient;
2. The conferment of particular powers on the Council by other provisions of the Act shall not limit the generality of this section.

### **STATUTE 10: VICE-CHANCELLOR OF THE UNIVERSITY**

1. The University shall have a Vice-Chancellor of Professorial Status.
2. The Vice-Chancellor is the academic and administrative head and chief disciplinary officer of the University.
3. The Vice-Chancellor shall, before assuming office, take and subscribe to the Official Oaths specified in *Schedule L*.

### **10.1 Functions**

1. The Vice-Chancellor is responsible to the Council for maintaining order and ensuring the effective and efficient administration of the University.
2. The Vice-Chancellor shall have the right to attend meetings of all Statutory Committees and Bodies of the University.
3. The Vice-Chancellor shall preside at Congregations and confer degrees and diplomas in the absence of both the Chancellor and the Chairperson of the Governing Council.
4. Where a force majeure occurs, rendering the University to be non-functional, the Vice-Chancellor shall in consultation with the Executive Committee, decide to close down the University until such a time that conditions improve for reopening.
5. The Vice-Chancellor shall not travel out of the country without prior notification in writing signed by him/her and addressed to the Chairperson of the Council, specifying the reason(s) and the period of his/her absence. In the absence of the Chairperson of the Council, the Vice-Chancellor shall notify the Chancellor or the Director-General of the Ghana Tertiary Education Commission.
6. The Vice-Chancellor shall, by virtue of his/her office, be a member of Council as provided for by the Act and also of Convocation and the Academic Board.
7. It shall be the duty of the Vice-Chancellor to advise Council and Academic Board on all matters affecting policy, finance, governance, and administration of the University.
8. The Vice-Chancellor shall have the power to delegate in writing any of the functions assigned him/her by these Statutes to any Senior Member of the University as he/she shall deem appropriate.
9. The Vice-Chancellor shall appoint all employees of the University other than Senior Members in accordance with procedures and terms laid down by this Statutes. The Vice-

Chancellor may delegate to the Registrar or any other officer of the University or any appointments committee, the power to make appointments.

10. Without prejudice to (9) above, the Vice-Chancellor shall have discretionary power to appoint suitably qualified Lecturers, Senior Lecturers and persons of Professorial rank from other universities, and distinguished non-university scholars to the University as Visiting Professors, Visiting Associate Professors, Visiting Senior Lecturers, Visiting Lecturers and Visiting Scholars for periods up to one (1) year, subject to confirmation by the Appointments and Promotions Board. In such appointments, recourse to external assessors shall not be obligatory. However, the curriculum vitae and references of each candidate shall be obtained. Appointment of visiting personnel shall normally be made to fill either departmental or other vacancies.

## **10.2 Appointment**

1. The Council shall appoint a Vice-Chancellor for the University in the manner provided for by the Act and this Statutes.
2. The criteria for appointment of the Vice-Chancellor shall be in accordance with *Schedule F1* of this Statutes.
3. The Vice-Chancellor shall hold office on the terms and conditions specified in the letter of appointment.
4. The Vice-Chancellor shall hold office for a term of four (4) years in the first instance and shall be eligible for re-appointment for another term of four (4) years only or part thereof, as may be determined by Council, but not exceeding the statutory retiring age.

## **10.3 Vacancy in the Office of the Vice-Chancellor**

1. The Vice-Chancellor may resign his/her office by a letter addressed to the Chairman of Council.
2. Where the post of Vice-Chancellor becomes vacant through resignation, removal, death, or any cause which incapacitates him/her in the performance of his/her functions and duties for nine (9) consecutive months, Council shall set in motion the process for identification and appointment of a new Vice-Chancellor. In any such event, the Pro Vice-Chancellor shall, as determined by Council, act as Vice-Chancellor until a new Vice-Chancellor is appointed. Such an appointment shall not exceed a maximum of one (1) year.
3. The Council shall commence the process for the appointment of the Vice-Chancellor at least six (6) months to the expiration of the current term. A Search Committee shall be constituted by Council as follows:
  - a) Chairman, to be appointed by Council;
  - b) two (2) members of Council appointed by Council who are not staff of the University;
  - c) three (3) members of the Academic Board, two (2) of whom shall be of Professorial status; and one (1) of Administrative or professional senior member of Deputy Registrar or analogous status, elected by the Academic Board;
  - d) one (1) member nominated by the Alumni association;
  - e) The Registrar shall serve as Secretary.

4. The Search Committee, after making such enquiries as it deems necessary, including consultations with members of staff and alumni, shall propose to Council the names of not more than two (2) candidates for one (1) to be appointed by Council. The Search Committee shall, as much as possible, conduct its work confidentially and maintain its independence.
5. Should a vacancy occur in the Office of the Vice-Chancellor through resignation, removal, death or any cause which incapacitates him/her from performing the functions and duties of the Vice-Chancellor, the Pro Vice-Chancellor shall perform the duties of the Vice-Chancellor until a Vice-Chancellor has been appointed. In the absence of the Pro Vice-Chancellor, the most senior Principal; or in the absence of any Principal, the most senior Provost or in the absence of any Provost, the most senior Dean in rank shall act as Vice-Chancellor until Council appoints a new Vice-Chancellor or an acting Vice-Chancellor.
6. Where the positions of both the Vice-Chancellor and Pro Vice-Chancellor become vacant, the Council shall appoint an acting Vice-Chancellor of a Professorial status until a substantive Vice-Chancellor is appointed.
7. The Vice-Chancellor may be relieved of his/her post by Council on grounds of incapacity, persistent absence without justification, non-performance, conviction of a criminal offence involving dishonesty, fraud, moral turpitude, or gross misconduct. Council shall afford the Vice-Chancellor a fair hearing and shall be permitted to attend all proceedings with a Counsel.

#### **10.4 Procedure for Renewal of the Appointment of the Vice-Chancellor**

1. Where an incumbent Vice-Chancellor is eligible for a second term of office, Council shall follow the process outlined in these Statutes for the renewal of the appointment.
2. Council shall write to the incumbent Vice-Chancellor, one (1) academic year before the end of his term, requesting the incumbent Vice-Chancellor to indicate within thirty (30) days an interest in a renewal of his term or otherwise.
3. Where the incumbent Vice-Chancellor does not indicate an interest for a renewal and does not apply for renewal within the stipulated period, Council shall follow the procedure as set out for the appointment of the Vice-Chancellor at first instance.
4. Where the incumbent Vice-Chancellor indicates and applies for a renewal of his appointment, Council shall set in motion a process to consider his renewal application.
5. Council shall constitute a Renewal Committee composed in the same form as the Search Committee for appointment at first instance.
6. The Renewal Committee shall be tasked to determine whether the Vice-Chancellor has achieved satisfactory performance, been of good conduct, and not affected by the retirement age of public officers.
7. In the discharge of the task in (6) above, the Renewal Committee shall consult with all relevant stakeholders.
8. The Renewal Committee shall conduct its work and present a report to Council within three (3) months from the date of commencement of its assignment.
9. The Renewal Committee, after making such enquiries as within its mandate and within the scope of the guidelines provided by Council, shall submit a report to the Council providing

its recommendations, and Council shall decide on the appointment based on the recommendation.

10. Where the Renewal Committee does not recommend to Council the renewal of the appointment of an incumbent Vice-Chancellor, Council shall within three (3) months constitute a Search Committee to commence the processes for the appointment of a Vice-Chancellor at first instance.

### **10.5 Removal from Office**

The procedure for removal of the Vice-Chancellor from Office shall be in *Schedule I* of this Statutes.

### **10.6 The Office of the Vice-Chancellor**

The Office of the Vice-Chancellor shall comprise the following:

- a) Vice-Chancellor
- b) Pro Vice-Chancellor
- c) Principals of Campus
- d) Provosts of College
- e) Deans and Directors of Faculty, School and Institute
- f) Other Directors as may be approved by Council

### **10.7 Officers under the Vice-Chancellor**

The office of the Vice-Chancellor shall be the highest academic, administrative and strategic policy-making arm of the University, and the following officers shall operate under and be responsible to the Vice-Chancellor in the performance of their duties and responsibilities:

- a) Registrar
- b) Director of Finance
- c) University Librarian
- d) Director of Internal Audit
- e) Director of University Health Services
- f) Director of Works, Physical Development, and Facility Management
- g) Director of Quality Assurance, Planning and Accreditation
- h) Director of Research, International Programmes and Institutional Advancement
- i) Director of Procurement
- j) Director of Information and Communication Technology Services
- k) Director of Sports
- l) Other Directors as may be approved by Council

## **STATUTE 11: PRO VICE-CHANCELLOR OF THE UNIVERSITY**

1. The University shall have a Pro Vice-Chancellor of Professorial status.
2. The Pro Vice-Chancellor shall vacate his/her post of Principal, Provost, Dean/Director or Head of Department by reason of his/her appointment as Pro Vice-Chancellor.

3. The Pro Vice-Chancellor shall, before assuming office, take and subscribe to the Official Oaths specified in the *Schedule L*.

### **11.1 Functions**

1. The Pro Vice-Chancellor shall attend meetings of the Council.
2. The Pro Vice-Chancellor shall be assigned duties that the Council or the Vice-Chancellor may determine.
3. The Pro Vice-Chancellor shall perform the functions of the Vice-Chancellor in the absence of the Vice-Chancellor.
4. The Pro Vice-Chancellor shall assist the Vice-Chancellor on academic matters of the University.
5. The Pro Vice-Chancellor shall hold constant consultation with the Vice-Chancellor in the discharge of his/her supervisory academic functions, and he/she shall defer to the Vice-Chancellor in cases of disagreement.
6. The Pro Vice-Chancellor shall be responsible for the planning of academic teaching and research in the departments.
7. The Office of the Pro Vice-Chancellor shall coordinate the organisation of academic research conferences and seminars across the faculties, including university-wide lectures and seminars.
8. The Pro Vice-Chancellor shall be responsible for granting casual leave applications of academic staff up to five (5) working days. He/She would also approve requests for permissions to travel locally, and in the sub-region for up to five (5) working days.

### **11.2 Appointment**

1. The Council shall appoint the Pro Vice-Chancellor for the University in accordance with this Statutes.
2. The criteria for appointment of the Pro Vice-Chancellor shall be in accordance with *Schedule F1* to this Statutes.
3. The Pro Vice-Chancellor shall hold office for a term of three (3) years and is eligible for re-appointment for another term only or part thereof as may be determined by Council, but not exceeding the statutory retiring age.

### **11.3 Vacancy in the Office of the Pro Vice-Chancellor**

1. In the absence of the Pro Vice-Chancellor, the most senior Principal; or in the absence of any Principal, the most senior Provost or in the absence of any Provost, the most senior Dean/Director in rank shall be appointed to act as Pro Vice-Chancellor until the appointment of a substantive Pro Vice-Chancellor or an Acting Pro Vice-Chancellor. Such acting appointments shall not exceed a maximum of one (1) year.
2. Where a vacancy occurs or is about to occur in the office of the Pro Vice-Chancellor, the Registrar shall notify Council and the Vice-Chancellor.
3. The Vice-Chancellor shall nominate three Academic Senior members of Professorial Status to be voted for by Convocation.



4. After the election, the winner shall be declared based on a simple majority vote system as laid down in *Schedule K* of this Statutes. The name of the person with the highest number of votes shall be submitted to Council to be appointed as Pro Vice-Chancellor.
5. The notification, selection and appointment processes shall commence, at least six (6) months before the expiration of the term of the incumbent.
6. The Pro Vice-Chancellor may resign from office by notice in writing to Council through the Vice-Chancellor in accordance with the terms and conditions of his/her appointment.

#### **11.4 Removal from Office**

The procedure for removal of the Pro Vice-Chancellor from office shall be in *Schedule I* to this Statutes.

### **STATUTE 12: ACADEMIC BOARD**

There shall be an Academic Board of the University which is answerable to the Council.

#### **12.1 Composition of the Academic Board**

1. The Academic Board consists of:
  - a) the Vice-Chancellor as the Chairperson;
  - b) the Pro Vice-Chancellor;
  - c) Campus Principal
  - d) Provost of Colleges
  - e) Deans and Vice-Deans;
  - f) Directors of Schools, Institutes and Centres;
  - g) Heads of Academic Departments;
  - h) Professors and Associate Professors;
  - i) One (1) representative each from:
    - i. an Academic Department,
    - ii. a Faculty,
    - iii. a School,
    - iv. an Institute, and
    - v. a Centre;
  - j) the Librarian of the University;
  - k) the Registrar of the University as the Secretary; and
  - l) four (4) members elected by the University Teachers' Association of Ghana (UTAG) of the University
  - m) five (5) members elected by the Ghana Association of University Administrators (GAUA) of the University
2. A person who is a member of the Academic Board by virtue of office may be represented at a meeting of the Academic Board by a person designated by that member.

## **12.2 Committees of the Academic Board**

1. The Academic Board may establish standing and ad-hoc committees to carry out functions prescribed by this Statutes.
2. A committee of the Academic Board consisting entirely of non-members shall be advisory only.

## **12.3 Functions of the Academic Board**

The Academic Board shall, subject to the powers of the Council:

- a) formulate and implement the academic policies of the University.
- b) devise and regulate courses of instruction and study, subject to accreditation by the Ghana Tertiary Education Commission and the Commission for Technical and Vocational Education and Training.
- c) promote and supervise research within the mandate of the University, but with special emphasis on:
  - i. matters relating to technical, vocational and entrepreneurial education and training within and outside the country; and
  - ii. subjects that relate to technical, vocational and entrepreneurial education and training within and outside the country.
- d) regulate the conduct of examinations.
- e) regulate conferment of honorary degrees and award of degrees, diplomas and certificates.
- f) authorise research grants.
- g) advise the Council on the appointment of academic staff.
- h) advise the Council on the admission of students.
- i) advise the Council on the award of scholarships and bursaries, fellowships, exhibitions, medals and other prizes.
- j) report on matters that are referred to the Academic Board by the Council.
- k) make representations to the Council on any matter connected with the University.
- l) request, every year, reports from Faculties, Departments, Schools, Institutes and Centres on research being done.
- m) consider reports on the conduct of examinations from Faculty Boards.
- n) determine the terms and conditions of the appointment and approve the appointment of External Examiners on the recommendations of the Boards of the Colleges, Faculties, Schools and Institutes concerned.
- o) make regulations relating to courses of study, degrees and other academic distinctions after receiving reports or proposals from Faculty Boards.
- p) make recommendations to the Council on the creation and review of academic and non-academic divisions in the University.
- q) recommend to Council the affiliation of other institutions to the University.
- r) review and recommend to Council the academic organisation and development of the University with special reference to:

- i. matters relating to technical, vocational and entrepreneurial education and training within and outside the country; and
- ii. subjects that relate to technical, vocational and entrepreneurial education and training within and outside the country.
- s) make regulations for the conduct of Junior Members of the University.
- t) refer proposals on any relevant matter to Convocation for consideration.
- u) regulate the relationships between the University and associated institutions.
- v) delegate any of its functions to appropriate committees.
- w) determine the length of each academic year and divide the year into appropriate semesters.
- x) receive written reports from the Sub-Committees of the Academic Board for consideration.
- y) take prompt and adequate steps to remove or minimise any threat or damage to the academic integrity and reputation of the University.
- z) exercise all such powers as are or may be conferred on it by the Act or this Statutes.

#### **12.4 Meetings of the Academic Board**

1. The Academic Board shall have the following types of meetings:
  - a) Regular
  - b) Emergency
  - c) Special
2. The Vice-Chancellor shall convene at least, two (2) regular meetings of the Academic Board in each semester by notice in writing to the members.
3. The Vice-Chancellor may convene an emergency meeting by giving the members of the Academic Board at least a 24-hour written notice.
4. A special meeting of the Academic Board shall be convened when at least one-fourth of the total membership of the Academic Board submits a written request specifying the matters to be discussed to the Vice-Chancellor. The Vice-Chancellor shall convene the special meeting within seven (7) days of receipt of the request.
5. The quorum for the transaction of business of the Academic Board shall be half of the total membership of the Board, including the Chairman or the Pro Vice-Chancellor.

#### **STATUTE 13: THE REGISTRAR**

1. The University shall have a Registrar.
2. The Registrar is the secretary to the Office of the Chancellor, Council and Academic Board.
3. The Registrar shall, before assuming office, take and subscribe to the Official Oaths specified in the *Schedule L* to this Statutes

#### **13.1 Functions**

1. The Registrar is responsible to the Vice-Chancellor for the day-to-day administration of the affairs of the University.

2. The Registrar shall exercise supervision and provide leadership to all Divisions, Directorates, Departments, Sections and Units directly under the Registry.
3. The Registrar shall be responsible to the Vice-Chancellor and the Academic Board in the processing of advertisements for admissions, processing of relevant publications for admissions, and the issuance of admission letters.
4. The Registrar shall be responsible to the Academic Board and the Executive Committee for the preparation of annual meeting schedules and academic calendar of the University.
5. The Registrar shall be responsible for keeping both hard and soft records of the University.
6. The Registrar shall be responsible for ensuring the production and issuance of certificates and transcripts, and all other relevant and related students' academic records and documents.
7. The Registrar shall publish a register of names of all members of convocation at the beginning of each academic year.
8. The Registrar shall be responsible for the custody of the University Seal and for affixing same to relevant documents in accordance with directions of Council or Academic Board.
9. The Registrar shall cause to be published in the University Bulletin and/or Gazette at the end of each semester all policy decisions of Council and Academic Board.
10. The Registrar shall be responsible for the preparation of students' admission and registration materials, the maintenance of both soft and hard copies of such materials and overseeing the processes for registration.
11. The Registrar shall be responsible for the coordination of matriculation and congregation ceremonies.
12. The Registrar shall perform any other functions as may be assigned to him/her by the Vice-Chancellor.

### **13.2 Appointment**

1. The Council shall appoint the Registrar as prescribed in this Statutes.
2. The criteria for the appointment of the Registrar shall be in accordance with *Schedule F1* to this Statutes.
3. The Registrar shall hold office:
  - a) for a term of four (4) years and is eligible for re-appointment for another term only or part thereof as may be determined by Council, but not exceeding the statutory retiring age.
  - b) on the terms and conditions specified in the letter of appointment.
4. The Registrar shall have experience in university administration and other requisite experience and qualifications as Council shall deem necessary. He/she must have served as a Deputy Registrar or related grade in a University or comparable grade in a similar institution.

### **13.3 Vacancy in the Office of the Registrar**

1. The Registrar may resign from office by notice in writing to Council through the Vice-Chancellor in accordance with the terms and conditions of his/her appointment.

2. Where a vacancy occurs or is about to occur in the office of the Registrar, the Registrar shall notify Council who shall cause to be advertised, such vacancy and invite applications from suitably qualified candidates. A Search Committee shall be constituted by Council as follows:
  - a) Chairperson of the Committee to be appointed by Council, not necessarily from its membership
  - b) two (2) members of Council who are not in the employ of the University
  - c) two (2) members of the Academic Board one (1) of whom shall be of Professorial status elected by the Academic Board
  - d) Registrar or a former Registrar of a recognised University
  - e) The Committee shall appoint its Secretary.
3. The Search Committee after making such enquiries as it deems necessary, including an interview, shall propose not more than two (2) candidates to Council for Council to appoint one (1) of them.
4. The notification, application, selection and appointment process shall commence, at least six (6) months, before the expiration of the term of the incumbent or immediately after the office becomes vacant.

#### **13.4 Procedure for Renewal of the appointment of the Registrar**

1. Where an incumbent Registrar is eligible for a second term of office, Council shall follow the process outlined in these Statutes for the renewal of the appointment
2. The Vice-Chancellor shall write to the incumbent Registrar one (1) academic year before the end of his term requesting the incumbent Registrar to indicate within thirty (30) days an interest in a renewal of his/her term or otherwise.
3. Where the incumbent Registrar does not indicate an interest in a renewal and does not apply for renewal within the stipulated period, Council shall follow the procedure as set out for the appointment of Registrar at first instance.
4. Where the incumbent Registrar indicates and applies for a renewal, Council shall set in motion a process to consider his renewal application.
5. Council shall constitute a Renewal Committee composed in the same form as the Search Committee for appointment of the Registrar at first instance.
6. The Renewal Committee shall be tasked to determine whether the Registrar has achieved satisfactory performance, been of good conduct and is not affected by the retirement age of public officers.
7. In the discharge of the task in (6) above, the Renewal Committee shall consult with all relevant stakeholders.
8. The Renewal Committee shall conduct its work and present a report to Council within six (6) months from the date of commencement of the assignment.
9. The Renewal Committee, after making such enquiries as within its mandate, and within the scope of the guidelines provided by Council, shall submit a report to Council providing its recommendations, and Council shall decide on the appointment based on the recommendations.

10. Where the Renewal Committee does not recommend to Council the renewal of the appointment of an incumbent Registrar, Council shall, within three (3) months, constitute a Search Committee to commence the processes for the appointment of a Registrar at first instance.

### **13.5 Removal from Office**

The procedure for removal of the Registrar from office shall be in accordance with *Schedule I* of this Statutes.

### **13.6 Office of the Registrar**

The Registry shall be the administrative arm of the University and the following officers/offices shall operate with the Registrar in the performance of the administrative duties and responsibilities and together with the registrar shall constitute the Registry:

- a Directorate of General Administration, Legal and Consular Services
- b Directorate of Academic Affairs
- c Directorate of Public Affairs
- d Directorate of Human Resource
- e Campus Registrars
- f Such other Directorate as the Vice-Chancellor may determine

## **STATUTE 14: DIRECTOR OF FINANCE**

1. The University shall have a Director of Finance.
2. The Director of Finance shall head the Directorate of Finance of the University.
3. The Director of Finance is responsible to the Vice-Chancellor in the performance of his/her functions.

### **14.1 Functions**

1. Without prejudice to the generality of the Finance Committee's powers, the Office of the Director of Finance shall:
  - a) manage and operate the University's accounting system, to ensure the accountability of all officers transacting the business of the University, and facilitate the efficient discharge of such business.
  - b) prepare financial statements in accordance with appropriate financial reporting standards and submit same to Council through the Finance Committee every three (3) months, or such other period as the Finance Committee may determine.
  - c) ensure the efficient and effective use of appropriations under the University's control, within the ambit of government policy and in compliance with any enactment, regulations or instructions issued under the authority of any enactment.
  - d) ensure the due and proper collection of government revenue collectable by the University within the terms of any enactment or instructions issued or approved by Council.

- e) make payments for works, goods and services within the funds appropriated to the University and in accordance with Financial Management Regulations, the Financial and Stores Regulations and any other enactment.
  - f) receive and order the disbursement of any trust money for which the University has been appointed as administering authority by or under any enactment or agreement.
  - g) manage and reconcile the bank accounts authorised for the University by the Council.
  - h) preserve in good order and secure the economical use of all equipment and stores used by the University.
  - i) transact any other financial business for which the Vice-Chancellor is made responsible, by or under any enactment in accordance with the requirement of such authority, or of instructions issued or approved by the University Council.
  - j) answer such questions as are raised by the Auditor-General in respect of the financial transactions and accounts of the University.
  - k) appear before the appropriate committee to make such explanations, as required by the Committee, in respect of the annual University accounts.
  - l) advise the Vice-Chancellor and other officers of the University on matters relating to the accounts and funds of the University and invest University funds as directed by Council or the Vice-Chancellor, as the case may be.
  - m) The Director of Finance shall, before assuming office, take and subscribe to the Official Oaths specified in *Schedule L* to this Statutes.
2. The Director of Finance shall be responsible for the preparation of the annual operating budget of the University and shall present the annual operating budget through the Vice-Chancellor to the Finance Committee and Council for review and approval.
  3. The Director of Finance shall be responsible for the formulation and implementation of policies relating to accounting and financial controls in the university.
  4. The Director of Finance shall submit periodic reports to the Finance Committee and Council on behalf of the Vice-Chancellor on the status of plans and projections necessary for the preparation of budgets for succeeding years.

## **14.2 Appointment**

1. The Council shall appoint the Director of Finance;
2. The criteria for the appointment of the Director of Finance shall be in accordance with *Schedule F1* to this Statutes.
3. The Director of Finance shall hold office:
  - a) for a term of four (4) years and is eligible for re-appointment for another term only or part thereof as may be determined by Council, but not exceeding the statutory retiring age.
  - b) on the terms and conditions specified in the letter of appointment.
4. The Director of Finance shall have experience in university administration and other requisite experience and qualifications as Council shall deem necessary. He/she must have served as a Deputy Director of Finance or analogous grade in a University or comparable grade in a similar institution.
5. The Director of Finance shall have a postgraduate degree in the relevant area and shall be a Chartered Accountant from a recognised professional body with at least ten (10) years post-qualification experience as a Professional Accountant. He/she shall be a member of the Institute of Chartered Accountants Ghana (ICAG) and in good standing.

### **14.3 Vacancy in the Office of the Director of Finance**

1. The Director of Finance may resign from office by notice in writing to Council through the Vice-Chancellor in accordance with the terms and conditions of his/her appointment.
2. Where a vacancy occurs or is about to occur in the office of the Director of Finance, the Registrar shall notify Council who shall cause to be advertised, such vacancy and invite applications from suitably qualified candidates. A Search Committee shall be constituted by Council as follows:
  - a) Chairperson of the Committee to be appointed by Council, not necessarily from its membership
  - b) two (2) members of Council who are not in the employ of the University
  - c) two (2) members of the Academic Board one of whom shall be of Professorial status elected by the Academic Board
  - d) Director of Finance or a former Director of Finance of a recognised University
  - e) The Committee shall appoint its Secretary
3. The Search Committee after making such enquiries as it deems necessary, including an interview, shall propose not more than two (2) candidates to Council for Council to appoint one (1) of them.
4. The notification, application, selection and appointment process shall commence, at least six (6) months, before the expiration of the term of the incumbent or immediately after the office becomes vacant.

### **14.4 Procedure for Renewal of the appointment of the Director of Finance**

1. Where an incumbent Director of Finance is eligible for a second term of office, Council shall follow the process outlined in these Statutes for the renewal of the appointment
2. The Registrar shall write to the incumbent Director of Finance one (1) academic year before the end of his term requesting the incumbent Director of Finance to indicate within thirty (30) days an interest in a renewal of his/her term or otherwise.
3. Where the incumbent Director of Finance does not indicate an interest for a renewal and does not apply for renewal within the stipulated period, Council shall follow the procedure as set out for the appointment of Director of Finance at first instance.
4. Where the incumbent Director of Finance indicates and applies for a renewal, Council shall set in motion a process to consider his renewal application.
5. Council shall constitute a Renewal Committee composed in the same form as the Search Committee for appointment of the Director of Finance at first instance.
6. The Renewal Committee shall be tasked to determine whether the Director of Finance has achieved satisfactory performance, been of good conduct and is not affected by the retirement age of public officers.
7. In the discharge of the task in (6) above, the Renewal Committee shall consult with all relevant stakeholders.
8. The Renewal Committee shall conduct its work and present a report to Council within six (6) months from the date of commencement of the assignment.
9. The Renewal Committee, after making such enquiries as within its mandate, and within the scope of the guidelines provided by Council, shall submit a report to Council providing its recommendations, and Council shall decide on the appointment based on the recommendations.



10. Where the Renewal Committee does not recommend to Council the renewal of the appointment of an incumbent Director of Finance, Council shall, within three (3) months, constitute a Search Committee to commence the processes for the appointment of a Director of Finance at first instance.

#### **14.5 Removal from Office**

The procedure for the removal of the Director of Finance from office shall be in accordance with *Schedule I* to this Statutes.

#### **STATUTE 15: THE UNIVERSITY LIBRARIAN**

1. There shall be a University Librarian who shall be appointed by Council.
2. The University Librarian shall be responsible to the Vice-Chancellor in the performance of his/her functions.
3. The University Librarian shall be responsible for the management of all libraries and related information and communication materials and resources of the University in accordance with rules and regulations approved by the Academic Board.

#### **15.1 Functions**

Without limiting the generality of the foregoing, the functions of the University Librarian shall include the following:

- a) ensure the implementation of decisions of the Library Board approved by the Academic Board.
- a) be responsible for the provision of adequate reading, listening and viewing materials to support the teaching, research, and extension functions of the University.
- b) ensure the maintenance of a good environment for reading and learning in all the libraries of the University.
- c) be responsible for maintaining linkages with local and international organisations involved in library work.
- d) in conjunction with the Library Board, and subject to the approval of the Academic Board, formulate policies for the maximum development and utilisation of all the libraries in the University.
- e) perform any other function as may be assigned to him/her by the Vice-Chancellor.

#### **15.2 Appointment**

1. The Council shall appoint the University Librarian;
2. The criteria for the appointment of the University Librarian shall be in accordance with *Schedule FI* to this Statutes.
3. The person to be appointed University Librarian must be of Professorial Status or its equivalent.
4. The University Librarian shall hold office:
  - a) for a term of four (4) years and is eligible for re-appointment for another term only or part thereof, as may be determined by Council, but not exceeding the statutory retiring age.
  - b) on the terms and conditions specified in the letter of appointment.
5. The University Librarian shall have experience in university administration and other requisite experience and qualifications as Council shall deem necessary. He/she must have served as a

Deputy University Librarian or analogous grade in a University or comparable grade in a similar institution.

6. The University Librarian shall hold a postgraduate degree in the relevant area and shall be a member of a recognised professional body with at least ten (10) years post-qualification experience.

### **15.3 Vacancy in the Office of the University Librarian**

1. The University Librarian may resign from office by notice in writing to Council through the Vice-Chancellor in accordance with the terms and conditions of his/her appointment.
2. Where a vacancy occurs or is about to occur in the office of the Librarian, the Registrar shall notify Council who shall cause to be advertised, such vacancy and to invite applications from suitably qualified candidates.
3. The appointment of Librarians shall be done by a Search Committee.
4. A Search Committee shall be constituted by Council as follows:
  - a) Chairperson of the Committee to be appointed by Council, not necessarily from its membership
  - b) two (2) members of Council appointed by Council who are not staff of the University
  - c) two (2) members of the Academic Board, one of whom shall be of Professorial Status, elected by the Academic Board
  - d) University Librarian or a former University Librarian of a recognised University
  - e) The Committee shall appoint its Secretary
5. The Search Committee after making such enquiries as it deems necessary, including an interview, shall propose not more than two (2) candidates to Council to appoint one (1) of them.
6. The notification, application, selection and appointment process shall commence, at least six (6) months, before the expiration of the term of the incumbent or immediately after the office becomes vacant.

### **15.4 Procedure for Renewal of the appointment of the University Librarian**

1. Where an incumbent University Librarian is eligible for a second term of office, Council shall follow the process outlined in these Statutes for the renewal of the appointment
2. The Registrar shall write to the incumbent University Librarian one (1) academic year before the end of his term requesting the incumbent University Librarian to indicate within thirty (30) days an interest in a renewal of his/her term or otherwise.
3. Where the incumbent University Librarian does not indicate an interest in a renewal and does not apply for renewal within the stipulated period, Council shall follow the procedure as set out for the appointment of the University Librarian at first instance.
4. Where the incumbent University Librarian indicates and applies for a renewal, Council shall set in motion a process to consider his renewal application.
5. Council shall constitute a Renewal Committee composed in the same form as the Search Committee for appointment of the University Librarian at first instance.
6. The Renewal Committee shall be tasked to determine whether the University Librarian has achieved satisfactory performance, been of good conduct and is not affected by the retirement age of public officers.
7. In the discharge of the task in (6) above, the Renewal Committee shall consult with all relevant stakeholders.

8. The Renewal Committee shall conduct its work and present a report to Council within six (6) months from the date of commencement of the assignment.
9. The Renewal Committee, after making such enquiries as within its mandate, and within the scope of the guidelines provided by Council, shall submit a report to Council providing its recommendations, and Council shall decide on the appointment based on the recommendations.
10. Where the Renewal Committee does not recommend to Council the renewal of the appointment of an incumbent University Librarian, Council shall, within three (3) months, constitute a Search Committee to commence the processes for the appointment of a University Librarian at first instance.

### **15.5 Removal from Office**

The procedure for the removal of the University Librarian shall be in accordance with *Schedule I* to this Statutes.

## **STATUTE 16: PRINCIPALS OF CAMPUS OF THE UNIVERSITY**

1. There shall be a Principal of Professorial status who shall be appointed by Council.
2. The Principal shall be the administrative and academic head of a Campus of the University.

### **16.1 Functions**

Without limiting the generality of the foregoing, the functions of the Principal shall include the following:

- a) the right to attend meetings of all Statutory Committees and Bodies of the Campus.
- b) to exercise oversight responsibility for the training of students and staff development.
- c) to coordinate the work of the Colleges/Faculties/Schools within the Campus.
- d) to provide leadership and promote the image of the Campus through teaching, research, innovation, entrepreneurship and extension.
- e) to generate income for the development of the University.
- f) to perform any other function assigned to him/her by the Vice-Chancellor.

### **16.2 Appointment**

1. The appointment of Principals shall be done by Council upon the recommendation of a Search Committee.
2. The criteria for the appointment of a Principal shall be in accordance with *Schedule F1* to this Statutes.
3. A Principal shall hold office:
  - a) for a term of four (4) years and is eligible for re-appointment for another term only or part thereof as may be determined by Council, but not exceeding the statutory retiring age.
  - b) on the terms and conditions specified in the letter of appointment.

### **16.3 Vacancy in the Office of a Principal**

1. The Principal may resign from office by notice in writing to Council through the Vice-Chancellor in accordance with the terms and conditions of his/her appointment.
2. Where a vacancy occurs or is about to occur in the office of the Principal, the Registrar shall notify Council who shall cause to be advertised, such vacancy and invite applications from suitably qualified candidates. A Search Committee shall be constituted by Council as follows:

- a) Chairman, to be appointed by Council
  - b) two (2) members of Council appointed by Council who are not staff of the University
  - c) two (2) members of the Academic Board, one (1) of whom shall be of Professorial Status, elected by the Academic Board
  - d) The Committee shall appoint its Secretary
3. The Search Committee after making such enquiries as it deems necessary, including an interview, shall propose not more than two (2) candidates to Council for Council to appoint one (1) of them.
  4. The notification, application, selection and appointment process shall commence, at least six (6) months, before the expiration of the term of the incumbent or immediately the office becomes vacant.

#### **16.4 Procedure for Renewal of the appointment of a Principal of Campus**

1. Where an incumbent Principal is eligible for a second term of office, Council shall follow the process outlined in these Statutes for the renewal of the appointment
2. The Registrar shall write to the incumbent Principal one (1) academic year before the end of his term requesting the incumbent Principal to indicate within thirty (30) days an interest in a renewal of his/her term or otherwise.
3. Where the incumbent Principal does not indicate an interest for a renewal and does not apply for renewal within the stipulated period, Council shall follow the procedure as set out for the appointment of Principal at first instance.
4. Where the incumbent Principal indicates and applies for a renewal, Council shall set in motion a process to consider his renewal application.
5. Council shall constitute a Renewal Committee composed in the same form as the Search Committee for appointment of the Principal at first instance.
6. The Renewal Committee shall be tasked to determine whether the Principal has achieved satisfactory performance, been of good conduct and is not affected by the retirement age of public officers.
7. In the discharge of the task in (6) above, the Renewal Committee shall consult with all relevant stakeholders.
8. The Renewal Committee shall conduct its work and present a report to Council within six (6) months from the date of commencement of the assignment.
9. The Renewal Committee, after making such enquiries as within its mandate, and within the scope of the guidelines provided by Council, shall submit a report to Council providing its recommendations, and Council shall decide on the appointment based on the recommendations.
10. Where the Renewal Committee does not recommend to Council the renewal of the appointment of an incumbent Principal, Council shall, within three (3) months, constitute a Search Committee to commence the processes for the appointment of a Principal at first instance.

#### **16.5 Removal from Office**

The procedure for removal of the Principal from office shall be in accordance with *Schedule I* to this Statutes.

## **STATUTE 17: DIRECTOR OF INTERNAL AUDIT**

1. The University shall have an Internal Audit Unit in accordance with section 83 of the Public Financial Management Act, 2016 (Act 921).
2. In this Statutes, the “Internal Audit Unit” shall be the equivalent of a Directorate in the University.
3. The Internal Audit shall be headed by an Internal Auditor who shall be appointed in accordance with Internal Audit Agency Act, 2003 (Act 658), section 83 of Act 921, regulations 220 of the Public Financial Management Regulations, 2019 (L.I. 2378).
4. The Internal Auditor is responsible for the Internal Audit of the University.
5. The Director of the Internal Audit shall report administratively to the Vice-Chancellor and functionally to the Audit Committee of the University.

### **17.1 Functions**

1. The Director of Internal Audit shall perform the following duties and responsibilities:
  - a) review and appraise, where necessary, the adequacy, soundness and applications of accounting, financial and operational controls in the University.
  - b) evaluate the effectiveness of the risk management and governance process of a covered entity and contribute to the improvement of that risk management and governance process.
  - c) provide assurance on the efficiency, effectiveness and economy in the administration of the programmes and operations of a covered entity.
  - d) ascertain the extent of compliance with established policies, plans and procedures, and appraise the quality of performance of those carrying out assigned responsibilities.
  - e) ascertain the extent to which assets are accounted for and safeguarded against losses of all kinds.
  - f) ascertain the reliability of accounting and other data developed or generated within the University.
  - g) provide assurance to the Vice-Chancellor, and for that matter, the University Council, that there is an adequate system of internal controls.
  - h) ensure that policies and procedures are appropriate and not wasteful.
  - i) ensure that reliable records form the basis for the preparation of appropriate financial and other data provided for decision-making.
2. The Director of Internal Audit shall, subject to subsections (3) and (4) of section 16 of the Internal Audit Agency Act, 2003 (Act 658), at intervals of three (3) months:
  - a) prepare and submit to the Audit Committee and Council, a report on the internal audit carried out during the period of three (3) months immediately preceding the preparation of the report, and
  - b) make recommendations in each report with respect to matters which appear to the Director of Internal Audit as necessary for the conduct of the affairs of the University.
3. The Director of Internal Audit is required to draw the Vice-Chancellor’s attention to deficiencies in the organisational system, instances of duplicated functions, waste or other inefficiencies, with suggestions for remedies where necessary.
4. The Director of Internal Audit is also required to carry out special reviews of accounting and internal control systems with the view to stamping out weaknesses.
5. The Director of Internal Audit of the University shall, in consultation with the Vice-Chancellor and in accordance with guidelines issued by the Internal Audit Agency, prepare an annual audit

work plan of the activities required to be performed by the Directorate of Internal Audit in a financial year which is determined by the risk assessment including the fiscal risk of that covered entity.

6. The Director of Internal Audit of the University shall, within thirty (30) days after the beginning of the financial year, submit:
  - a) the annual audit work plan to the Vice-Chancellor and the Audit Committee; and
  - b) a copy of the annual audit work plan to the Internal Audit Agency.
7. The Director of Internal Audit shall submit quarterly reports on the execution of the annual audit work plan to the Vice-Chancellor, the Audit Committee, the Auditor-General and the Director-General of the Internal Audit Agency.
8. The Internal Auditor shall, in accordance with subsection (4) of section 16 of the Internal Audit Agency Act, 2003 (Act 658), submit a copy of each report prepared under this section to the Minister and the Chairperson of the Council.
9. The Director of Internal Audit shall, in the performance of his/her functions, have access to information and property required to be audited and be provided with any relevant explanation required.

## **17.2 Appointment**

1. The Council shall appoint the Director of Internal Audit in accordance with relevant laws and regulations.
2. The criteria for appointment of the Director of Internal Audit shall be in accordance with *Schedule F1* to this Statutes.
3. The Director of Internal Audit shall hold office:
  - a) for a term of four (4) years and is eligible for re-appointment for another term only or part thereof as may be determined by Council, but not exceeding the statutory retiring age.
  - b) on the terms and conditions specified in the letter of appointment.
4. The Director of Internal Audit shall have experience in university administration and other requisite experience and qualifications as Council shall deem fit. He/she must have served as a Deputy Director of Internal Audit or analogous grade in a University or comparable grade in a similar institution.
5. The Director of Internal Audit shall possess a postgraduate degree in the relevant area and shall be a Chartered Accountant from a recognised professional body with at least ten (10) years' post-qualification experience as a Professional Accountant.

## **17.3 Vacancy in the Office of the Director of Internal Audit**

1. The Director of Internal Audit may resign from office by notice in writing to Council through the Vice-Chancellor in accordance with the terms and conditions of his/her appointment.
2. Where a vacancy occurs or is about to occur in the office of the Director of Internal Audit, the Registrar shall notify Council who shall cause to be advertised, such vacancy and to invite applications from suitably qualified candidates. A Search Committee shall be constituted by Council as follows:
  - a) Chairperson of the Committee to be appointed by Council, not necessarily from its membership
  - b) two (2) members of Council appointed by Council who are not staff of the University

- c) two (2) members of the Academic Board, one of whom shall be of Professorial Status, elected by the Academic Board
  - d) Chairperson of the University Audit Committee
  - e) Director of Internal Audit or a former Director of Internal Audit of a recognised University
  - f) The Committee shall appoint its Secretary
3. The Search Committee after making such enquiries as it deems necessary, including an interview, shall recommend not more than two (2) candidates to Council for Council to appoint one (1) of them.
  4. The notification, application, selection and appointment process shall commence, at least six (6) months, before the expiration of the term of the incumbent or immediately the office becomes vacant.

#### **17.4 Procedure for Renewal of the appointment of the Director of Internal Audit**

1. Where an incumbent Director of Internal Audit is eligible for a second term of office, Council shall follow the process outlined in these Statutes for the renewal of the appointment
2. The Registrar shall write to the incumbent Director of Internal Audit one (1) academic year before the end of his term requesting the incumbent Director of Internal Audit to indicate within thirty (30) days an interest in a renewal of his/her term or otherwise.
3. Where the incumbent Director of Internal Audit does not indicate an interest for a renewal and does not apply for renewal within the stipulated period, Council shall follow the procedure as set out for the appointment of Director of Internal Audit at first instance.
4. Where the incumbent Director of Internal Audit indicates and applies for a renewal, Council shall set in motion a process to consider his renewal application.
5. Council shall constitute a Renewal Committee composed in the same form as the Search Committee for appointment of the Director of Internal Audit at first instance.
6. The Renewal Committee shall be tasked to make a determination as to whether the Director of Internal Audit has achieved satisfactory performance, been of good conduct and is not affected by the retirement age of public officers.
7. In the discharge of the task in (6) above, the Renewal Committee shall consult with all relevant stakeholders.
8. The Renewal Committee shall conduct its work and present a report to Council within six (6) months from the date of commencement of the assignment.
9. The Renewal Committee, after making such enquiries as within its mandate, and within the scope of the guidelines provided by Council, shall submit a report to Council providing its recommendations, and Council shall decide on the appointment based on the recommendations.
10. Where the Renewal Committee does not recommend to Council the renewal of the appointment of an incumbent Director of Internal Audit, Council shall, within three (3) months, constitute a Search Committee to commence the processes for the appointment of a Director of Internal Audit at first instance.

#### **17.5 Removal from Office**

The procedure for the removal of the Director of Internal Audit from office shall be in accordance with Schedule I to this Statutes and other relevant Laws and Regulations.

## **STATUTE 18: DIRECTORATE OF WORKS, PHYSICAL DEVELOPMENT AND FACILITY MANAGEMENT**

1. The University shall have a Director of Works, Physical Development and Facility Management.
2. The Director of Works, Physical Development and Facility Management shall head the Directorate of Works, Physical Development and Facility Management of the University.
3. The Director of Works, Physical Development and Facility Management is responsible to the Vice-Chancellor in the performance of his/her functions.

### **18.1 Functions**

1. The Director of Works, Physical Development and Facility Management shall be responsible for:
  - a) the supervision of works and contracts to ensure that construction and renovations of physical infrastructure are in conformance with prevailing industry standards and specifications, taking due cognisance of the needs and requirements of the University.
  - b) the management of construction contracts to ensure compliance with contract conditions and due delivery of projects.
  - c) the designs and drawings, works and services relating to the provision of technical advice on construction in compliance with national laws and the Statutes.
  - d) manage and control land use and see to the proper maintenance of records on all land transactions entered into by and on behalf of the University;
  - e) the management and renovation of the buildings, roads and drains, parks and gardens of the University and their designs and drawings.
  - f) liaise with the Department of Construction and Wood Technology Education in the development of innovative and emerging technologies in works and physical development.
  - g. Ensure provision of valuation services to the University.
  - h. advising the university on measures to improve the efficiency and cost-effectiveness of the University facilities.
  - i. ensuring that facilities meet compliance standards and government regulations.
  - j. ensuring the efficient use and functioning of the University's physical infrastructure and utility services through routine inspection and reporting.
  - k. offering various student and staff municipal services.
  - l. any other functions as may be assigned to him/her by the Vice-Chancellor.
2. The Director of Works, Physical Development and Facility Management shall be responsible for providing and maintaining the physical infrastructure, including, buildings, plants, machinery, utilities, roads, byways, grounds and gardens of the University, whether owned, leased or otherwise controlled or possessed by the University, wherever situated.
3. The Director of Works, Physical Development and Facility Management shall be head of the Directorate of Works, Physical Development and Facility Management and be responsible for the overall development and maintenance of the physical environment of the University and the provision of essential services in an efficient and effective manner.
4. The Director of Works, Physical Development and Facility Management shall be responsible to the Vice-Chancellor for the efficient performance of his/her duties.



5. Without prejudice to '4' above, the Director of Works, Physical Development and Facility Management shall be responsible to the Registrar for the general administration and human resource management of the Directorate.

## **18.2 Appointment**

1. The Council shall appoint the Director of Director of Works, Physical Development and Facility Management.
2. The criteria for the appointment of the Director of Works, Physical Development and Facility Management shall be in accordance with *Schedule F1* to this Statutes.
3. The Director of Works, Physical Development and Facility Management shall hold office:
  - a) for a term of four (4) years and is eligible for re-appointment for another term only or part thereof as may be determined by Council, but not exceeding the statutory retiring age.
  - b) on the terms and conditions specified in the letter of appointment.
4. The Director of Works, Physical Development and Facility Management shall have experience in university administration and other requisite experience and qualifications as Council shall deem necessary. He/she must have served as a Deputy Director of Works, Physical Development and Facility Management or analogous grade in a university or comparable grade in a similar institution.
5. The Director of Works, Physical Development and Facility Management shall have a postgraduate degree in the relevant area and shall be licensed by the relevant professional body in Ghana from a recognised professional body with at least ten (10) years' post-qualification experience in the built environment.
6. The Director of Works, Physical Development and Facility Management may resign from office by notice in writing to Council through the Vice-Chancellor in accordance with the terms and conditions of his/her appointment.

## **18.3 Vacancy in the Office of the Director of Works, Physical Development and Facility Management**

1. The Director of Works, Physical Development and Facility Management may resign from office by notice in writing to Council through the Vice-Chancellor in accordance with the terms and conditions of his/her appointment.
2. Where a vacancy occurs or is about to occur in the office of the Director of Works, Physical Development and Facility Management, the Registrar shall notify Council who shall cause to be advertised, such vacancy and to invite applications from suitably qualified candidates. A Search Committee shall be constituted by Council as follows:
  - a) Chairperson of the Committee to be appointed by Council, not necessarily from its membership
  - b) two (2) members of Council appointed by Council who are not staff of the University
  - c) two (2) members of the Academic Board, one of whom shall be of Professorial Status, elected by the Academic Board
  - d) Director of Director of Works, Physical Development and Facility Management or a former Director of Works, Physical Development and Facility Management of a recognised University
  - e) The Committee shall appoint its Secretary

3. The Search Committee after making such enquiries as it deems necessary, including an interview, shall propose not more than two (2) candidates to Council for Council to appoint one of them.
4. The notification, application, selection and appointment process shall commence, at least six (6) months, before the expiration of the term of the incumbent or immediately after the office becomes vacant.

#### **18.4 Procedure for Renewal of the Appointment of the Director of Works, Physical Development and Facility Management**

1. Where an incumbent Director of Works, Physical Development and Facility Management is eligible for a second term of office, Council shall follow the process outlined in these Statutes for the renewal of the appointment.
2. The Registrar shall write to the incumbent Director of Works, Physical Development and Facility Management one (1) academic year before the end of his term requesting the incumbent Director of Works, Physical Development and Facility Management to indicate within thirty (30) days an interest in a renewal of his/her term or otherwise.
3. Where the incumbent Director of Works, Physical Development and Facility Management does not indicate an interest for a renewal and does not apply for renewal within the stipulated period, Council shall follow the procedure as set out for the appointment of Director of Works, Physical Development and Facility Management at first instance.
4. Where the incumbent Director of Works, Physical Development and Facility Management indicates and applies for a renewal, Council shall set in motion a process to consider his renewal application.
5. Council shall constitute a Renewal Committee composed in the same form as the Search Committee for appointment of the Director of Works, Physical Development and Facility Management at first instance.
6. The Renewal Committee shall be tasked to make a determination as to whether the Director of Works, Physical Development and Facility Management has achieved satisfactory performance, been of good conduct and is not affected by the retirement age of public officers.
7. In the discharge of the task in (6) above, the Renewal Committee shall consult with all relevant stakeholders.
8. The Renewal Committee shall conduct its work and present a report to Council within six (6) months from the date of commencement of the assignment.
9. The Renewal Committee, after making such enquiries as within its mandate, and within the scope of the guidelines provided by Council, shall submit a report to Council providing its recommendations, and Council shall decide on the appointment based on the recommendations.
10. Where the Renewal Committee does not recommend to Council the renewal of the appointment of an incumbent Director of Works, Physical Development and Facility Management, Council shall, within three (3) months, constitute a Search Committee to commence the processes for the appointment of a Director of Works, Physical Development and Facility Management at first instance.

## **18.5 Removal from Office**

The procedure for the removal of the Director of Works, Physical Development and Facility Management shall be in accordance with *Schedule I* to this Statutes.

## **STATUTE 19: DIRECTORATE OF UNIVERSITY HEALTH SERVICES**

1. There shall be a Director of University Health Services who shall be appointed by Council in accordance with procedures set out in this Statutes.
2. The Directorate of University Health Services shall be responsible for the provision of preventive, personal, environmental and public health services in the University and the community.
3. The Director of University Health Services shall serve as head of the Directorate of the University Health Services.
4. The Director of University Health Services shall be responsible to the Vice-Chancellor in the discharge of his/her duties.

### **19.1 Functions**

The Director of University Health Services shall be responsible for:

- a) ensuring the efficient and effective delivery of health services to members of the University community.
- b) exercising professional and administrative supervision over the entire medical, paramedical and all other staff within the University Health Services.
- c) planning and monitoring the development of the University Hospital and its health programmes.
- d) ensuring that the University Hospital provides regular health extension services to the adjoining communities.
- e) providing annual health reviews, advice and education for university staff and their dependents, and
- f) any other function that the Vice-Chancellor deem necessary.

### **19.2 Appointment**

1. The Council shall appoint the Director of Health Services.
2. The criteria for the appointment of Director of Health Services shall be in accordance with *Schedule F1* to this Statutes.
3. The Director of Health Services shall hold office:
  - a) for a term of four (4) years and is eligible for re-appointment for another term only or part thereof as may be determined by Council, but not exceeding the statutory retiring age.
  - b) on the terms and conditions specified in the letter of appointment.
4. The Director of Health Services shall have experience in university administration and other requisite experience and qualifications as Council shall deem necessary. He/she must have served as a Deputy Director of Health Services or analogous grade in a university or comparable grade in a similar institution.
5. The Director of University Health Services must be licensed with the Ghana Medical and Dental Council and shall possess a postgraduate degree and have at least ten (10) years post-qualification experience and a licensed specialist in a health-related field.

6. The Director of Health Services may resign from office by notice in writing to Council through the Vice-Chancellor in accordance with the terms and conditions of his/her appointment.

### **19.3 Vacancy in the Office of the Director of Health Services**

1. The Director of University Health Services may resign from office by notice in writing to Council through the Vice-Chancellor in accordance with the terms and conditions of his/her appointment.
2. Where a vacancy occurs or is about to occur in the office of the Director of University Health Services, the Registrar shall notify Council who shall cause to be advertised, such vacancy and to invite applications from suitably qualified candidates. A Search Committee shall be constituted by Council as follows:
  - a) Chairperson of the Committee to be appointed by Council, not necessarily from its membership
  - b) two (2) members of Council appointed by Council who are not staff of the University
  - c) two (2) members of the Academic Board, one of whom shall be of Professorial Status, elected by the Academic Board
  - d) Director of University Health Services or a former Director of University Health Services of a recognised University
  - e) The Committee shall appoint its Secretary
3. The Search Committee after making such enquiries as it deems necessary, including an interview, shall propose not more than two (2) candidates to Council for Council to appoint one of them.
4. The notification, application, selection and appointment process shall commence, at least six (6) months, before the expiration of the term of the incumbent or immediately the office becomes vacant.

### **19.4 Procedure for Renewal of the Appointment of the Director of Health Services**

1. Where an incumbent Director of University Health Services is eligible for a second term of office, Council shall follow the process outlined in these Statutes for the renewal of the appointment.
2. The Registrar shall write to the incumbent Director of University Health Services one (1) academic year before the end of his term requesting the incumbent Director of University Health Services to indicate within thirty (30) days an interest in a renewal of his/her term or otherwise.
3. Where the incumbent Director of University Health Services does not indicate an interest for a renewal and does not apply for renewal within the stipulated period, Council shall follow the procedure as set out for the appointment of Director of University Health Services at first instance.
4. Where the incumbent Director of University Health Services indicates and applies for a renewal, Council shall set in motion a process to consider his renewal application.
5. Council shall constitute a Renewal Committee composed in the same form as the Search Committee for appointment of the Director of University Health Services at first instance.
6. The Renewal Committee shall be tasked to make a determination as to whether the Director of University Health Services has achieved satisfactory performance, been of good conduct and is not affected by the retirement age of public officers.

7. In the discharge of the task in (6) above, the Renewal Committee shall consult with all relevant stakeholders.
8. The Renewal Committee shall conduct its work and present a report to Council within six (6) months from the date of commencement of the assignment.
9. The Renewal Committee, after making such enquiries as within its mandate, and within the scope of the guidelines provided by Council, shall submit a report to Council providing its recommendations, and Council shall decide on the appointment based on the recommendations.
10. Where the Renewal Committee does not recommend to Council the renewal of the appointment of an incumbent Director of University Health Services, Council shall, within three (3) months, constitute a Search Committee to commence the processes for the appointment of a Director of University Health Services at first instance.

### **19.5 Removal from Office**

The removal of the Director of Health Services from office shall be in accordance with *Schedule J* to this Statutes.

## **STATUTE 20: DIRECTORATE OF INFORMATION AND COMMUNICATION TECHNOLOGY (ICT) SERVICES**

1. The Directorate of Information and Communication Technology Services shall be responsible for providing and maintaining the ICT infrastructure of the University, wherever situated.
2. There shall be a Director of ICT Services who shall be appointed by Council in accordance with procedures set out in this Statutes
3. The Director of ICT Services shall be responsible to the Vice-Chancellor in the performance of his/her functions.

### **20.1 Functions**

The Director of ICT Services shall be responsible for:

- a) providing leadership for the development of a progressive ICT environment within the University and all campuses as well as distance learning centres.
- b) developing programmes and schedules that include privacy and security oversight for academic and administrative information processes, and computer services to meet the goals and objectives of the University.
- c) developing strategic plans and implementing the objectives of the information technology needs of the university to ensure the computer capabilities are responsive to the needs of the university's growth and objectives.
- d) overseeing the development, design, and implementation of new applications and changes to existing computer systems and software packages.
- e) the development, review, and certification of all backup and disaster recovery procedures and plans.
- f) developing, directing and managing all computing and ICT strategic plans of the University.
- g) overseeing the design and facilitate the integration of sound ICT architecture, technology standards and best practices for the University.
- h) ensuring the identification and installation of appropriate and progressive IT infrastructure that can support administration, and enhance teaching and research.

- i) liaising with the Department of Information Technology Education in the development of innovative and emerging technologies in the delivery of ICT services.
- j) advising on the preparation and review of university IT objectives and budgets to facilitate the orderly and efficient capture, storage, processing, and dissemination of information.
- k) advising senior management on strategic systems conversions and integration in support of institutional goals and objectives.
- l) any other assignments that the Vice-Chancellor deem necessary.

## **20.2 Appointment**

1. There shall be a Director of Information and Communication Technology Services who shall be appointed by Council on the recommendation of the Appointments and Promotions Board.
2. The criteria for the appointment of the Director of ICT Services shall be in accordance with *Schedule F1* to this Statutes.
3. The Director of ICT Services shall
  - a) have a relevant postgraduate degree in computing and a professional qualification from a recognised professional body with considerable post-qualification experience as an IT Specialist.
  - b) have at least ten (10) years post qualification experience must be a Deputy.
4. The Director of ICT Services shall hold office:
  - a) for a term of four (4) years and is eligible for re-appointment for another term or part thereof as may be determined by Council, but not exceeding the statutory retiring age.
  - b) on the terms and conditions specified in the letter of appointment.

## **20.3 Vacancy in the Office of the Director of ICT**

1. The Director of ICT Services may resign from office by notice in writing to the Vice-Chancellor through the Registrar in accordance with the terms and conditions of his/her appointment.
2. Where a vacancy occurs or is about to occur in the office of the Director of ICT Services, the Registrar shall notify Council which shall cause to be advertised such vacancy and to invite applications from suitably qualified candidates. The Appointments and Promotions Board, assisted by at least one (1) external assessor, shall conduct enquiries as it deems necessary, interview the applicants and make recommendations for appointment by Vice-Chancellor.
3. The notification, application, selection and appointment process shall commence, at least six (6) months, before the expiration of the term of the incumbent or immediately the office becomes vacant.

## **20.4 Removal from Office**

The removal of the Director of ICT Services from office shall be in accordance with *Schedule J* to this Statutes.

## **STATUTE 21: DIRECTORATE OF ACADEMIC AFFAIRS**

1. There shall be a Director of Academic Affairs of a Deputy Registrar status, who shall be appointed by Council on the recommendation of the Appointment and Promotions Board.
2. The Director of Academic Affairs shall be responsible to the Registrar in the performance of his/her functions.

3. Subject to this Statutes and without prejudice to the power of the Director of Academic Affairs to process admission forms, the admission of students shall be the exclusive responsibility of the Admissions Board whose membership shall be prescribed for in this Statutes.
4. The Director of Academic Affairs in consultation with the Chairman of the Admissions Board shall call for a meeting as and when the need arises on admission issues.

### **21.1 Functions**

1. The Director of Academic Affairs shall be responsible for implementing academic policies and managing the general academic programmes of the University.
2. The Director of Academic Affairs shall assist the Registrar in the:
  - a) preparation and implementation of teaching and examination schedules.
  - b) processing of admission applications including advertisements for such applications.
  - c) allocation of lecture rooms and examination centres as well as other logistical matters relating to the academic agenda of the University.
  - d) maintenance of students' academic records on a permanent basis;
  - e) preparation and issuance of statements of examination results, transcripts and certificates
  - f) preparation and publication of academic materials, including the Handbook on Regulations for courses of study for Junior members
  - g) coordinate the organisation of major events, special events and ceremonies such as; Anniversaries, Special/Memorial Days, Congregations, Matriculations, Investiture, Public Lectures, Special Congregations, etc., in collaboration with Directorate of Public Affairs and Directorate Works, Physical Development and Facility Management and
  - h) performance of any other function as may be assigned to him/her by the Registrar.

### **21.2 Appointment**

1. There shall be a Director of Academic Affairs who shall be appointed by Council on the recommendation of the Appointments and Promotions Board.
2. The criteria for the appointment of the Director of Academic Affairs shall be in accordance with *Schedule F1* to this Statutes.
3. The Director of Academic Affairs shall have a postgraduate degree and professional qualification from a recognised professional body with considerable post-qualification experience.
4. The Director of Academic Affairs shall hold office:
  - a) for a term of three (3) years and is eligible for re-appointment for another term or part thereof as may be determined by Council, but not exceeding the statutory retiring age.
  - b) on the terms and conditions specified in the letter of appointment.

### **21.3 Vacancy in the Office of the Director of Academic Affairs**

1. The Director of Academic Affairs may resign from office by notice in writing to the Vice-Chancellor through the Registrar in accordance with the terms and conditions of his/her appointment.
2. Where a vacancy occurs or is about to occur in the office of the Director of Academic Affairs, the Registrar shall cause to be advertised internally, such vacancy, and to invite applications from suitably qualified candidates. The Appointments and Promotions Board, assisted by at least

one (1) external assessor, shall conduct enquiries as it deems necessary, interview the applicants and make recommendations for appointment by the Vice-Chancellor.

3. The notification, application, selection and appointment process shall commence, at least six (6) months, before the expiration of the term of the incumbent or immediately the office becomes vacant.

#### **21.4 Removal from Office**

The procedure for the removal of the Director of Academic Affairs shall be in accordance with *Schedule J* to this Statutes.

### **STATUTE 22: DIRECTORATE OF PROCUREMENT**

1. There shall be a Director of Procurement who shall be responsible for the management of the University's procurement processes in accordance with section 17(1) of the Public Procurement Act 2003 (Act 663) as amended.
2. The Director of Procurement shall be of a Deputy Director of Procurement status and shall be appointed by Council on the recommendation of the Appointments and Promotions Board.
3. The Director of Procurement shall be responsible to the Vice-Chancellor in the performance of his/her duties provided for in the Public Procurement Act and this Statutes.
4. The Director of Procurement shall be responsible to the Registrar for the general administration and human resource management of the Directorate.
5. The Director of Procurement shall serve as the Secretary to the University Tender Committee in accordance with section 19(2) of the Public Procurement Act 2003 (Act 663) as amended.

#### **22.1 Functions**

The Director of Procurement shall be responsible for:

- a) preparation of annual procurement plan for University Tender Committee's approval, implement and update it regularly.
- b) receiving and reviewing purchase requests for goods, works and services from various Offices for further action, preparing tender documents in accordance with appropriate guidelines and supervising all tendering activities.
- c) facilitating evaluations of tenders received to select successful bidders.
- d) in collaboration with the Registrar, organising University Tender Committee meetings upon approval by the Vice-Chancellor.
- e) liaising with the Public Procurement Authority (PPA), Ministry of Finance and other relevant Institutions on the issues of the University Procurement activities and Public-Private Partnerships.
- f) managing Procurement contracts in accordance with the Public Procurement Act 2003 (Act 663) as amended.
- g) liaising with the Office of the Director of Physical Development and Estate Management to ensure procurement and administration of contracts on works, Technical and Consultancy Services in line with the Public Procurement Act 663 as amended.
- h) maintaining a register of suppliers of goods, works and services.
- i) in collaboration with the Registrar, the Director of Procurement shall be responsible for the advertisement of tenders and correspondence relating to same.
- j) performing any other incidental and related duties as directed by the Vice-Chancellor.



## **22.2 Appointment**

1. The Director of Procurement shall be appointed by Council on the recommendation of the Appointments and Promotions Board.
2. The criteria for the appointment of the Director of Procurement shall be in accordance with *Schedule F1* to this Statutes.
3. The Director of Procurement shall possess a postgraduate degree in a relevant field and have considerable post-qualification experience in a relevant field, and be a member of a relevant professional body.
4. The Director of Procurement shall hold office:
  - a) for a term of three (3) years and is eligible for re-appointment for another term or part thereof, as may be determined by Council, but not exceeding the statutory retiring age.
  - b) on the terms and conditions specified in the letter of appointment.

## **22.3 Vacancy in the Office of the Director of Procurement**

1. The Director of Procurement may resign from office by notice in writing to the Vice-Chancellor through the Registrar in accordance with the terms and conditions of his/her appointment.
2. Where a vacancy occurs or is about to occur in the office of the Directors of Procurement, the Registrar shall cause to be advertised internally, such vacancy and to invite applications from suitably qualified candidates. The Appointments and Promotions Board, assisted by at least one (1) external assessor, shall conduct enquiries as it deems necessary, interview the applicants and make recommendations for appointment by Council.
3. The notification, application, selection and appointment process shall commence, at least six (6) months, before the expiration of the term of the incumbent or immediately the office becomes vacant.

## **22.4 Removal from Office**

The procedure for the removal of the Head of Procurement shall be in accordance with *Schedule J* to this Statutes.

## **STATUTE 23: DIRECTORATE OF HUMAN RESOURCE**

1. There shall be a Director of Human Resource of a Deputy Registrar status, who shall, be appointed by Council on the recommendation of the Appointments and Promotions Board.
2. The Director of the Directorate of Human Resource shall be responsible to the Registrar in the performance of his/her functions.

## **23.1 Functions**

1. The Director of Human Resource shall be responsible for the strategic management and development of the human resource of the University
2. The Director of Human Resource shall be responsible for:
  - a) leading the development and implementation of the human resource policies of the University and coordinating all appointment and promotion processes in the University.
  - b) providing strategic planning with respect to the human resource needs of the University.
  - c) ensuring the timely renewal and termination of employment contracts.

- d) instituting and maintaining a system for monitoring and evaluating the performance of all employees of the University and submit reports through the Registrar to the Vice-Chancellor.
- e) managing and advising on the collective bargaining process and collective agreements with unionised staff.
- f) establishing a system for continuous professional development and in-service training for all employees of the University.
- g) assist the Registrar in monitoring the term of Committee members and initiating the constitution/reconstitution of membership of University Boards/Committees in due course, and
- h) performing any other function as may be assigned to him/her by the Registrar.

### **23.2 Appointment**

1. The Director of Human Resource shall be appointed by Council on the recommendation of the Appointments and Promotions Board.
2. The criteria for the appointment of the Director of Human Resource shall be in accordance with *Schedule F1* to this Statutes.
3. The Director of Human Resource shall possess a postgraduate degree and professional qualification from a recognised professional body with considerable post-qualification experience in a relevant field.
4. The Director of Human Resource shall hold office:
  - a) for a term of three (3) years and is eligible for re-appointment for another term or part thereof as may be determined by Council, but not exceeding the statutory retiring age.
  - b) on the terms and conditions specified in the letter of appointment.

### **23.3 Vacancy in the Office of the Director of Human Resource**

1. The Director of Human Resources may resign from office by notice in writing to the Vice-Chancellor through the Registrar in accordance with the terms and conditions of his/her appointment.
2. Where a vacancy occurs or is about to occur in the office of the Director of Human Resource, the Registrar shall cause to be advertised internally, such vacancy and to invite applications from suitably qualified candidates. The Appointments and Promotions Board, assisted by at least one (1) external assessor, shall conduct enquiries as it deems necessary, interview the applicants and make recommendations for appointment by the Vice-Chancellor.
3. The notification, application, selection and appointment process shall commence, at least six (6) months, before the expiration of the term of the incumbent or immediately the office becomes vacant.

### **23.4 Removal from Office**

The procedure for removal of the Director of Human Resources shall be in accordance with *Schedule J* to this Statutes.

## **STATUTE 24: DIRECTORATE OF GENERAL ADMINISTRATION, LEGAL AND CONSULAR SERVICES**

1. There shall be a Director of General Administration, Legal and Consular Services of a Deputy Registrar status, who shall, be appointed by Council on the recommendation of the Appointments and Promotions Board.
2. The Director of General Administration, Legal and Consular Services shall be responsible to the Registrar in the performance of his/her functions.

### **49.1 Functions**

1. The Director of General Administration, Legal and Consular Services shall provide legal, consular, general and other specialised services in the University.
2. The Directorate shall be responsible for coordinating the activities of the legal office, transport and security sections of the University.
3. The Director of General Administration, Legal and Consular Services shall be responsible for:
  - a) Advising the Vice-Chancellor and the Registrar especially in matters involving legal and contractual issues
  - b) Coordinate representation of the University at the court on all cases against and on behalf of the University
  - c) Liaise with the Director of Works, Physical Development and Facility Management in handling all land issues of the University.
  - d) Liaise with External Solicitors, if need be, to conduct cases for the University.
  - e) Draft and/or Review all University contractual agreements, Memorandum of Understanding (MOU) and other policy documents.
  - f) Liaise with the Directorate of Security on criminal cases involving students and prepare student victim for trial.
  - g) Facilitate the work of the Appeals Board of the University.
  - h) Review University activities to determine compliance with applicable laws
  - i) assist the Registrar in managing time and space for meetings of University Boards and Committees by developing annual schedule of meetings.
  - j) provide strategic planning with respect to the security and transport needs of the University.
  - k) coordinate the organisation of University's functions and events such as Congregations, and inaugural, inter-faculty and valedictory lectures in collaboration with the Directorate of Public Affairs
  - l) Manage the University relation with international bodies and the international office
  - m) assist the Registrar in monitoring the term of Committee members and initiating the constitution/reconstitution of membership of University Boards/Committees in due course, and
  - n) performing any other function as may be assigned to him/her by the Registrar.

### **24.2 Appointment**

1. The Director of General Administration, Legal and Consular Services shall be appointed by Council on the recommendation of the Appointments and Promotions Board.
2. The criteria for the appointment of the Director of General Administration, Legal and Consular Services shall be in accordance with *Schedule F1* to this Statutes.

3. The Director of General Administration, Legal and Consular Services shall possess a postgraduate degree and professional qualification from a recognised professional body with considerable post-qualification experience in a relevant field.
4. The Director of General Administration, Legal and Consular Services shall hold office:
  - a) for a term of three (3) years and is eligible for re-appointment for another term or part thereof as may be determined by Council, but not exceeding the statutory retiring age.
  - b) on the terms and conditions specified in the letter of appointment.

### **24.3 Vacancy in the Office of the Director of General Administration, Legal and Consular Services**

1. The Director of General Administration, Legal and Consular Services may resign from office by notice in writing to the Vice-Chancellor through the Registrar in accordance with the terms and conditions of his/her appointment.
2. Where a vacancy occurs or is about to occur in the office of the Director of General Administration, Legal and Consular Services, the Registrar shall cause to be advertised internally, such vacancy and invite applications from suitably qualified candidates.
3. The Appointments and Promotions Board, assisted by at least one (1) external assessor, shall conduct enquiries as it deems necessary, interview the applicants and make recommendations for appointment by the Vice-Chancellor.
4. The notification, application, selection and appointment process shall commence, at least six (6) months, before the expiration of the term of the incumbent or immediately the office becomes vacant.

### **24.4 Removal from Office**

The procedure for removal of the Director of General Administration, Legal and Consular Services shall be in accordance with *Schedule J* to this Statutes.

## **STATUTE 25: DIRECTORATE OF PUBLIC AFFAIRS**

1. There shall be a Director of Public Affairs of a Deputy Registrar status, who shall be appointed by Council on the recommendation of the Appointments and Promotions Board.
2. The Director of the Directorate of Public Affairs shall be responsible to the Registrar in the performance of his/her functions.

### **25.1 Functions**

The Director of Public Affairs shall be responsible for:

- a) The Directorate of Public Affairs shall be responsible for building and maintaining the University's corporate image and relationship with its publics, managing events and communicating with the University's stakeholders
- b) coordinating the organisation of University's functions and events such as Congregations, and inaugural, inter-faculty and valedictory lectures.
- c) receiving guests and visitors of the University and providing the necessary courtesies;
- d) the production of university publications and other official documents.
- e) undertaking information gathering and analysis and the identification of various groups of the general population.
- f) the management of the university media outfit.

- g) managing the corporate brand of the University in collaboration with the Directorate of Research, International Programmes and Institutional Advancement
- h) any other assignment that the Registrar shall deem necessary.

## **25.2 Appointment**

1. The Director of Public Affairs shall be appointed by Council on the recommendation of the Appointments and Promotions Board.
2. The criteria for the appointment of the Director of Public Affairs shall be in accordance with *Schedule F1* to this Statutes.
3. The Director of Public Affairs shall possess a postgraduate degree and professional qualification from a recognised professional body with considerable post-qualification experience in a relevant field.
4. The Director of Public Affairs shall hold office:
  - a) for a term of three (3) years and is eligible for re-appointment for another term or part thereof as may be determined by Council, but not exceeding the statutory retiring age.
  - b) on the terms and conditions specified in the letter of appointment.

## **25.3 Vacancy in the Office of the Director of Public Affairs**

1. The Director of Public Affairs may resign from office by notice in writing to the Vice-Chancellor through the Registrar in accordance with the terms and conditions of his/her appointment.
2. Where a vacancy occurs or is about to occur in the office of Director of Public Affairs, the Registrar shall cause to be advertised internally, such vacancy and to invite applications from suitably qualified candidates. The Appointments and Promotions Board, assisted by at least one (1) external assessor, shall conduct enquiries as it deems necessary, interview the applicants and make recommendations for appointment by the Vice-Chancellor.
3. The notification, application, selection and appointment process shall commence, at least six (6) months, before the expiration of the term of the incumbent or immediately the position becomes vacant.

## **25.4 Removal from Office**

The removal of the Director of Public Affairs from office shall be in accordance with *Schedule J* of this Statutes.

## **STATUTE 26: DIRECTORATE OF RESEARCH, INTERNATIONAL PROGRAMMES AND INSTITUTIONAL ADVANCEMENT (DRIPIA)**

1. There shall be a Directorate of Research, International Programmes and Institutional Advancement (DRIPIA) which shall be responsible for positioning and enhancing the image of the University in its public's minds, promoting a dynamic and sustained alumni involvement and facilitating the management and growth of the University's Endowment and any other Trust Fund.
2. The Director shall develop and implement strategies for the operational and administrative activities of the DRIPIA

## 26.1 Functions

The functions of the Director of DRIPIA shall be to:

- a) coordinate the research agenda of the University;
- b) focus on solicitation of funds/donations and growing of the University's Endowment Trust Fund;
- c) liaise with Alumni to build strong Alumni relations of the University;
- d) solicit support from industries, businesses, foundations and individuals for awards;
- e) collaborate with Management in the appointment of Professorial Chairs;
- f) identify and register the University with research funding agencies;
- g) develop and maintain a list of donors and/or prospective donors to facilitate resource mobilisation;
- h) ensure that appropriate documentation and processes exist in respect of each donation to comply with conditions of donors;
- i) provide technical advice to proposal writing teams on funding requirements and consultancy services;
- j) communicate effectively to internal and external constituencies on the progress, success and outcomes of major donations and/or sponsorship activities;
- k) coordinate international programmes and provide support to international students of the University;
- l) liaise with faculties and schools to develop exchange programmes for international students and staff;
- m) support in building strong research collaborations and partnership with international Institutions, Agencies and Corporations;
- n) facilitate transfer of knowledge and dissemination of research to improve the visibility of the University;
- o) assist academic and other staff to develop and coordinate fundraising projects; and to work closely with faculties, departments, sections and units in their funds, donations and resource mobilisation activities;
- p) review research proposals to ensure that they meet international standards;
- q) provide training and support to staff for grantsmanship and promote research visibility of the University;
- r) liaise with the Directorate of Quality Assurance, Planning and Accreditation to advise management on procedures that promote research-based teaching;
- s) collaborate with the Research, Conferences and Scholarships Committee to administer research development funds;
- t) keep staff informed of current calls for proposals from funding agencies;
- u) report on the implementation of research, innovation and development projects to the Vice-Chancellor and funding agencies;
- v) perform any other assignment that the Vice-Chancellor shall deem necessary.

## 26.2 Appointment

1. The Director of the DRIPIA shall be of a Professorial status and shall be appointed by Council on the recommendation of the Appointments and Promotions Board.
2. The criteria for the appointment of the Director of DRIPIA shall be in accordance with *Schedule F1* to this Statutes.

3. The Director of DRIPIA shall be responsible to the Vice-Chancellor in the performance of his/her duties provided for in this Statute and other policies of the University.
4. The Director of DRIPIA shall hold office:
  - a) for a term of three (3) years and is eligible for re-appointment for another term or part thereof, as may be determined by Council, but not exceeding the statutory retiring age.
  - b) on the terms and conditions specified in the letter of appointment.

### **26.3 Vacancy in the Office of the Director of DRIPIA**

1. The Director of DRIPIA may resign from office by notice in writing to the Vice-Chancellor through the Registrar in accordance with the terms and conditions of his/her appointment.
2. Where a vacancy occurs or is about to occur in the office of Director of DRIPIA the Registrar shall cause to be advertised internally, such vacancy and to invite applications from suitably qualified candidates. The Appointments and Promotions Board, assisted by at least one (1) external assessor, shall conduct enquiries as it deems necessary, interview the applicants and make recommendations for appointment by Council.
3. The notification, application, selection and appointment process shall commence, at least six (6) months, before the expiration of the term of the incumbent or immediately the office becomes vacant.

### **26.4 Removal from Office**

The procedure for removal of the Director of DRIPIA shall be in accordance with *Schedule J* to this Statutes.

## **STATUTE 27: DIRECTORATE OF SPORTS**

1. There shall be a Director of Sports who shall be responsible for the management of sports in the University.
2. The Director of Sports shall be of a Deputy Director of Sports status and shall be appointed by Council on the recommendation of the Appointments and Promotions Board.
3. The Director of Sports shall be responsible to the Vice-Chancellor in the performance of his/her functions.

### **27.1 Functions**

The Director of Sports shall be responsible for:

- a) developing sports and related activities;
- b) organising sporting events;
- c) liaising with external sports organisations;
- d) holding sporting clinics for the members of the University;
- e) representing the University on external sporting bodies;
- f) collaborating with the DRIPIA to attract funds to support sports and research in the field of sports, recreation and games;
- g) preparing teams for sporting events;
- h) performing any other assignment that the Registrar shall deem necessary.

## **27.2 Appointment**

1. The Director of Sports shall be appointed by the Council on the recommendation of the Appointments and Promotions Board.
2. The criteria for the appointment of Director of Sports shall be in accordance with *Schedule F1* to this Statutes.
3. The Director of Sports shall possess a postgraduate degree in Physical Education or Sports and must have considerable post-qualification experience in sports.
4. The Director of Sports shall hold office:
  - a) for a term of three (3) years and is eligible for re-appointment for another term or part thereof, as may be determined by Council, but not exceeding the statutory retiring age.
  - b) on the terms and conditions specified in the letter of appointment.

## **27.3 Vacancy in the Office of the Director of Sports**

1. The Director of Sports may resign from office by notice in writing to the Vice-Chancellor through the Registrar in accordance with the terms and conditions of his/her appointment.
2. Where a vacancy occurs or is about to occur in the office of the Director of Sports, the Registrar shall cause to be advertised internally, such vacancy and to invite applications from suitably qualified candidates. The Appointments and Promotions Board, assisted by at least one (1) external assessor, shall conduct enquiries as it deems necessary, interview the applicants and make recommendations for appointment by Council.
3. The notification, application, selection and appointment process shall commence, at least six (6) months, before the expiration of the term of the incumbent or immediately the office becomes vacant.

## **27.4 Removal from Office**

The procedure for the removal of the Director of Sports shall be in accordance with *Schedule J* to this Statutes.

## **STATUTE 28: DIRECTORATE OF QUALITY ASSURANCE, PLANNING AND ACCREDITATION**

1. There shall be a Director of Quality Assurance, Planning and Accreditation who shall be responsible for coordinating and monitoring academic programmes in the University. It shall also be the university-wide body with the responsibility of spearheading the quality assurance system of the University including all sections and the various mechanisms designed to maintain high-performance standards.
2. The Director of Quality Assurance, Planning and Accreditation shall report directly to the Vice-Chancellor. The Director shall be of Professorial rank with considerable teaching, research and administrative experience; and well-grounded in the principles of planning, quality assurance and quality improvement.

## **28.1 Functions**

The Directorate of Quality Assurance, Planning and Accreditation shall be responsible for:

- a) development and use of appraisal instruments for the University's operations and in consultation with Deans and Heads of Department facilitate the yearly appraisal of teaching and learning.



- b) monitoring the implementation and reviewing of the University's policies on Planning and Quality Assurance.
- c) coordinating the activities of quality assurance in the Units/Schools/Colleges/Departments/Directorates/Faculties
- d) developing Quality Assurance processes and procedures for the University and affiliate institutions, and manage all accreditation issues in the University
- e) periodic assessment of the labour market to facilitate the development of market-driven programmes and short courses.
- f) facilitating professional development and training for staff in collaboration with the Directorate of Human Resources.
- g) submitting reports of the activities of the Directorate to the Quality Assurance and Planning Committee.
- h) organising annual exit surveys of graduating classes and periodically undertaking tracer studies, students' satisfaction surveys and employees' surveys.
- i) coordinating the development and implementation of the corporate strategic plan of the University.
- j) liaising with the Registrar to maintain an up-to-date database for staff and students for planning purposes.
- k) performing any other assignment that the Vice-Chancellor shall deem necessary.

## **28.2 Appointment**

1. The Director of Quality Assurance, Planning and Accreditation shall be appointed by Council on the recommendation of the Appointments and Promotions Board.
2. The criteria for the appointment of Director of Quality Assurance, Planning and Accreditation shall be in accordance with *Schedule F1* to this Statutes.
3. The Director of Quality Assurance, Planning and Accreditation shall be of a Professorial rank
4. The Director of Quality Assurance, Planning and Accreditation shall hold office:
  - a) for a term of three (3) years and is eligible for re-appointment for another term or part thereof, as may be determined by Council, but not exceeding the statutory retiring age.
  - b) on the terms and conditions specified in the letter of appointment.

## **28.3 Vacancy in the Office of the Director of Quality Assurance, Planning and Accreditation**

1. The Director of Quality Assurance, Planning and Accreditation may resign from office by notice in writing to the Vice-Chancellor through the Registrar in accordance with the terms and conditions of his/her appointment.
2. Where a vacancy occurs or is about to occur in the office of the Director of Quality Assurance, Planning and Accreditation, the Registrar shall cause to be advertised internally, such vacancy and to invite applications from suitably qualified candidates. The Appointments and Promotions Board, assisted by at least one (1) external assessor, shall conduct enquiries as it deems necessary, interview the applicants and make recommendations for appointment.
3. The notification, application, selection and appointment process shall commence, at least six (6) months, before the expiration of the term of the incumbent or immediately the office becomes vacant.

## 28.4 Removal from Office

The procedure for the removal of the Director of Quality Assurance, Planning and Accreditation shall be in accordance with *Schedule J* to this Statutes.

## STATUTE 29: INSTITUTE OF COMPETENCY-BASED TRAINING (ICBT)

1. There shall be an Institute of Competency-Based Training (ICBT) which shall be responsible for Competency-Based Training and related research in the University.
2. ICBT shall be headed by a Director at the level of a Dean who shall be of Professorial Status.
3. The Director may be assisted by a Deputy Director.
4. The Institute shall consist of Centres, including:
  - a) Centre for Competency-Based Training Pedagogy
  - b) Centre for Artisanal Skills Training and Development
  - c) Centre for Competency-Based Training Research and Policy Development
5. There shall be a Head at each Centre who shall not be below the rank of Senior Lecturer.
6. The Director shall be appointed by the Vice-Chancellor on the recommendation of the Appointments and Promotions Board and in accordance with *Schedule FI* of this Statutes.

## 29.1 Functions

The Director of ICBT shall:

- a) provide leadership for the Institute in the implementation of the Ghana Harmonised CBT.
  - b) collaborate with industry, professional bodies, trade associations and similar bodies in the development of Occupational Standards.
  - c) provide leadership for the development and implementation of the Institute's Strategic Plan.
  - d) supervise and coordinate the activities of the Centres within the Institute.
  - e) coordinate and support research and advise on CBT policy development.
  - f) Advise Academic Board on skills gaps in the labour market that need to be addressed
  - g) collaborate with the Research, Conferences and Scholarships Committee as well as any other such Committees to administer CBT research, innovation and development funds.
  - h) report on the implementation of CBT research, innovation and development projects to the Vice-Chancellor and donors.
  - i) submit quarterly reports to the Vice-Chancellor.
- perform any other duties that may be assigned by the Vice-Chancellor.

## 29.2 Appointment

1. The Director of ICBT shall be appointed by Council on the recommendation of the Appointments and Promotions Board.
2. The criteria for the appointment of Director of ICBT shall be in accordance with *Schedule F1* to this Statutes.
3. The Director of ICBT shall have a postgraduate degree in a relevant field and must have considerable post-qualification experience.
4. The Director of ICBT shall hold office:
  - a) for a term of three (3) years and is eligible for re-appointment for another term or part thereof as may be determined by Council, but not exceeding the statutory retiring age. If

he/she is not of Professorial status he/she shall hold office for two (2) academic years and be eligible for re-appointment for another term only.

b) on the terms and conditions specified in the letter of appointment.

### **29.3 Vacancy in the Office of the Director of Institute of Competency-Based Training (ICBT)**

1. The Director of ICBT may resign from office by notice in writing to the Vice-Chancellor in accordance with the terms and conditions of his/her appointment.
2. Where a vacancy occurs or is about to occur in the office of the Director of ICBT, the Registrar shall cause to be advertised such vacancy and to invite applications from suitably qualified candidates. The Appointments and Promotions Board, assisted by at least one (1) external assessor, shall conduct enquiries as it deems necessary, interview the applicants and make recommendations for appointment.
3. The notification, application, selection and appointment process shall commence, at least six (6) months, before the expiration of the term of the incumbent or immediately the office becomes vacant.

### **29.4 Removal from Office**

The procedure for the removal of the Director of ICBT shall be in accordance with *Schedule J* to this Statutes.

## **STATUTE 30: INSTITUTE OF TEACHER PROFESSIONAL DEVELOPMENT AND LIFELONG LEARNING**

1. There shall be an Institute of Teacher Professional Development and Lifelong Learning (ITPDLL) which shall be responsible for Technical and Vocational Education and Training (TVET) education research, innovative professional programmes for TVET teachers and other agencies involved in the TVET educational enterprise.
2. The Institute shall be responsible for the provision of mentoring services to Colleges of Education in the TVET enterprise.
3. The Institute shall be responsible for all matters relating to student internship, affiliation and mentoring of Colleges of Education (CoE) and Continuing Professional Development (CPD).
4. The Institute of Teacher Professional Development and Lifelong Learning shall be headed by a Director at the level of a Dean who shall be of Professorial Status.
5. The Director may be assisted by a Deputy Director.
6. The Institute shall consist of four (4) Centres, including:
  - a) Centre for Distance Learning (CDL)
  - b) Centre for Quality Assurance, Assessment and Examination
  - c) Centre for STS and Internship Management
  - d) Centre for Continuous Professional Development (CPD) and Research
7. There shall be a Head at each Centre who shall not be below the rank of Senior Lecturer.
8. The Director shall be appointed by the Vice-Chancellor on the recommendation of the Appointments and Promotions Board and in accordance with *Schedule FI* of this Statutes.

### **30.1 Functions**

The Director of the Institute of Teacher Professional Development and Lifelong Learning shall:

- a) provide leadership for the Institute in all matters relating to student internship, affiliation and mentoring of Colleges of Education (CoE) and Continuing Professional Development (CPD).
- b) collaborate with the Institute for Competency-Based Training (ICBT) for the training and development of Tutors of the Colleges of Education on CBT pedagogy.
- c) provide leadership for the development and implementation of the Institute's Strategic Plan.
- d) conduct action research and collaborative research in Teacher Education and Lifelong Learning.
- e) build relationships and collaborate with professional, statutory and regulatory bodies including Ministry of Education, Ghana Tertiary Education Commission (GTEC), Ghana Education Service, Universities and Colleges of Education.
- f) organise courses in related relevant disciplines.
- g) supervise and coordinate the activities of the Centres within the Institute
- h) submit quarterly reports to the Vice-Chancellor.
- i) perform any other duties that may be assigned by the Vice-Chancellor.

### **30.2 Appointment**

1. The Director of ITPDLL shall be appointed by Council on the recommendation of the Appointments and Promotions Board.
2. The criteria for the appointment of Director of ITPDLL shall be in accordance with *Schedule F1* to this Statutes.
3. The Director of ITPDLL shall have a postgraduate degree in a relevant field and must have considerable post-qualification experience.
4. The Director of ITPDLL shall hold office:
  - a) for a term of three (3) years and is eligible for re-appointment for another term or part thereof as may be determined by Council, but not exceeding the statutory retiring age. If he/she is not of Professorial status he/she shall hold office for two (2) academic years and be eligible for re-appointment for another term only.
  - b) on the terms and conditions specified in the letter of appointment.

### **30.3 Vacancy in the Office of the Director of Institute of Teacher Professional Development and Lifelong Learning**

1. The Director of ITPDLL may resign from office by notice in writing to the Vice-Chancellor in accordance with the terms and conditions of his/her appointment.
2. Where a vacancy occurs or is about to occur in the office of the Director of ITPDLL, the Registrar shall cause to be advertised such vacancy and to invite applications from suitably qualified candidates. The Appointments and Promotions Board, assisted by at least one (1) external assessor, shall conduct enquiries as it deems necessary, interview the applicants and make recommendations for appointment.
3. The notification, application, selection and appointment process shall commence, at least six (6) months, before the expiration of the term of the incumbent or immediately the office becomes vacant.

### **30.4 Removal from Office**

The procedure for the removal of the Director of ITPDLL shall be in accordance with *Schedule J* to this Statutes.

## **STATUTE 31: INSTITUTE OF ENTREPRENEURIAL DEVELOPMENT EDUCATION AND INNOVATION**

1. There shall be an Institute of Entrepreneurial Development Education and Innovation (IEDEI) which shall be responsible for providing Entrepreneurial Development Training and Education in the University.
2. IEDEI shall be headed by a Director at the level of a Dean who shall be of Professorial Status.
3. The Director may be assisted by a Deputy Director.
4. The Institute shall consist of Centres, including:
  - a) Center for Arts & Crafts Skills Training and Development
  - b) Centre for Business Incubation and Innovation
  - c) Centre for Entrepreneurial Development Education
5. There shall be a Head at each Centre who shall not be below the rank of Senior Lecturer.
6. The Director shall be appointed by the Vice-Chancellor on the recommendation of the Appointments and Promotions Board and in accordance with *Schedule FI* of this Statutes.

### **31.1 Functions**

The Director of IEDEI shall:

- a) provide leadership for the Institute in the promotion of entrepreneurial development education and innovation.
- b) collaborate with industry, professional bodies, trade associations and similar bodies in the development of entrepreneurial development education, innovation, and training.
- c) provide leadership for the development and implementation of the Institute's Strategic Plan.
- d) supervise and coordinate the activities of the Centres within the Institute.
- e) coordinate and support research and advise on entrepreneurial development education and training policy development.
- f) promote innovation through research and development support, incubation services, and provide access to state-of-the-art facilities where entrepreneurs can develop and test their ideas.
- g) advise Academic Board on skills gaps in the labour market that need to be addressed.
- h) provide funding advisory and consultancy services to entrepreneurs to enable them secure funding.
- i) report on the implementation of research, innovation and development projects related to entrepreneurship development education to the Vice-Chancellor and donors.
- j) submit quarterly reports to the Vice-Chancellor.

### **31.2 Appointment**

1. The Director of IEDEI shall be appointed by Council on the recommendation of the Appointments and Promotions Board.

2. The criteria for the appointment of Director of IEDEI shall be in accordance with *Schedule F1* to this Statutes.
3. The Director of IEDEI shall have a postgraduate degree in a relevant field and must have considerable post-qualification experience.
4. The Director of IEDEI shall hold office:
  - a) for a term of three (3) years and is eligible for re-appointment for another term or part thereof as may be determined by Council, but not exceeding the statutory retiring age. If he/she is not of Professorial status he/she shall hold office for two (2) academic years and be eligible for re-appointment for another term only.
  - b) on the terms and conditions specified in the letter of appointment.

### **31.3 Vacancy in the Office of the Director of the Institute of Entrepreneurship Development Education and Innovation (IEDEI)**

1. The Director of IEDEI may resign from office by notice in writing to the Vice-Chancellor in accordance with the terms and conditions of his/her appointment.
2. Where a vacancy occurs or is about to occur in the office of the Director of IEDEI, the Registrar shall cause to be advertised such vacancy and to invite applications from suitably qualified candidates. The Appointments and Promotions Board, assisted by at least one (1) external assessor, shall conduct enquiries as it deems necessary, interview the applicants and make recommendations for appointment.
3. The notification, application, selection and appointment process shall commence, at least six (6) months, before the expiration of the term of the incumbent or immediately the office becomes vacant.

### **31.4 Removal from Office**

The procedure for the removal of the Director of IEDEI shall be in accordance with *Schedule J* to this Statutes.

## **STATUTE 32: FINANCE COMMITTEE**

1. There shall be a Finance Committee which shall, on behalf of Council, perform the functions of Council with regard to all financial matters coming within the functions of Council prescribed by and subject to the general policy, control and guidance of Council, this Statutes and the Act.
2. Without prejudice to the generality of Council's powers, the Finance Committee shall have power to:
  - a) invest and otherwise manage the University's funds.
  - b) control and regulate such expenditure by means of annual budgeting, by making allocations subject to any conditions it may deem prudent, and by such means as it may deem necessary.
  - c) make recommendations to Council on annual estimates for submission to the Government.
  - d) ensure the preparation of the annual accounts of the University for approval by Council.
  - e) incur or authorise persons or bodies to incur expenditure from University Funds, including any income accruing to any section of the University.
  - f) control and regulate income and expenditures inflows in accordance with the University's Financial and Stores Regulations.
  - g) perform all other functions assigned to it in the University's Financial and Stores Regulations.

- h) carry out any other functions that may be delegated to it by Council or any enactments.
3. The composition of the Finance Committee shall be as specified in *Schedule A1* of this Statutes.
4. The term of office of all elected or appointed members of the Finance Committee shall be two (2) years subject to re-appointment or re-election for another term only.
5. The Committee may appoint such sub-committees as it deems necessary.

### **STATUTE 33: AUDIT COMMITTEE**

1. There shall be an Audit Committee established in accordance with Section 86 of the Public Financial Management Act 2016 (Act 921) and Public Financial Management Regulations.
2. The Audit Committee shall ensure that the Vice-Chancellor pursues the implementation of any recommendation contained in:
  - a) an internal audit report;
  - b) Parliament's decision on the Auditor-General's report;
  - c) Auditor-General's Management Letter; and
  - d) the report of an internal monitoring unit in the covered entity concerned particularly, in relation to financial matters raised;
3. The Audit Committee shall investigate matters in relation to suspected cases of fraud or misuse of public funds.
4. The Audit Committee shall have full access to the management, personnel, books, records, documents, property and information of the University.
5. The Audit Committee shall prepare an annual statement in accordance with guidelines provided in the Public Financial Management Act 2016 (Act 921) showing the status of implementation of any recommendation contained in an Internal Audit report; Parliament's decision on the Auditor-General's report; Auditor-General's Management letter; the report on financial matters raised in an internal monitoring unit of a covered entity; and any other related directive of Parliament.
6. The composition and functions of the Audit Committee are provided for in sections 87 and 88 of the Public Financial Management Act 2016 (Act 921).
7. The qualifications, tenure and meetings of members as well as the powers of the Audit Committee shall be guided by regulations 224 to 229 of the Public Financial Management, 2019 (L.I. 2378).

### **STATUTE 34: DEVELOPMENT COMMITTEE**

1. There shall be a Development Committee which shall be responsible for all matters concerning the acquisition, development, management, maintenance and disposal of land, buildings, and other properties.
2. The Development Committee shall perform the following functions:
  - a) formulate the physical development policy of the University.
  - b) recommend to Council annual physical development projects within the University.
  - c) determine building programmes and approve plans for the physical development of the University.
  - d) appoint such architects, consultants and other professional persons as, in its view, are required for the best implementation of such plans.
  - e) control all design matters.
  - f) take all steps as it deems necessary for the development, management and maintenance of the physical properties of the University

- g) advise and supervise development projects within the University.
  - h) receive quarterly reports from the Director of Development.
3. The composition of the Development Committee is as shown in *Schedule A3* of this Statutes.
  4. The term of office of all elected or appointed members of the Development Committee shall be two (2) years subject to re-appointment or re-election for another term only.

### **STATUTE 35: SUPERANNUATION MANAGEMENT BOARD**

1. There shall be established a superannuation scheme called the Ghana Universities Staff Superannuation Scheme (GUSSS). The operations of GUSSS shall be coordinated by Council.
2. The Scheme shall be administered by the Director of Finance under the control of the Superannuation Management Board.
3. The Scheme shall be managed by the Superannuation Management Board established by Council with composition as shown in *Schedule A4* of this Statutes.
4. The term of office of all elected or appointed members of the Superannuation Management Board shall be two (2) years subject to re-appointment or re-election for another term only.
5. Members of the Superannuation Management Board who resign or retire from their appointment in the University shall be deemed to have also resigned from the Board. New members shall then be appointed to serve the rest of the term.
6. The Superannuation Management Board shall:
  - a) formulate policies for fund management of the Superannuation Scheme.
  - b) ensure that the Funds Administrator keeps books of account of the scheme and prepares income statement and statement of financial position at the end of each financial year.
  - c) develop and implement an investment policy.
  - d) convene an Annual Forum.
  - e) ensure annual auditing of the account of the Scheme.
  - f) review the operations of the Superannuation Scheme and make appropriate recommendations to Council.

### **STATUTE 36: UNIVERSITY TENDER COMMITTEE**

1. There shall be a University Tender Committee which shall be constituted in accordance with section 20 of the Public Procurement Act 2003 (Act 663) as amended.
2. The composition of the University Tender Committee is as shown in *Schedule A5* to this Statutes.
3. The University Tender Committee shall perform the following functions:
  - a) consider contract awards and advise the Development Committee.
  - b) review procurement plans to ensure that they support the objectives and operations of Colleges, Faculties/Schools, Institutes and Departments/ Units.
  - c) review the schedules of procurement and specifications and also ensure that the procurement procedures to be followed are in strict conformity with the provisions of the Public Procurement Act, 2003 (Act 663), the Procurement (Amendment) Act, 2016 (Act 914), its operating regulations and guidelines.
  - d) ensure that the necessary concurrent approval is secured from the relevant Tender Review Board, in terms of the applicable threshold in Second Schedule (Category C) of the Procurement Act, prior to the award of the contract.



- e) ensure that stores and equipment are disposed of in compliance with the Public Procurement Act, 2003 (Act 663) and Public Procurement Act (Amendment), 2016 (Act 914)

### **STATUTE 37: APPOINTMENTS AND PROMOTIONS BOARD**

1. There shall be an Appointments and Promotions Board for the engagement of the services of Senior Members of the University.
2. The Appointments and Promotions Board shall:
  - a) recommend to Council for appointments to Professorial and equivalent ranks, and deanship and analogous positions.
  - b) promote, confirm and renew the contract appointments of other Senior Members on behalf of the Council.
  - c) approve an appointment for a period of up to one (1) year in urgent cases, pending the regularisation of the appointment.
  - d) make recommendations on the procedures for appointments and promotions to Academic Board and/or Council.
3. Four persons of Professorial status must be appointed by the Academic Board
4. The person(s) should not be near retiring age
5. In the absence of Professors, the University could seek the help of retired Professors.
6. The term of all elected members of the Board shall terminate at the end of an academic year. Elections shall be held before the end of the second semester of the academic year preceding that in which persons elected are to begin their term.
7. The composition of the Appointments and Promotions Board is as shown in *Schedule A6*.

#### **37.1 RULES AND PROCEDURES**

1. The Vice-Chancellor shall be present for appointments or promotions to Associate Professor or Professor and equivalent grades.
2. The Board shall review applications received in the light of the following:
  - a) Applicant's formal qualifications, experience and age;
  - b) Status of contract (short-term, long-term, post-retirement, etc.);
  - c) Recommendations of the Section from which the applicant is being considered;
  - d) Report(s) of External Assessors where necessary;
  - e) Confidential reports on the applicant from his/her Dean/Director and Head of Department; and
  - f) Appointment/Promotion shall be made to a named department or departments.
3. Proceedings of the Appointments and Promotions Board shall be kept in the form of minutes on general policy matters and minutes of individual appointments.
4. Minutes on general policy matters shall be sent to all Deans/Directors, Heads of Department and other members of the Academic Board.
5. Relevant extracts from the minutes in respect of individual appointments shall be made available only by the Vice-Chancellor to competent authorities if required.
6. All documents in the appointment process and all discussions at the Appointments and Promotions Board shall be confidential.
7. The Registrar may communicate the decision of the Appointments and Promotions Board to the applicant within two (2) weeks, and in the case of appointments requiring prior approval by the University Council, within two (2) weeks after such approval.

8. The Appointments and Promotions Board may, on its own or by an application, review its own decisions affecting appointment/promotion. For this purpose, at least, two-thirds of the Appointments and Promotions Board members shall be present.
9. Appeals shall lie from the Appointments and Promotions Board to the University Council. In considering such appeals, Council may be assisted by an expert appointed by Council.

#### **STATUTE 38: STANDING COMMITTEES OF THE ACADEMIC BOARD**

1. In addition to the statutory committees as provided in this Statutes, there shall be such Standing Committees of the Academic Board as Council may from time to time determine.
2. The membership and functions of the Committees of the Academic Board shall be in accordance with *Schedule B* to this Statutes.
3. The term of office of all elected or appointed members of the Academic Board Sub-Committee shall be two (2) years subject to re-appointment or re-election for another term only but not exceeding the statutory retiring age. Members appointed by the Academic Board shall serve two (2) terms on the committee.
4. The term of all elected members of Committees shall terminate at the end of an academic year. Elections shall be held before the end of the second semester of the academic year preceding that in which persons elected are to begin their term.

#### **STATUTE 39: TERMS OF APPOINTMENT OF SENIOR MEMBERS**

1. A Senior Member shall conform to such rules and regulations as have been or shall be adopted by the Academic Board and/or approved by Council as the case may be, as to his/her duties.
2. A Senior Member shall give to the work of the Department, Section or Unit to which he/she is attached and to its extension and development as well as to the general interests of the University such time and labour as shall be considered sufficient by the regulations of the University.
3. A Senior Member shall not undertake any other work or occupation which may interfere with the proper performance of his/her duties or be detrimental to the interest of the University.
4. The emoluments on which any Senior Member is appointed include the remuneration and payments for all services and duties performed or rendered within or on behalf of the University by him/her. However, any additional remuneration may be determined and approved by Council from time to time.
5. The Registrar shall notify a Senior Member in writing at least one calendar year before the expiration of his/her contract of appointment. A Senior Member wishing to have his/her appointment renewed may notify the Registrar in writing at least six (6) months before the expiration of his/her contract.
6. Private work and consultancy services may be undertaken provided that prior approval has been obtained and preferably the programmes are integrated into the research and teaching programmes of the various Faculties and regulated and controlled to ensure that there is no conflict between the private interests of a Senior Member and his/her official duties.
7. Where abuse of this opportunity (approval as in '6' above) is proven, appropriate disciplinary action, including possible withdrawal of the opportunity, shall be taken by the Vice-Chancellor.
8. When the services referred to in clause (6) above are undertaken by individuals or groups, the University shall determine and levy a percentage of the total earnings with the approval of the Council.

9. A newly appointed Senior Member shall present him/herself to the University Health Director for a compulsory medical examination.
10. A Senior Member may periodically present him/herself to the University Health Director for a medical examination.

#### **STATUTE 40: RESIGNATION, RETIREMENT AND TERMINATION OF APPOINTMENT OF SENIOR MEMBERS**

1. A Senior Member may resign from office and thereby terminate the engagement with the University by giving at least six (6) months' notice in writing to the Vice-Chancellor. A notice of resignation shall ordinarily take effect from the end of the academic year in which he/she intends to resign. The Senior Member shall pay six (6) months' salary in lieu of notice.
2. A Senior Member shall retire from the service of the University in accordance with the statutory retiring age.
3. Without prejudice to Statute 40 (2) above, a Senior Member who attains his/her retirement age before the end of the Academic year, shall, subject to the approval of the Ghana Tertiary Education Commission, be required by the Vice-Chancellor to retire at the end of the academic year in which he or she attains the compulsory retiring age.
4. The University shall give the retiring Senior Member one (1) year's notice of his/her retirement.
5. A Senior Member may retire voluntarily from the service of the University at any time after attaining the age of forty-five (45) years with appropriate retirement benefits. A minimum of six (6) months' notice of intention to retire shall be required.
6. Council may terminate the appointment of any Senior Member of the University by giving six (6) months' notice of termination of appointment. The person shall have the right to appeal within one (1) month of notice to the Appeals Board. In lieu of the six-month notice of termination of appointment, the Senior Member shall be paid six (6) months' salary.
7. Where a person appeals against a notice of termination of his/her appointment, Council shall consider the appeal at least two (2) months before the date on which the termination is due to take effect.
8. Where it is in the interest of the University for a Senior Member to continue to serve after attaining the statutory retiring age, the Council may engage such a person for a limited period as provided by the Laws and Regulation on Post-retirement contract of public officers of the Republic of Ghana.
9. Post-retirement contracts are restricted to Senior Members who retire compulsorily and whose departments can justify or make the case for their services in accordance with *Schedule F9* of this Statutes.

#### **STATUTE 41: ACADEMIC AND ADMINISTRATIVE SET-UPS**

1. There shall be such academic and administrative set-ups as Council may establish in the University.
2. On the recommendation of the Academic Board, the academic set-ups of the University as may be established by Council may comprise the following:
  - a) Campuses
  - b) Colleges
  - c) Faculties and Schools
  - d) Libraries

- e) Directorates and Institutes
  - f) Departments and Centres
  - g) Sections/Unit
3. The Administrative set-ups of the University as may be established by Council may comprise the following:
- a) Office of the Vice-Chancellor
  - b) Office of the Registrar
  - c) Directorate of Finance
  - d) Directorate of Internal Audit
  - e) Directorate of Works, Physical Development and Facility Management
  - f) Directorate of Health Services
  - g) Directorate of Sports
  - h) Directorate of Procurement
  - i) Directorate of Information and Communications Technology
  - j) Administration Directorates
  - k) Divisions
  - l) Sections
  - m) Units

#### **STATUTE 42: ACADEMIC AND ADMINISTRATIVE RANKS**

1. There shall be five (5) levels of rank for Academic Senior Members namely:
  - a) Professor
  - b) Associate Professor or Deputy Librarian
  - c) Senior Lecturer or Senior Research Fellow or Senior Assistant Librarian
  - d) Lecturer or Research Fellow or Assistant Librarian
  - e) Assistant Lecturer or Assistant Research Fellow or Junior Assistant Librarian
2. Subject to Regulations by the Ghana Tertiary Education Commission, there shall be four (4) levels of rank for Administrative and Professional Senior Members namely:
  - a) Deputy Registrar or an analogous rank
  - b) Senior Assistant Registrar or an analogous rank
  - c) Assistant Registrar or an analogous rank
  - d) Junior Assistant Registrar or analogous rank
3. The Council shall, on the recommendation of the Academic Board, determine, from time to time, the qualifications and criteria for appointment to any academic rank or progression and promotion from one (1) academic rank to another.
4. For the avoidance of doubt, the offices of Vice-Chancellor, Pro Vice-Chancellor, Principal, University Librarian, Provost, Dean, Director, Vice Dean, Deputy Director, Head of Department, Head of Centres, Head of Section/Unit and Coordinators are posts and not ranks and are to be occupied for a term, renewable if applicable.
5. Council shall, on the recommendation of the Appointments and Promotions Board, determine, from time to time, the qualifications and criteria for appointment to any administrative and professional ranks or progression or promotion from one (1) administrative/professional rank to the other.

6. For the avoidance of doubt, the following are posts to be occupied, and not ranks: Registrar, Directors, Heads of Division, Heads of Section/Unit and are to be occupied for a term, renewable if applicable.

#### **STATUTE 43: CAMPUSES**

1. Council may, on the recommendation of the Academic Board, establish a Campus of related Colleges, Faculties or Schools.
2. Each Campus shall be headed by a Principal of Professorial status.
3. The Management Committee of a Campus shall comprise:
  - a) Principal
  - b) Campus Registrar
  - c) Provost (in the absence of a Provost, the Most Senior Dean)
  - d) Campus Librarian
  - e) Campus Head of Finance
  - f) Campus Head of Internal Audit
  - g) Campus Head of Works, Physical Development and Facility Management

#### **STATUTE 44: CAMPUS REGISTRAR**

1. There shall be a Campus Registrar on each campus who shall be responsible to the Principal.
2. The Campus Registrar shall be functionally responsible to the Registrar through the Principal.
3. The Campus Registrar shall be the head of the Campus Central Administration and shall, in that capacity, be responsible for the day-to-day operations of the Campus.

##### **44.1 Appointment**

1. There shall be a Campus Registrar of a Deputy Registrar status who shall be appointed by the Vice-Chancellor on the recommendation of the Administration Appointment and Promotion Committee.
2. The Campus Registrar shall possess a master's degree in a relevant field and must have considerable post-qualification experience.
3. The Campus Registrar shall hold office:
  - a) for a term of three (3) years and is eligible for re-appointment for another term or part thereof as may be determined by Council, but not exceeding the statutory retiring age;
  - b) on the terms and conditions specified in the letter of appointment.

#### **STATUTE 45: CAMPUS HEAD OF FINANCE**

1. There shall be a Campus Head of Finance who shall be responsible to the Principal.
2. The Campus Head of Finance shall be functionally responsible to the Director of Finance through the Principal;
3. The Campus Head of Finance shall be responsible for the Financial Administration of the Campus in accordance with the Public Financial Management Act and Regulation.

##### **45.1 Appointment**

1. There shall be a Campus Head of Finance of a Deputy Director of Finance or its analogous rank who shall be appointed by the Vice-Chancellor on the recommendation of the Administration Appointment and Promotion Committee.

2. The Campus Head of Finance shall possess a masters' degree in a relevant field and must have considerable post-qualification experience, and shall be a Chartered Accountant from a recognised professional body.
3. The Campus Head of Finance shall hold office:
  - a) for a term of three (3) years and is eligible for re-appointment for another term or part thereof as may be determined by Council, but not exceeding the statutory retiring age;
  - b) on the terms and conditions specified in the letter of appointment.

#### **STATUTE 46: CAMPUS HEAD OF INTERNAL AUDIT**

1. There shall be a Campus Head of Internal Audit who shall be administratively responsible to the Principal of the Campus in accordance with the guidelines provided by the Public Financial Management Act and Regulations;
2. The Campus Head of Internal Audit shall be functionally responsible to the Director of Internal Audit;
3. The Campus Head of Internal Audit shall be responsible for the management of the internal audit activities of the Campus.

##### **46.1 Appointment**

1. There shall be a Campus Head of Internal Audit of a Deputy Director of Internal Audit or its analogous rank who shall be appointed by the Vice-Chancellor on the recommendation of the Administration Appointment and Promotion Committee.
2. The Campus Head of Internal Audit shall be functionally responsible to the Director of Internal Audit;
3. The Campus Head of Internal Auditor shall possess a master's degree in a relevant field and must have considerable post-qualification experience, and shall be a Chartered Accountant from a recognised professional body.
4. The Campus Head of Internal Audit shall hold office:
  - a) for a term of three (3) years and is eligible for re-appointment for another term or a part thereof as may be determined by Council, but not exceeding the statutory retiring age;
  - b) on the terms and conditions specified in the letter of appointment.

#### **STATUTE 47: CAMPUS LIBRARIAN**

1. There shall be a Campus Librarian who shall be responsible to the Principal of the Campus;
2. The Campus Librarian shall be functionally responsible to the University Librarian through the Principal;
3. The Campus Librarian shall be responsible for the provision of the requisite resources to support research, teaching and learning activities of especially, senior and junior members on the Campus.

##### **47.1 Appointment**

1. The Campus Librarian shall be of a Deputy Librarian or analogous rank and shall be appointed by the Vice-Chancellor on the recommendation of the Library Appointment and Promotion Committee.
2. The Campus Librarian shall possess a master's degree in a relevant field, must have considerable post-qualification experience, and be a member of a recognised professional body.

3. The Campus Librarian shall hold office:
  - a) for a term of three (3) years and is eligible for re-appointment for another term or a part thereof as may be determined by Council, but not exceeding the statutory retiring age.
  - b) on the terms and conditions specified in the letter of appointment.

#### **STATUTE 48: CAMPUS HEAD OF ICT SERVICES**

1. There shall be a Campus Head of ICT Services who shall be responsible to the Principal of the Campus.
2. The Campus Head of ICT Services shall be functionally responsible to the Director of ICT Services.
3. The Campus Head of ICT Services shall be responsible for the management of the ICT infrastructure of the Campus.

##### **48.1 Appointment**

1. There shall be a Campus Head of ICT Services a Deputy ICT Officer or its analogous rank who shall be appointed by the Vice-Chancellor on the recommendation of the Administration Appointment and Promotion Committee.
2. The Campus Head of ICT Services shall be functionally responsible to the Director of ICT Services.
3. The Campus Head of ICT Services shall possess a masters' degree in a relevant field and must have considerable post-qualification experience.
4. The Campus Head of ICT Services shall hold office:
  - a) for a term of three (3) years and is eligible for re-appointment for another term or a part thereof as may be determined by Council, but not exceeding the statutory retiring age;
  - b) on the terms and conditions specified in the letter of appointment.

#### **STATUTE 49: CAMPUS HEAD OF WORKS, PHYSICAL DEVELOPMENT AND FACILITY MANAGEMENT**

1. There shall be a Campus Head of Works, Physical Development and Facility Management who shall be responsible to the Principal of the Campus in accordance with the guidelines provided by the relevant laws, regulations and standards of the University.
2. The Campus Head of Works, Physical Development and Facility Management shall be functionally responsible to the Director of Works, Physical Development and Facility Management through the Principal.
3. The Campus Head of Works, Physical Development and Facility Development shall be responsible for the infrastructural developments, management and maintenance of facilities of the Campus.

##### **49.1 Appointment**

1. The Campus Head of Works, Physical Development and Facility Development shall be of a Deputy Director of Works, Physical Development and Facility or analogous rank and shall be appointed by the Vice-Chancellor on the recommendation of the Administration Appointment and Promotion Committee.

2. The Campus Head of Works, Physical Development and Facility shall possess a postgraduate degree in a relevant field and must have considerable post-qualification experience, and be a member of a recognised professional body.
3. The Campus Head of Works, Physical Development and Facility shall hold office:
  - a) for a term of three (3) years and is eligible for re-appointment for another term or a part thereof as may be determined by Council, but not exceeding the statutory retiring age.
  - b) on the terms and conditions specified in the letter of appointment.

#### **STATUTE 50: CAMPUS HEAD OF PROCUREMENT**

1. There shall be a Campus Head of Procurement who shall be responsible to the Principal.
2. The Campus Head of Procurement shall be functionally responsible to the Director of Procurement through the Principal.
3. There shall be a Campus Head of Procurement who shall be responsible for the management of the Campus procurement processes in accordance with Section 17(1) of the Public Procurement Act 2003 (Act 663) as amended.

##### **50.1 Appointment**

1. There shall be a Campus Head of Procurement who shall be a Deputy Procurement Officer or analogous rank and shall be appointed by the Vice-Chancellor on the recommendation of the Administration Appointment and Promotion Committee.
2. The Campus Head of Procurement shall have a master's degree in a relevant field and must have considerable post-qualification experience, and must be a member of a recognised professional body.
3. The Campus Head of Procurement shall hold office:
  - a) for a term of three (3) years and is eligible for re-appointment for another term or a part thereof as may be determined by Council, but not exceeding the statutory retiring age;
  - b) on the terms and conditions specified in the letter of appointment.

#### **STATUTE 51: CAMPUS HEAD OF HEALTH SERVICES**

1. There shall be a Campus Head of Health Services who shall be responsible to the Principal.
2. The Campus Head of Health Services shall be functionally responsible to the University Head of Health Services through the Principal.
3. The Campus Head of Health Services shall be responsible for the management of the health services of the Campus.

##### **51.1 Appointment**

1. The Campus Head of Health Services shall be a Deputy Director of Health Services or analogous rank and shall be appointed by the Vice-Chancellor on the recommendation of the Administration Appointment and Promotion Committee;
2. The Campus Head of Health Services shall possess a master's degree in a relevant field and must have a minimum of five (5) years post-qualification experience, and must be a member of a recognised professional body;
3. The Campus Head of Health Services shall hold office:
  - a) for a term of three (3) years and is eligible for re-appointment for another term or a part thereof, as may be determined by Council, but not exceeding the statutory retiring age;



- b) on the terms and conditions specified in the letter of appointment.

## **STATUTE 52: PROVOST OF COLLEGE**

1. Council, on the recommendation of the Academic Board, may establish a College of related Faculties or Schools.
2. Each College shall be headed by a Provost of Professorial rank. A Provost shall normally hold only one (1) administrative post.
3. A Provost shall be responsible to the Vice-Chancellor for providing leadership to the College and for maintaining and promoting the efficiency and good order of the College in accordance with policies and procedures prescribed by this Statutes or as may be determined from time to time by Council, the Academic Board and the College Board.

### **52.1 Functions**

The Provost of a College shall be responsible for:

- a) providing leadership to the College and for maintaining and promoting the efficiency and good order of the College and chair meetings of the College Board;
- b) in consultation with the Dean of the School of Graduate Studies as well as Deans of Faculty/School in the College, exercise oversight responsibility for postgraduate training of the College's students, and for staff development;
- c) co-ordinate the work of the Faculties/Schools within the College;
- d) provide leadership and promote the image of the College through research, graduate output and extension.

### **52.2 Appointment**

1. Council shall appoint the Provost of a College on the recommendation of the Appointments and Promotions Board.
2. The criteria for the appointment of Provost of a College shall be in accordance with *Schedule F1* to this Statutes.
3. Provost of a College shall be of a Professorial rank
4. A Provost shall hold office for a period of three (3) years and shall be eligible for re-appointment, for another term or part thereof as may be determined by Council, but not exceeding the statutory retiring age.
5. A person shall not be appointed Provost if he/she has served two (2) consecutive terms unless at least three (3) years have elapsed from the date that he/she last held that post.

### **52.3 Vacancy in the Office of Provost of a College**

1. A Provost may resign from office by notice in writing to the Vice-Chancellor through the Registrar in accordance with the terms and conditions of his/her appointment.
2. Where a vacancy occurs or is about to occur in the office of the Provost, the Registrar shall notify Council which shall cause to be advertised internally, such vacancy, and invite applications from suitably qualified candidates. The Appointments and Promotions Board, assisted by at least two (2) external assessors, shall conduct inquiries as it deems necessary, interview the applicants and make recommendations for appointment by Council.

3. The notification, application, selection and appointment process shall commence, at least six (6) months, before the expiration of the term of the incumbent or immediately the office becomes vacant.
4. In the absence of the Provost, the Most Senior Dean/Director in rank shall act or in the absence of the most Senior Dean/Director, the most senior head of department shall act as Provost until the appointment of a substantive Provost or an Acting Provost. Such acting appointments shall not exceed a maximum of one (1) year.

#### **52.4 Removal from Office**

The procedure for the removal of Provost shall be in accordance with *Schedule J* to this Statutes.

#### **STATUTE 53: SCHOOL OF GRADUATE STUDIES**

1. There shall be a School of Graduate Studies which shall be responsible for coordinating all graduate academic activities in the University as well as the research and scholarly activities associated with graduate education.
2. The School of Graduate Studies serves as the repository of all records on graduate students.
3. The mandate of the School of Graduate Studies shall include:
  - a) promoting the development of new departmental graduate programmes,
  - b) ensuring effective delivery of graduate programmes to deal with incipient societal and national issues; and
  - c) approving candidature, supervisors, coursework, thesis topics, titles and synopses for graduate education based upon the recommendations from the Departmental Boards to maintain high standards and ensure high-quality graduate programme output.
4. The School of Graduate Studies shall deal with all official correspondence and the welfare of graduate students as well as regulate graduate programmes.
5. The School of Graduate Studies shall be headed by a Dean who shall be of Professorial rank with considerable teaching, research and administrative experience; and well-grounded in the principles of planning, quality assurance and quality improvement. The Dean may be supported by a Vice Dean.
6. The Dean shall report directly to the Vice-Chancellor and support the Pro Vice-Chancellor to provide leadership for graduate education in the University

#### **53.1 Functions**

The Dean of School of Graduate Studies shall be responsible for:

- a) providing leadership to the School of Graduate Studies
- b) developing new graduate programmes and curricula, with the support of Faculty Deans and Departmental Heads as well as formulating policies relating to graduate education and research.
- c) coordinating all graduate academic activities in the University as well as the research and scholarly activities associated with graduate education
- d) expanding and strengthening Graduate Studies in AAMUSTED.
- e) recommending external, internal examiners and supervisors of PhD programme to the Vice-Chancellor for appointment.
- f) approving Postgraduate programmes and results.

- g) coordinating all postgraduate programmes.
- h) enhancing international recognition for graduate studies at AAMUSTED.
- i) presenting graduands for graduation at congregation.
- j) liaise with professional institutions, associations and similar bodies and organise consultative meetings of graduate school members and expert in the relevant disciplines within the graduate school.
- k) presiding over the Board of Graduate Studies at meetings.

### **53.2 Appointment**

1. The Dean of School of Graduate Studies shall be appointed by Council on the recommendation of the Appointments and Promotions Board.
2. The criteria for the appointment of Dean of School of Graduate Studies shall be in accordance with *Schedule F1* to this Statutes.
3. The Dean of School of Graduate Studies shall be of a Professorial rank
4. The Dean of School of Graduate Studies shall hold office:
  1. for a term of three (3) years and is eligible for re-appointment for another term or part thereof, as may be determined by Council, but not exceeding the statutory retiring age.
  2. on the terms and conditions specified in the letter of appointment.

### **53.3 Vacancy in the Office of the Dean of School of Graduate Studies**

1. The Dean of School of Graduate Studies may resign from office by notice in writing to the Vice-Chancellor through the Registrar in accordance with the terms and conditions of his/her appointment.
2. Where a vacancy occurs in the School of Graduate Studies, the Vice-Chancellor shall provide names and curriculum vitae of two (2) Senior Academic Members of Professorial status with their evaluation and recommendations to the Appointments and Promotions Board for consideration.
3. The Appointments and Promotions Board shall consider the Vice-Chancellor's report and recommend one (1) candidate for appointment by the Council.

### **53.4 Removal from Office**

The procedure for the removal of the Dean of School of Graduate Studies shall be in accordance with *Schedule J* to this Statutes.

## **STATUTE 54: FACULTIES/SCHOOLS/INSTITUTES**

1. Council, on the recommendation of the Academic Board, may establish Faculties, Schools or Institutes to be headed by a Dean. A Head of Department appointed as Dean shall vacate his/her position as Head of Department.
2. The Dean of Faculty/School/Institute shall normally be of Professorial status. Where there is no professor, a Senior Lecturer with requisite experience may be appointed to act.

### **54.1 Functions of Deans of Faculty/School/Institute**

1. The Dean of Faculty shall be responsible to the Vice-Chancellor through the Principal/Provost as the case may be, for providing leadership to the Faculty or School and for maintaining and

promoting the efficiency and good order of the Faculty/School/Institute in accordance with policies and procedures prescribed by law, the Statutes or as may be determined from time to time by Council, the Academic Board and the Faculty/School/Institute Board.

2. The Dean shall be the Head of the Faculty and Chairperson of the Faculty Board.
3. The Dean shall co-ordinate the work of the departments within the Faculty.
4. The Dean shall, in consultation with the Heads of Department, have the responsibility for the training of students, mentoring and professional development of staff including those on study leave.
5. The Dean shall liaise and cooperate with other Faculties in the organisation of common courses and academic programmes and research.
6. The Dean shall liaise with professional institutions, associations and similar bodies, for the enhancement of academic programmes and advancement of the Faculty's strategic goal.
7. The Dean shall organise consultative meetings of Faculty members and industry experts/professionals in the relevant disciplines as an advisory framework for holistic programmes review.
8. The Dean shall undertake income-generating interventions to support academic activities within the Faculty.
9. The Dean shall perform any other function assigned to him/her by the Vice-Chancellor.

#### **54.2 Appointment**

1. The Dean shall be appointed by the Council on the recommendation of the Appointments and Promotions Board.
2. The criteria for the appointment of Dean shall be in accordance with *Schedule F1* to this Statutes.
3. A Dean of Professorial status shall hold office for three (3) academic years and may be eligible for re-appointment for another term only, but not exceeding the statutory retirement age.
4. Where a Senior Lecturer is to be appointed, the person should have been a Senior Lecturer for a minimum of three (3) years, with minimum of seven (7) publications during the period of the Senior Lectureship.
5. A Dean appointed in an acting capacity shall at each instance, be appointed for one (1) year and may be eligible for re-appointment for another one (1) year only. In the case of deans of Professorial Status, the person shall act for two (2) years and may be eligible for re-appointment for another two (2) years only.

#### **54.3 Vacancy in the Office of the Dean of Faculty**

1. Where a vacancy occurs or is about to occur in the office of Dean of Faculty, the Registrar shall cause to be advertised internally, such vacancy and to invite applications from suitably qualified candidates.
2. The Appointments and Promotions Board, shall conduct enquiries as it deems necessary, interview the applicants and make recommendations for appointment.

#### **54.4 Removal from Office**

The procedure for the removal of a Dean of Faculty shall be in accordance with *Schedule J* to this Statutes.

## **STATUTE 55: VICE-DEANS OF FACULTY/SCHOOL/INSTITUTE**

1. There may be a Vice-Dean who shall normally be of Professorial status. Where there is no person of Professorial status, a Senior Lecturer may be appointed to act.
2. The Vice-Dean shall be deputy to and shall assist the Dean in the performance of his/her duties. The Vice-Dean shall act as Dean in the absence of the Dean.
3. The Vice-Dean shall be appointed by the Council on the recommendation of the Appointments and Promotions Board.
4. The Vice-Dean shall handle the schedules in the Dean's Office relating to the following:
  - a) Time-tabling
  - b) Monitoring the conduct of lectures
  - c) Examinations
5. Any other duty that may be assigned to the Vice Dean by the Dean.
6. The Vice-Dean of a Professorial status shall hold office for a term of two (2) years and shall be eligible for re-appointment for a second consecutive term but not beyond the statutory retiring age.
7. The Vice-Dean in an acting capacity in each instance shall hold office for a term of one (1) year and shall be eligible for re-appointment for a second consecutive term but not beyond the statutory retiring age.

## **STATUTE 56: FACULTY/SCHOOL BOARDS**

There shall be in each Faculty or School, a Faculty/School Board, whose membership shall consist of the following:

- a) Dean of the Faculty or School as Chairperson;
- b) Vice-Dean;
- c) Professors and Associate Professors within the Faculty/School;
- d) Heads of Department, Institute, Centre, and Unit within the Faculty/School;
- e) One (1) member from each Department of the Faculty selected by the Departmental Board;
- f) One (1) representative from a cognate Faculty in accordance with the Schedules to this Statutes;
- g) Faculty Quality Assurance Officer
- h) Any other person as may be determined by the Faculty/School Board.
- i) The Faculty Officer shall serve as the Secretary to the Board.

### ***In Attendance***

- a) The Faculty Accounts Officer;
- b) Faculty Librarian

### **Meetings of Faculty/School Board**

- a) Elected members (except student representatives) shall serve a term of office of two (2) years renewable for a second term only.
- b) Each Faculty or School Board shall meet at least, twice every semester.
- c) Emergency meetings of a Faculty or School Board may be called by the Dean at any time at short notice by written notice to members, stating the emergency that has arisen and the business to be transacted.

- d) A special meeting of the Faculty/School Board shall be convened when at least half of the total membership of the Faculty/School Board submits a written request specifying the matters to be discussed to the Dean. The Dean shall convene the special meeting within seven (7) days of receipt of the request.
- e) The quorum for a meeting of a Faculty/School Board shall be half of the total membership.
- f) In the absence of the Dean and Vice-Dean, the meeting shall be chaired by the Most Senior Head of Department in the Faculty.

### **56.1 Powers and Functions of Faculty/School Boards**

Subject to the generality of the Act, the Statutes and resolutions of the Academic Board, the powers and functions of each Faculty Board shall include the following:

- a) determine all matters relating to teaching and research in the Faculty;
- b) determine and regulate, subject to the approval of the Academic Board, the syllabuses, scheme of instruction, and the conduct of examinations in the programmes of the Faculty;
- c) determine all matters relating to the progress and well-being of students and keep appropriate records of them;
- d) ensure the provision of adequate facilities and logistics for teaching and learning, and research in the Faculty or School, and co-ordinate the teaching and research programmes of the Departments of the Faculty or School;
- e) recommend External Examiners for the approval of the Academic Board;
- f) make recommendations to the Academic Board for the award of degrees (other than honorary degrees), diplomas, certificates, fellowships, studentship, scholarships, prizes and other academic distinctions within the Faculty;
- g) submit proposals to the Academic Board for academic development within the Faculty;
- h) discuss any matter relating to the work of the University and express an opinion, if it so desires, to the Academic Board;
- i) appoint such sub-committees as it may consider necessary in the discharge of its functions.

### **STATUTE 57: OFFICE OF STUDENT AFFAIRS**

1. There shall be an office of Student Affairs, headed by a Dean.
2. The Dean of Student Affairs shall be appointed by the Vice-Chancellor on behalf of Council.
3. The Dean of Student Affairs so appointed may be of Professorial status, equivalent to a Dean of Faculty.
4. The Dean of Student Affairs shall hold office for a three-year term and shall be eligible for re-appointment for a further consecutive term only but not exceeding the statutory retirement age. Where there is no person of Professorial status, a Senior Lecturer may be appointed to act for a term of one academic year and shall be eligible for re-appointment for another consecutive term only. A person shall not be appointed Dean of Student Affairs if he/she has served two (2) consecutive terms unless at least three (3) years have elapsed from the date that he/she last held that post.
5. The Dean of Student Affairs shall have responsibility for the non-academic and welfare matters of junior members of the University and foster the development of appropriate culture and ethics among students.

6. The Dean of Student Affairs shall ensure efficient utilisation of the GRASAG, SRC and JCRC dues and other funds of all student associations, clubs and societies to enhance the financial sustainability of student associations/clubs/societies, etc.
7. The Dean of Student Affairs shall develop programmes to educate newly elected student leaders and fresh undergraduate, postgraduate and foreign students.
8. The Dean of Student Affairs shall explore and establish linkages with local and foreign universities for student exchange programmes, games and sports, etc. in collaboration with the Directorate of Research, International Programmes and Institutional Advancement (DRIPIA) to build strong intra and inter university partnerships.
9. The Dean of Student Affairs shall conduct research into students' needs and problems and make appropriate recommendations to the Board of Student Affairs.
10. The Dean of Student Affairs shall assist students in processing applications for such documents as Passports, Visas, etc., and facilitate the acquisition of facilities such as bank loans, study leave, etc.
11. The Dean of Student Affairs shall perform his/her responsibilities under the direction of the Academic Board.
12. The Dean of Student Affairs shall be advised by the Board of Student Affairs in the discharge of his/her duties.
13. The Dean of Student Affairs shall liaise with the Vice-Chancellor, Pro Vice-Chancellor, Registrar, Board of Student Affairs, Heads of Department, Hall Masters/Wardens, Residence Committee, Chaplaincy Board, Sports and Recreation Committee, the Students Representative Council and the Graduate Students' Association of Ghana on all matters affecting the welfare of students.
14. The Office of the Dean of Student Affairs shall be responsible for the following matters relating to junior members:
  - a) accommodation of students in halls of residence and hostels;
  - b) chaplaincy services;
  - c) guidance and counselling services for junior members;
  - d) sports and recreation;
  - e) intra-university, inter-university and international students' competitions or meetings;
  - f) student governing bodies, organisations, clubs and societies.

#### **STATUTE 58: BOARD OF STUDENT AFFAIRS**

There shall be a Board of Student Affairs, which shall be composed of the following:

- a) Pro Vice-Chancellor as Chairman
- b) Dean of Student Affairs
- c) Vice-Dean(s) of Student Affairs
- d) Two (2) members representing Heads of Halls
- e) Director of Academic Affairs
- f) One (1) member representing the Finance Directorate
- g) Director of Research, International Programmes and Institutional Advancement (DRIPIA)
- h) One (1) member representing the University Chaplaincy Board.
- i) Head of Security or his/her representative
- j) Director of Legal Services
- k) Director of Procurement or his/her representative

- l) One (1) member representing the Guidance and Counselling Centre
- m) One (1) representative from each campus nominated by SRC
- n) One (1) representative from each campus nominated by GRASAG

### ***In Attendance***

Senior/Assistant Registrar (Student Affairs) as secretary

### **58.1 Functions**

The functions of the Board of Student Affairs shall be:

- a) developing guidelines and regulations for the orderly organisation of student groups, subject to approval by the Academic Board;
- b) providing oversight responsibility to promote the welfare, provision of guidance, counselling, placement and chaplaincy services of the Junior Members of the University;
- c) ensuring amicable and exhaustive resolution of conflicts involving students using all available internal processes;
- d) serving as an internal adjudication body in all matters relating to student elections;
- e) overseeing the management of dues and other levies collected by the SRC and GRASAG from students or on behalf of students;
- f) promoting the development of a culture that encourages leadership, respect for diversity and responsibility for personal actions on campus;
- g) convening at least, two (2) Board meetings in a semester;
- h) any other function assigned to it by the Academic Board.

### **STATUTE 59: VICE-DEAN OF STUDENT AFFAIRS**

1. There Vice-Chancellor shall appoint a Vice-Dean of Student Affairs who may be of Professorial Status on behalf of the Council.
2. The Vice-Dean of Student Affairs shall hold office for a term of two (2) years and shall be eligible for re-appointment for another term of two (2) years. A Vice-Dean of Student Affairs of non-Professorial Status shall hold office for one (1) academic year and shall be eligible for a further consecutive term of one (1) academic year only.
3. The Vice-Dean of Student Affairs shall assist the Dean of Student Affairs in the performance of his/her duties and shall act as Dean of Student Affairs in the absence of the Dean of Student Affairs.
4. The Vice-Dean of Student Affairs shall perform any other function(s) assigned by the Dean of Student Affairs.

### **STATUTE 60: INSTITUTES AND CENTRES**

#### **60.1 Institutes**

1. Council, on the recommendation of the Academic Board, shall establish Institutes to be headed by Directors.
2. An Institute shall be headed by a Director (at the level of a Dean) of Professorial Status.
3. A Director of an Institute is responsible to the Vice-Chancellor for providing leadership to the Institute, and for maintaining and promoting the efficiency and good order of the Institute in accordance with the policies and procedures prescribed by the Act and these Statutes or as may be determined by the Council, the Academic Board and the Board of the Institute.



4. The Director shall ensure that the approved programmes and services of the Institute are duly carried out by its members.
5. The Director shall be responsible for the general administration of the Institute in respect of human, financial and material resources of the Institute within the general framework of the university policy.
6. The Director shall perform any other functions assigned to him/her by the Vice-Chancellor.

## **60.2 Appointment of Directors of Institute**

1. A Director of an Institute shall be appointed by Council on the recommendation of the Appointments and Promotions Board.
2. The criteria for the appointment of a Director of an Institute shall be in accordance with *Schedule FI* to this Statutes.
3. A Director of an Institute shall be of a Professorial rank
4. A Director of an Institute shall hold office:
  1. for a term of three (3) years and is eligible for re-appointment for another term or part thereof, as may be determined by Council, but not exceeding the statutory retiring age.
  2. on the terms and conditions specified in the letter of appointment
5. A Director of an Institute may be assisted by a Deputy Director of Professorial status who shall be appointed by the Appointments and Promotions Board on the recommendation of the Vice-Chancellor from among the Senior Members of the Institute and shall hold office for a term of two (2) years and shall be eligible for another term only but not exceeding the statutory retiring age.
6. In the absence of a Senior Member of Professorial Status, a Senior Lecturer may be appointed to serve as the Deputy Director of the Institute.
7. A person shall not be appointed Director if he/she has served two (2) consecutive terms unless at least three (3) years have elapsed from the date that he/she last held that post.
8. Where a vacancy occurs in an Institute, the Vice-Chancellor shall provide names and curriculum vitae of two (2) Senior Academic Members of Professorial status with the Vice-Chancellor's evaluation and recommendations to the Appointments and Promotions Board for consideration. The Appointments and Promotions Board shall consider the Vice-Chancellor's report and recommend one (1) candidate for appointment by the Council.

## **60.3 Centres**

1. Council, on the recommendation of the Academic Board, shall establish Centres to be headed by Directors or Heads of the Centre.
2. A Director/Head of a Centre is responsible to the Vice-Chancellor for providing leadership to the Centre, and for maintaining and promoting efficiency and good order of the Centre in accordance with the policies and procedures prescribed by the Act and this Statutes or as may be determined by the Council, the Academic Board and the Board of the Centre. The Director shall ensure that the approved programmes and services of the Centre are duly carried out by its members.
3. The Director/Head shall be responsible for the general administration of the Centre in respect of human, financial and material resources of the Institute within the general framework of the university policy.

4. The Director/Head shall perform any other functions assigned to him/her by the Vice-Chancellor.

#### **60.4 Appointment of Directors of Centres**

1. The Director/Head of a Centre may resign from office by notice in writing to the Vice-Chancellor through the Registrar in accordance with the terms and conditions of his/her appointment.
2. Where a vacancy occurs in a Centre, the Vice-Chancellor shall provide names and curriculum vitae of two (2) Senior Academic Members of Professorial status with his/her evaluation and recommendations to the Appointments and Promotions Board for consideration. The Appointments and Promotions Board shall consider the Vice Chancellor's report and recommend one (1) candidate for appointment by the Council.
3. The Directors/Heads shall hold office for two (2) academic years and shall be eligible for re-appointment for a further consecutive term only, but not exceeding the statutory retirement age. A person shall not be appointed Director if he/she has served two (2) consecutive terms unless at least three (3) years have elapsed from the date that he/she last held that post.

#### **STATUTE 61: HEADS OF ACADEMIC DEPARTMENT**

1. An Academic Department shall have a Head of Department of Professorial Status. The appointment shall be made by the Vice-Chancellor on the recommendation of the Dean. The Dean, in consultation with the Department, shall shortlist and submit one (1) candidate for consideration by the Vice-Chancellor.
2. A Head of Department of Professorial Status shall hold office for a term of three (3) years and shall be eligible for re-appointment for another consecutive term or a part thereof only but exceeding the statutory retiring age. A person shall not be appointed Head of Department if he/she has served two (2) consecutive terms unless at least three (3) years have elapsed from the date that he/she last held that post.
3. If the Head of Department is not of Professorial Status, he/she shall at each instance, be appointed for one (1) year and may be eligible for re-appointment for another one (1) year only.
4. The Head of Department shall be responsible to the Vice-Chancellor through the Dean for the general administration of the Department in respect of human, financial and material resources of the Department within the general framework of University policy.

#### **61.1 Functions of Heads of Academic Department**

It shall be the responsibility of the Head of Department to:

- a) promote research, organise teaching programmes and maintain acceptable standards of teaching, and ensure that logistics are available for teaching and research in the department;
- b) recommend for the appointment and promotion of staff, and ensure the maintenance of discipline subject to this Statutes;
- c) liaise with other departments, professional institutions, associations and similar bodies on the development of the Department;
- d) convene a Departmental Examiners Board meeting to consider students' examination results;
- e) consult with the Departmental Board and the Dean in all matters affecting the Department and the Faculty. Copies of Minutes of Departmental Board meetings should be submitted to the Dean of Faculty;

- f) provide leadership, maintain and promote efficiency and good order in the Department in accordance with the policies and procedures of the University;
- g) lead the introduction of innovative and demand-driven academic programmes;
- h) ensure effective assessment of student performance;
- i) ensure student assessment of course content and teaching;
- j) liaise with the Dean of the Faculty/School in matters affecting the Department;
- k) be responsible for recommending to the Faculty/School Board the development of syllabi and courses in consultation with members of the Department;
- l) convene at least two (2) Departmental Board meetings in a semester for the purpose of planning, teaching, research, regulation of courses and evaluating the activities of the Department;
- m) advance and generally promote the well-being of the Department and persons engaged in the Department;
- n) liaise with other departments, professional institutions, associations and similar bodies on academic and other matters affecting the Department; and
- o) consult with other Senior Members of the Department on matters affecting the welfare of the Department as a whole and, where necessary, shall seek the approval of the Dean on such matters.

#### **STATUTE 62: DEPARTMENTAL BOARDS**

1. An Academic Department shall have a Departmental Board comprising all Senior Members of the Department.
2. The Departmental Board shall regulate teaching and research and submit quarterly reports to the Vice-Chancellor through the Dean.
3. The Departmental Board shall co-operate with the Faculty Board, Academic Board and all relevant Committees and Boards in all matters affecting the Department, Faculty and the University.

#### **STATUTE 63: INSTITUTION AND PROGRAMME AFFILIATIONS**

1. The University may admit to affiliate an institution or the members or students of the institution in the manner and on the terms and conditions determined by the Council and the Ghana Tertiary Education Commission.
2. The University, based on the terms of the respective Memorandum of Understanding (MoU), may terminate or modify the terms of the affiliation, granting of privileges and/or recognition.
3. The Registrar shall maintain a register of affiliated Institutions and shall submit an annual report to the Council on affiliated institutions through the Vice-Chancellor.

#### **STATUTE 64: CONVOCATION**

1. There shall be a Convocation of the University with the membership as specified in this Statutes.
2. The Registrar shall compile a register of the members of the Convocation which shall be published each academic year.
3. A person whose name appears on the register is entitled to attend and vote at the Convocation.
4. There shall be a Convocation of the University, the composition of which shall be all Senior Members of the University appointed by the Council or the Academic Board and who are registered by the Registrar as follows:

- a) Principal Officers
  - b) Senior Members of the University
  - c) Senior Members on Post-Retirement Contract
  - d) Senior Members on Part-Time Appointment, Sabbatical or Visiting Scholars
5. Senior members of the university who are on part-time appointments and those coming on sabbatical or visiting scholars shall not be entitled to vote in any proceedings of Convocation.
  6. The Registrar shall be the moderator of Convocation.

#### **64.1 Functions of Convocation**

Convocation shall perform the following functions:

- a) receive and discuss a report from the Vice-Chancellor on the state of the University and plans for the University.
- b) express an opinion on any matter that affects the University and may refer the matter to the Council or the Academic Board.
- c) elect the Convocation representative on Council.
- d) receive reports from representatives on the activities of the committees to which he/she has been appointed.
- e) receive a report from the Vice-Chancellor, at least, once each academic year on the state of the University, including academic, human resource, financial and infrastructural matters, and the University's future plans. In particular, the Vice-Chancellor's report to Convocation shall include an address on the following matters:
  - i. academic matters including the approval and accreditation of programme
  - ii. staff and students' welfare
  - iii. external relations and affiliations
  - iv. physical development, funds required to complete each project, and expected completion dates
  - v. statement of income and expenditure for the immediate past semester

#### **64.2 Meetings of Convocation**

1. The Convocation shall meet at least once each academic year at the time and place determined by the Vice-Chancellor.
2. A special meeting of Convocation shall be called by at least one-third of members on a written request submitted with a statement of the subject matter to be considered at the special meeting. The Vice-Chancellor shall convene the special meeting within fourteen (14) days of receipt of the request.
3. No special meeting shall be called within three (3) months of the last meeting if the purpose of the intended special meeting is the same or substantially the same as that of the last meeting.
4. The quorum for meetings of Convocation shall be 20% of members.
5. Decisions of Convocation shall be arrived at normally by consensus. Where it becomes necessary for Convocation to vote on any issue, voting shall be by open or secret ballot. However, the Chairperson shall have a casting vote in case of a tie.
6. The Chancellor shall preside over Convocation. In the absence of the Chancellor, the Chairperson of Council shall preside over Convocation. In the absence of the Chancellor and the Chairperson of Council, the Vice-Chancellor shall preside over Convocation.

### **64.3 Convocation Representative on Council**

1. Convocation shall elect from its members one (1) person, to serve on Council.
2. The Convocation Representative on Council shall serve a term of three (3) years and is eligible for re-appointment for another term only.
3. Where the office of a member becomes vacant by reason of death, resignation or the absence of the member for three (3) consecutive meetings of Council without any reasonable cause, another person, nominated by the relevant body, shall be appointed for the unexpired term of the office.

### **64.4 Election of Convocation Representative on Council**

For election of Convocation representative on Council, refer to *Schedule K* of this Statutes.

## **STATUTE 65: MATRICULATION**

1. A student admitted to the University shall take and subscribe to the Matriculation Oath and sign the Matriculation Register.
2. A student who fails to sign the Matriculation Register shall be prevented by the University from graduating.
3. A student shall be matriculated on the day when he/she, after having been properly and lawfully admitted into the University and duly registered, shall:
  - a) personally attend a matriculation ceremony;
  - b) swear the matriculation oath or make a solemn declaration to that effect; and
  - c) enter his/her name and personally sign the Matriculation Register which is kept by the Registrar.
4. No student shall be matriculated into the University unless he/she has fulfilled conditions prescribed by the Academic Board and has been accepted for admission.
5. The Vice-Chancellor shall preside over the Matriculation ceremony.
6. The matriculation oath and solemn declaration shall be administered by the Registrar.
7. All students to be matriculated into the University shall be present, and members of Convocation shall be in attendance.
8. The Academic Board shall consider all issues relating to matriculation processes.
9. A student shall be matriculated only once in this University.

## **STATUTE 66: CONGREGATION**

1. The University may hold a Congregation consisting of persons specified in this Statutes for the purpose of conferring honorary degrees and awarding degrees, diplomas and certificates after the Academic Board approves the final results of graduating students and honorary degree nominee(s).
2. The Congregation of the University shall be composed of:
  - a) The Chancellor;
  - b) Chairperson of Council;
  - c) Members of the University Council;
  - d) Members of Convocation;
  - e) Graduands of the University;
  - f) Retired Members of Convocation;
  - g) Honorary Graduate(s);
  - h) Alumni;

- i) Honorary Guest Speaker; and
  - j) Valedictorian.
3. Congregation may be convened, at least once every year, at such time and place, as shall be determined by the Vice-Chancellor, in consultation with the Chairperson of Council or the Chancellor.
  4. In the absence of a Chancellor and the Council, the Academic Board may permit Congregation to convene.
  5. The Chancellor shall preside over the Congregation ceremony. In the absence of the Chancellor, the Chairperson of Council shall preside over Congregation. In the absence of the Chancellor and the Chairperson of Council, the Vice-Chancellor shall preside over Congregation.
  6. A Congregation of the University shall be for:
    - a) conferment of degrees and award of diplomas and certificates;
    - b) receiving reports, witnessing the ceremony for awarding degrees, diplomas and certificates of the University; and
    - c) any other purposes determined by the Chancellor in consultation with Council or Academic Board.

#### **STATUTE 67: HONORARY DEGREES**

1. The University may confer an honorary Master's or Doctorate degree in any discipline on any person it may consider worthy of such a distinction.
2. A Special Congregation for the conferment of honorary degrees shall be convened as and when the University Council shall determine.
3. A person on whom an honorary degree has been conferred shall be given all the rights and privileges associated with a degree of its class from the University.
4. The Vice-Chancellor shall cause the Registrar to invite nominations from members of Council and Convocation for the conferment of honorary degrees. The Registrar shall be responsible for receiving and collating the necessary information for the Vice-Chancellor.
5. The Academic Board shall be responsible for the selection of persons for the award, and the nature of honorary degrees to be awarded.
6. The Academic Board shall report to Council the names of persons selected for honorary degrees together with a statement of their careers and the grounds for their selection.
7. Council shall approve the recommendation of the Academic Board before the persons concerned are notified in writing.
8. All proceedings concerning the award of honorary degrees shall be confidential and on no account shall the nominee be privy to the process.
9. Processes for nomination including the final decision by Council shall be completed within an academic year.
10. Honorary degrees shall not be conferred in absentia unless otherwise decided by the University Council.

#### **STATUTE 68: ACADEMIC PROGRAMMES**

1. Academic Programmes of study pursued by a student of the University in an institution or a place approved by the Academic Board on the recommendation of the Faculty/School/Institute Board, may, with the approval of the Academic Board, be deemed part of a qualifying scheme for a degree, diploma, certificate and/or any other academic distinctions in

the University provided that a candidate for the award of such a degree should have been registered in the University for a stated period as determined by the Academic Board.

2. No student shall qualify to graduate from the University with a degree, diploma, certificate and/or any other academic distinction without having pursued a programme of study approved by the Academic Board in a Faculty/School/Institute of the University.

#### **STATUTE 69: EXAMINATIONS**

1. The Academic Board shall prescribe entry requirements in conformity with existing standards provided by the Ghana Tertiary Education Commission (GTEC) and regulations governing examinations for degrees, diplomas and certificates.
2. The Academic Board may approve the examinations for any degree, diploma, certificate or a part thereof, and for other purposes, courses of instruction and syllabi submitted by any Faculty/School/Institute Board.
3. The Board of Examiners for all prescribed examinations shall be approved by the Academic Board, upon recommendation of the respective Faculty/School/Institute Boards.
4. The Dean of the Faculty/School/Institute and the Head of Department shall be the Chairperson of all Boards of Examiners in his/her Faculty/School/Institute and Department, respectively.
5. Examination regulations shall be in accordance with the relevant portions of the Handbook on Examinations and Review of Academic Programmes, the Students' Handbook and any other relevant policies, rules and regulations of the University.

#### **STATUTE 70: HALLS OF RESIDENCE AND OTHER RESIDENTIAL FACILITIES**

1. There shall be Halls of Residence and other residential facilities of the University for students in the University bearing such names as Council may determine.
2. All students, upon admission, shall be affiliated to a Hall of Residence.
3. A Hall Master/Warden may be appointed and shall be responsible, subject to this Statutes and Regulations of the University, for all matters concerning the management of the Hall.
4. He/she may be assisted by a Vice Hall Master/Vice Warden.
5. The Hall Council shall regulate affairs of the Hall.
6. In addition to statute 69.3 above, the Hall Administration may consist of:
  - a) Hall Tutors
  - b) Hall Fellows
  - c) Hall Administrator
  - d) Hall Counsellors
7. Each Hall of Residence, hostel or other residential facility shall consist of such number of students, senior members and other employees of the University as the Hall Council may determine.
8. The Vice-Chancellor may appoint to each Hall, Senior Members who shall be designated Hall Fellows.
9. Hall Fellows shall liaise with the Office of the Dean of Student Affairs and Hall Master/Warden in performing the following functions:
  - a) assist in counselling students on diverse issues;
  - b) assist hall management and the Hall Council in promoting peaceful coexistence and cordial relations among students; and,

- c) assist hall management and the Hall Council in developing programmes to educate students in the Hall on environment, sanitation and other emerging issues.

### **70.1 Appointment**

1. A Hall Master/Warden may be appointed by the Vice-Chancellor on the recommendation of the Appointments and Promotions Board.
2. The Hall Master/Warden shall be a Senior Member of at least Senior Lecturer rank.
3. The Hall Master/Warden may hold office:
  - a) for a term of three (3) years and is eligible for re-appointment for another term or a part thereof, as may be determined by the Vice-Chancellor but not exceeding the statutory retiring age.
  - b) on the terms and conditions specified in the letter of appointment.

### **70.2 Hall Council**

1. The Hall Council shall consist of the following:
  - a) Dean of Student Affairs – Chairperson (Main Campus);
  - b) Vice-Dean(s) of Student Affairs (Chairperson, other Campuses);
  - c) Hall Master/Warden;
  - d) Representative of the Director of Finance;
  - e) Three (3) Hall Fellows;
  - f) Hall President;
  - g) Hall Treasurer;
  - h) One (1) representative of the SRC;
  - i) Two (2) students elected by members of the Hall; and
  - j) Hall Administrator - Secretary.
2. The Hall Council shall, subject to this Statutes and Regulations of the University, be responsible for all matters concerning the smooth administration of the Hall and the general welfare of students.
3. The Hall Council shall approve the budget of the Junior Common Room Committee (JCRC) and monitor its implementation.
4. The Hall Council is responsible for the management of the Hall or residential facility and shall be responsible for recommending disciplinary action against any Junior Member with respect to breach of discipline at the Hall or facility.
5. Where the breach of discipline will result in dismissal or is, in the opinion of the Hall Council, a major breach of discipline, the matter shall be referred to the Vice-Chancellor for his/her decision.
6. Subject to the Regulations and the Constitution of each Hall, there shall be established in each Hall, a Junior Common Room Committee to be elected by the Junior Members of the Hall in accordance with a Constitution made by the Junior Members and approved by the Hall Council.

### **STATUTE 71: ALUMNI ASSOCIATION**

1. There shall be an Alumni Association of the University representing the body of past students of the University.
2. The Association shall comprise all:
  - a) past students of former constituent institutions;
  - b) graduates of constituent institutions; and



- c) honorary degree holders of the University.
- 3. All students, upon graduation, qualify to enrol into the Alumni Association in accordance with the Alumni constitution.
- 4. The Alumni Association, in the performance of its functions, shall collaborate with the Directorate of Research, International Programmes and Institutional Advancement.
- 5. The Alumni Association shall have the power to make its own Constitution.

## **STATUTE 72: STUDENT GOVERNANCE**

1. There shall be a Student Representative Council (SRC) which shall represent undergraduate students.
2. There shall be a Graduate Student Association of Ghana (GRASAG) which shall represent postgraduate students.
3. The constitution and other governing instruments of the Students' Associations shall:
  - a) be drawn up by the students subject to the approval of the Academic Board; and
  - b) conform to the Act of the University, this Statutes, Students Handbook and any other rules, regulations, directives and edicts duly issued by the University.
4. A constitution or a governing instrument drawn up by the SRC or GRASAG which is inconsistent with paragraph 3(ii) shall, to the extent of the inconsistency, be void.
5. Procurement activities of the SRC and GRASSAG shall be done in accordance with the Public Procurement Act 2003 (Act 663) as amended and shall be supervised by the Directorate of Procurement of the University.
6. The SRC and GRASAG shall be the official organs of the Junior Members of this University and shall be responsible for the following:
  - a) promoting the general welfare and interests of students and coordinating the social, cultural, intellectual and recreational activities of the students of the University;
  - b) presenting the grievances of the students of the University to the appropriate body or bodies depending upon the nature of the grievance for redress. Where the SRC or GRASAG is dissatisfied with the decision, they shall have the right to appeal to the Dean/Vice-Dean of Student Affairs. If SRC or GRASAG is still dissatisfied with the decision of the Dean/Vice-Dean of Student Affairs, they shall have the right to appeal to the Board of Student Affairs. If the SRC or GRASAG is still dissatisfied with the Board of Student Affairs, they shall have the right to further appeal to Academic Board and ultimately to Council. The Council shall, on receipt of any such appeal from SRC or GRASAG, refer the matter to the Appeals Board whose recommendation shall be submitted to the Council for final determination.
  - c) establishing links and maintaining cordial relationships with students of other Universities, educational and voluntary institutions within and outside Ghana;
  - d) nominating/electing student representatives to serve on appropriate University bodies and Committees;
  - e) promoting cordial relationship among all sections of the University community and maintaining good relationship with past students of the University; and
  - f) publishing records of student activities.
7. Without prejudice to the generality of the foregoing, students shall be entitled to form associations in exercise of their right to freedom of association guaranteed under the Constitution of the Republic of Ghana.

8. No student association shall be formed or shall operate within the University without the written approval of the Dean of Student Affairs.
9. The right of students to demonstrate or go on procession or other public protest on or outside the campus shall be subject to regulations enacted for that purpose by the Academic Board.
10. Without prejudice to the generality of the foregoing, students may not demonstrate or go on procession or other public protest outside the campus without the prior written approval of the Vice-Chancellor through the Dean/Vice-Dean of Student Affairs and in accordance with the Act of the University, this Statutes, Students Handbook and any other rules, regulations, directives and edicts duly issued by the University and the relevant national laws.

### **STATUTE 73: DISCIPLINE AND PENALTIES**

1. The Vice-Chancellor is the Chief Disciplinary Officer and shall be responsible for discipline within the University and shall act in accordance with rules and regulations formulated by Council as contained in *Schedule E* of the Statutes. The Vice-Chancellor may delegate any part of his/her authority in respect of discipline as he/she shall deem appropriate.
2. Notwithstanding Statute 73.1, in all matters involving discipline of Senior Member(s), which could lead to an imposition of a major penalty, the Vice-Chancellor shall consult with the Council.
3. Disciplinary offences in the University shall be as prescribed in Rules 2 to 5 of *Schedule E* of the Statutes. Without prejudice to the generality of the offences prescribed in Rules 2 to 5 of *Schedule E* of this Statutes, disciplinary offences in the University shall include the following:
  - a) conviction by a competent Court of law for any offence, which is considered to be such as to render the person concerned unfit to continue the programme of study or for the discharge of his/her duties;
  - b) conduct of a scandalous or other disgraceful nature which is considered to be such as to render the person concerned unfit to continue to study in the University, or to continue to be in the employment of the University, or to hold office in any capacity in the University;
  - c) conduct which is considered to be such as to constitute failure on the part of the person concerned to comply with the conditions of admission or to discharge or perform the functions of his/her office, or to comply with the terms of his/her appointment;
  - d) conduct which amount to plagiarism, academic cheating, dishonesty, misconduct, fraud, misrepresentation not herein otherwise described in order to obtain academic credit or other academic advantage of any kind; and
  - e) conduct which, in the opinion of the University Disciplinary Board and Council, brings the name of the University into disrepute.
4. The following are the penalties that may be imposed for breach of discipline involving all employees of the University:
  - a) Dismissal;
  - b) Termination of Appointment;
  - c) Reduction in rank, status, or grade;
  - d) Suspension for a stated period;
  - e) Forfeiture of pay for a stated period;
  - f) Interdiction;

- g) Deferment of increment, that is, postponement of the date on which the next increment is due, with corresponding postponement in subsequent years;
  - h) Stoppage of increment, that is, non-payment for specific period of an increment otherwise due;
  - i) Refund/Surcharge;
  - j) Suspension from the use of specified University services or facilities; and
  - k) Reprimand.
5. The following are the penalties that may be imposed for breach of discipline of Junior Members in the University:
- a) Dismissal;
  - b) Rustication;
  - c) Withholding of Certificate;
  - d) Refund/Surcharge;
  - e) Suspension from the use of specified University services or facilities;
  - f) An order for the re-submission of the piece of academic work in respect of which the offence was committed;
  - g) Award of a grade of zero (0) or a failure for the piece of academic work;
  - h) A reduction of the final grade of the course in respect of which offence was committed;
  - i) Disqualification for contesting election or removal from any office in the University;
  - j) Reprimand; and
  - k) Warning.
6. For the purpose of this Statutes, penalties in *clauses* in Statute 73.4(i) to 4(viii) and 73.5(i) to 5(iii), shall be treated as major penalties.
7. For the avoidance of doubt, notwithstanding previous conferment or confirmation of an award of a degree, diploma, certificate, standing credits or any other qualification, howsoever described, the University shall have the power to cancel, withhold or withdraw any award at any time it becomes known that:
- a) a student had gained admission into the University with false qualifications;
  - b) a student had been proven guilty of impersonation;
  - c) a student had been proven guilty of an examination malpractice or plagiarism; or
  - d) a student had engaged in any other conduct which in the opinion of the University would have resulted in the cancellation or withdrawal of the award.
8. The decision to cancel, withhold or withdraw an award, as in Statute 73.7, shall be made by the Vice-Chancellor, on the recommendation of the Academic Board or a committee duly constituted for that purpose.
9. Any person affected by any decision of the Vice-Chancellor or the person or body to whom he has delegated authority shall have the right of appeal to the Appeals Board.
10. Council may, by rules or regulations, make further provisions relating to disciplinary matters in the University.
11. Rules on Student discipline shall be prescribed in accordance with the Students Handbook or Rules and Regulations on Postgraduate Studies enacted by the Academic Board.

## **STATUTE 74: DISCIPLINE OF SENIOR MEMBERS**

1. There shall be established a Disciplinary Board responsible to the Vice-Chancellor to determine cases affecting Senior Members of the University referred to it by the Vice-Chancellor.
2. Disciplinary offences shall be those stated in Statute 73.3, as appropriate and any other which may be provided for by the rules and regulations of the University.
3. The Disciplinary Board shall be composed as follows:
  - a) Pro Vice-Chancellor as Chairperson;
  - b) Three (3) other members appointed by the Vice-Chancellor who shall not be below the rank of the person being subjected to the Disciplinary processes;
  - c) One (1) representative of the University Teachers Association of Ghana for Academic Senior Member or one (1) representative of the Ghana Association of University Administrators for Administrative or Professional Senior Member as the case may be; and
  - d) A Lawyer of no less than seven (7) years in standing at the Bar appointed by the Vice-Chancellor.
4. The Board shall submit its report to the Vice-Chancellor within the specified period in the letter constituting the membership.
5. The Disciplinary Board shall recommend to the Vice-Chancellor the imposition of any penalty as may be appropriate in accordance with Statute 73.
6. In all proceedings of the Disciplinary Board, the Senior Member affected shall be served with a written notice of the grounds upon which the proceedings are being initiated against him/her. He/she shall then appear before the Board to explain his/her conduct.
7. Where the affected Senior Member is served with the notice referred to in Statute 74.6, he/she, may furnish the Disciplinary Board with his/her grounds upon which he/she intends to defend or exculpate him/herself within five (5) working days upon receipt of the notice.
8. If a document is required to be served personally on the Senior Member to be subjected to disciplinary processes and it appears to the Disciplinary Board:
  - a) that two (2) attempts have been made without success to effect personal service on that particular member, and that any further attempt to effect personal service may result in undue delay; or
  - b) that it is otherwise impracticable for any reason to serve the document personally, the
9. Disciplinary Board shall make arrangements for the document to be served by:
  - a) sending a copy to the electronic mail of the affected Senior Member;
  - b) posting a copy on the Notice Board of that Senior Member's Department, Faculty or Office for a period of three (3) days; and
  - c) using any other appropriate medium of service as the Board shall determine.
10. Where the affected Senior Member is served with the notice referred to in statute 74.8, he/she shall furnish the Disciplinary Board with his/her defence within five (5) working days upon receipt of the notice.
11. If no defence is received by the Disciplinary Board within five (5) working days as stated under statute 74.9, the Disciplinary Board shall proceed with its enquiry in the absence of the affected Senior Member.
12. In all proceedings of the Disciplinary Board, the Senior Member concerned shall be given a fair hearing and shall have the right to call witnesses and also cross-examine witnesses who may testify against him/her, by him/herself.

13. A Senior Member appearing before the Disciplinary Board may come with his/her counsel or a friend to witness the proceedings.
14. In all proceedings, the Disciplinary Board shall follow the rules of natural justice.
15. Any Senior Member adversely affected by the decision of the Vice-Chancellor may, within fourteen (14) days upon the receipt of the decision, exercise his/her right to appeal to Council.
16. The Council shall, on receipt of any such appeal under statute 74.15, refer the matter to the Appeals Board whose recommendations shall be submitted to the Council for a final determination.
17. The Appeals Board shall, upon receipt of the appeal, review the decision by taking into consideration all the circumstances of the case, including the production of fresh evidence by the affected party.
18. Where a Senior Member has been charged with a disciplinary offence which, in the opinion of the Disciplinary Board, is serious, or prejudicial to the proper discharge of the duties of the Senior Member concerned, the Vice-Chancellor, as the chief disciplinary officer of the University, on the recommendation of the Disciplinary Board, may in pursuance of his/her powers under the Act and the Statutes, interdict him/her, pending the final determination of the case by Council.
19. The Vice-Chancellor shall report to Council, at its next meeting, the actions taken by him/her on the Disciplinary Board's report.
20. Where no adverse findings are made against the Senior Member, the Vice-Chancellor shall communicate the decision to the Senior Member within seven (7) days of receipt of the Disciplinary Board's report, and if the Senior Member had been interdicted, be restored to his/her former position forthwith. All emoluments of the Senior Member otherwise withheld shall be fully restored.
21. A Senior Member interdicted shall be entitled to two-thirds of his/her salary during the period of the suspension.
22. No Senior Member can invoke any Court of Law's jurisdiction without exhausting all the prescribed and internally laid down rules to resolve disputes at the University.
23. All proceedings of the Disciplinary Board shall be in writing and any affected Senior Member shall be given a copy upon request.
24. The quorum for the transaction of business of the Disciplinary Board shall be three (3) members including the Chairperson and the Lawyer appointed by the Vice-Chancellor. Where a decision is reached by voting and there is a tie, the Chairperson shall have a casting vote.

#### **STATUTE 75: DISCIPLINE OF SENIOR AND JUNIOR STAFF**

1. A Senior Staff or Junior Staff of the University as defined in Statute 1, may for good cause, be disciplined by the Vice-Chancellor.
2. Disciplinary offences shall be those stated in Statute 73.3, as appropriate and any others which may be provided for by the rules and regulations of the University.
3. There shall be established a Disciplinary Committee, as and when the need arises. The Committee shall be responsible to the Vice-Chancellor to determine cases affecting Senior and Junior Staff of the University referred to it by the Vice-Chancellor.
4. The Disciplinary Committee shall be composed of five (5) members as follows:
  - a) Three (3) Senior Members appointed by the Vice-Chancellor, one (1) of whom shall be the Chairman;

- b) One (1) Legal representative from the Legal Services Office appointed by the Vice-Chancellor;
  - c) One (1) representative of the Senior Staff Association for a Senior staff or one (1) representative of the Junior Staff Association for a Junior staff as the case may be;
  - d) A Secretary to be appointed by the Registrar.
5. The Committee may, in consultation with the Vice-Chancellor, invite any other person(s) to be in attendance.
  6. The person under investigation shall be notified in writing, of the grounds on which disciplinary action is being taken against him/her, and must be given reasonable opportunity to defend him/herself.
  7. The procedure provided for in Statute 74.4 to 74.24 shall apply to the discipline of Senior and Junior Staff as well.

#### **STATUTE 76: DISCIPLINE OF JUNIOR MEMBERS**

1. It shall be the responsibility of the Vice-Chancellor, in consultation with the relevant Principal, Provost, Dean of Faculty/School, and Head of Department/Director of Institute/Centre/the Dean of Students and the relevant Hall Council and subject to these Statutes and regulations, to provide for the discipline of junior members of the University.
2. The Vice-Chancellor may delegate his/her authority, subject to such disciplinary procedures, as he/she considers appropriate.
3. The Hall Council or body responsible for the management of each Hall or Residential facility shall be responsible for taking disciplinary action against any Junior Member for any breach of discipline in the Hall, provided that the matter shall be referred to the Vice-Chancellor for his/her decision where the breach of discipline might result in dismissal or, in the opinion of the Council of the Hall or Residential facility, is a major breach of discipline.
4. The Vice-Chancellor, if he/she deems necessary, may refer the matter to the Academic Board. Where the Vice-Chancellor decides on dismissal, he/she shall report to the Academic Board at its next meeting.
5. There shall be established, a Committee to investigate misconducts of Junior Members which shall be composed as follows:
  - a) Two (2) Senior Members appointed by the Vice-Chancellor, one (1) of whom shall be the Chairman.
  - b) One (1) representative from the Office of the Dean of Student Affairs.
  - c) One (1) Legal representative appointed from the Legal Services Office.
  - d) One (1) Student representative from the relevant student association, and
  - e) A non-member Secretary appointed by the Registrar.
  - f) The Committee may, in consultation with the Vice-Chancellor, have the power to co-opt additional members who shall be in attendance.
6. The quorum for a meeting shall be three (3) members including the Chairman and the Legal representative.
7. Examination misconduct shall be as provided for in this Statutes, Students' Handbook and any other Rules and Regulations governing the conduct of Junior Members, and an infringement of any of them by a candidate shall constitute examination misconduct and shall attract one (1) or more of the sanctions provided under Statute 76.11.

8. Where examination malpractice is alleged, the Vice-Chancellor shall promptly appoint a committee to investigate the case. Membership of the Committee shall not be more than five (5) persons.
9. Any student alleged to have engaged in examination misconduct shall be permitted to continue writing the examination, but he/she shall write a statement at the end of the paper. The Invigilator shall submit a written report on the allegation, together with the requisite exhibit(s) to the Faculty Examinations Officer. The Faculty Examinations Officer shall forward the report to the Dean of the Faculty concerned, to be forwarded to the Vice-Chancellor, who shall promptly appoint a committee to investigate the case.
10. The student shall be informed in writing to appear before the Committee not as a witness but as a subject of the investigation, and the letter inviting him/her shall indicate his/her right to be accompanied to the enquiry by a legal counsel or a friend or a relative. The student can call witnesses on his/her behalf and question witnesses who testify against him/her.
11. The penalties for examination misconduct shall include:
  - a) dismissal from the University;
  - b) rustication from the University for a stated period
  - c) rustication from a Hall of Residence of the University;
  - d) resit of a paper;
  - e) cancellation of results of particular paper(s);
  - f) withholding of results of particular paper(s);
  - g) withholding of award of certificate for a stated period;
  - h) reprimand; and,
  - i) warning.
12. Where a student is alleged to have engaged in plagiarism, the Head of Department shall submit a report on the allegation to the Dean, who shall forward the report to the Vice-Chancellor, who shall appoint a committee to investigate same.
13. Any student adversely affected by the decision of the Vice-Chancellor may, within fourteen (14) days upon the receipt of the decision, exercise his/her right to appeal to the Vice-Chancellor for a review of the decision.
14. The Vice-Chancellor may, upon receipt of the appeal, review the decision by taking into consideration all the circumstances of the case, including the production of fresh evidence by the student.
15. If the candidate is dissatisfied with the reviewed decision of the Vice-Chancellor, he/she may, within fourteen (14) days upon receipt of the decision, appeal to the University Council. The Council may refer the matter to the Appeals Board and the decision of the Appeals Board shall be final.
16. The Vice-Chancellor may withhold the results and/or certificate of any student who commits a crime which in the opinion of the University Disciplinary Committee/Board brings the name of the University into disrepute.

#### **STATUTE 77: APPEALS BOARD**

There shall be the establishment of the University's Appeals Board.

## **77.1 Membership**

In reference to Section 39 of the Act, the Appeals Board shall consist of:

1. a Chairperson who is a retired Justice of the Superior Courts of Judicature or a lawyer qualified to be appointed as a Justice of the Superior Courts of Judicature;
2. two (2) lawyers of at least ten (10) years standing at the Bar who are persons of high moral character and professional integrity, at least one (1) of whom is a woman; and
3. two (2) persons who are neither lawyers nor employees of the University who are persons of high moral character, at least, one (1) of whom is a woman.
4. The Chairperson, in consultation with other members, shall appoint the secretary, who shall not be a member of the Appeals Board.

## **77.2 Functions of the Appeals Board**

The Appeals Board shall hear and determine on appeal, matters on:

- a) an act or omission in contravention of the Act or this Statutes enacted by the Council;
- b) breach of an employment contract by the University;
- c) the promotion of persons duly employed by the University;
- d) grievances by students against the University on matters related to welfare and discipline;
- e) any other matter or dispute referred to the Appeals Board by the Council.

## **77.3 Operations of the Appeals Board**

1. The Council shall appoint the members of the Appeals Board.
2. Members of the Appeals Board shall serve a term of three (3) years and may be eligible for re-appointed for another term only.
3. Members of the Appeals Board shall be paid 75% of prevailing Council sitting allowance.
4. Members of the Appeals Board shall receive 75% of Council sitting allowance when the Appeal's Board sit.
5. The Chairperson and two (2) other members of the Appeals Board constitute a panel for the hearing and determination of a case or a matter before the Appeals Board.
6. In the absence of the Chairperson, one (1) of the two (2) lawyers as specified in Statute 77.1(2) shall act as Chairperson.
7. Reports from the Appeals Board shall not be used in any legal proceedings unless permitted by Council or an order from a court of competent jurisdiction.

### **77.3.1 Filing an Appeal**

An appeal may be filed with the Appeals Board Secretariat using the form specified in the Appeals Board Rules. The Notice of Appeal must be lodged in duplicate within twenty-one (21) days of receipt of the decision complained of and addressed to:

Secretariat of the University's Appeals Board

Legal Services

P. O. Box 1277

AAMUSTED

Kumasi, Ghana

Email: [appealsboard@aamusted.edu.gh](mailto:appealsboard@aamusted.edu.gh)



#### **77.4 Functions of the Chairperson of the Appeals Board**

The functions of the Chairperson of the Appeals Board shall be to:

- a) convene Appeals Board meetings;
- b) chair all sittings of the Appeals Board;
- c) present the decisions of the Appeals Board to Council;
- d) perform any other function deemed appropriate by the Appeals Board.

#### **77.5 Establishment of the Secretariat of the Appeals Board**

A section/unit of the University legal Office shall serve as the secretariat of the Appeals Board.

#### **STATUTE 78: ABSENCE FROM WORK AND VACATION OF POST**

1. Any member of staff who absents him/herself from duty for a period of ten (10) consecutive working days or more without prior permission from the appropriate authority, shall be deemed to have vacated his/her post.
2. Any employee who absents him/herself from duty for a period of five (5) working days or more but less than ten (10), within a year, without prior permission, or reasonable cause shall be cautioned for the first offence and have the salary/wages and emoluments for the period concerned calculated and deducted from the monthly entitlements.
3. A second offence shall attract a warning and the salary/wages and emoluments for the period concerned shall be calculated and deducted from the monthly entitlements.
4. A third offence shall be considered as vacation of post.
5. Permission shall be obtained from the Vice-Chancellor for any travel abroad by a Senior Member, Senior staff and Junior staff.

#### **STATUTE 79: REGULATIONS**

1. The Academic Board may make regulations for its own procedures and for the exercise of its powers under the Act and/or the Statutes.
2. The Academic Board shall not make or ratify any regulation, alter, revoke or add to the regulations on a temporary basis except at an ordinary meeting of the Academic Board, and provided that notice of the proposed regulations has been included on the agenda of such meeting.
3. Each sub-committee of the Academic Board, may from time to time, subject in each case to review by the Academic Board as the case may be, make regulations for its own procedures and for the exercise of the powers by the Statute assigned to it or delegated to it by or under any regulation of the Academic Board.
4. The Council or the Academic Board shall, in approving, ratifying, making, altering or revoking regulations, observe that no regulation shall be in contravention of the Act or this Statutes of the University currently in force.
5. If any doubt arises as to the validity of any regulation made by the Academic Board, Convocation, any Committee or Board, the matter shall be referred to Council, and the decision

## **STATUTE 80: INDUSTRIAL ACTION BY UNIONISED EMPLOYEES**

1. The University recognises the right of every employee to freedom of association and the right to industrial action in order to protect his/her economic and social interest.
2. Employees who engage in industrial action pursuant to their right to do so under any collective agreement or under other labour arrangements shall do so in strict compliance with the Labour Act, 2003 (Act 651) and must respect the rights and freedoms of other members of the University and the general public.
3. No industrial action taken or purported to be taken shall deliberately disrupt the work of other unionised staff not on strike or the provision of essential services in the University.
4. For the purposes of this Statute, essential services shall have the same meaning as defined in the Labour Act, 2003 (Act 651) or in the collective agreement that may be reached between Management and the Unions from time to time.

## **STATUTE 81: AMENDMENT TO THE STATUTES AND SCHEDULES**

1. The Academic Board may recommend to Council any amendment to the Statutes/Schedules.
2. Any proposal for amendments to the Statutes or Schedules shall be considered by the Academic Board at a special meeting to be convened for that purpose. Such a meeting may be convened at the instance of the Chairman or one-third of the total number of members of the Academic Board.
3. The quorum for the transaction of any business of the special meeting mentioned above shall be half of the total number of the members of the Board.
4. No amendments shall be valid unless adopted by consensus or an affirmative vote of two-thirds of members of the Academic Board present and voting.
5. Prior to the date of the meeting, each member shall be given seven (7) clear days' notice setting out the specific subject matter of the proposed amendments and the particular feature of the Statutes or Schedules to which they relate.
6. The Council shall consider the draft amendment and may approve it with or without amendment. The draft amendment shall be circulated to the members of Council at least, seven (7) clear days before the date of the meeting.
7. Amendments shall be adopted by consensus or an affirmative vote of two-thirds of members of Council present and voting.
8. In making amendments to the Statutes or Schedules, Council may solicit professional advice.
9. Notwithstanding the above provisions in Statute 79.1 to 79.8, the Council may on its own convene its own special meeting to hear submissions on any proposed amendments to the Statutes from its members.

## **STATUTE 82: APPOINTMENTS AND PROMOTIONS OF SENIOR/JUNIOR STAFF**

For the criteria/procedures for appointments and promotions of Senior/Junior Staff, refer to the *Scheme of Service* and the *Unionised Conditions of Service for Public Universities*.

## **STATUTE 83: BASIC AND SENIOR HIGH SCHOOLS**

1. The University shall establish and maintain basic and senior high schools.
2. The basic schools shall be managed by the University.

3. The basic schools shall comprise the Creche, Nursery, Kindergarten, the University Primary School and the University Junior High School, to be headed by a Senior Member.
4. These schools shall maintain the highest academic standards and shall be properly resourced to perform their functions.
5. These schools shall be managed with a view to making them leading co-educational schools with the highest calibre of staff, pupils and students, and with outstanding performance in curricular and co-curricular activities.
6. Subject to a pupil's performance, progression from one (1) level to the next higher level shall be automatic.
7. The governing body of the basic schools shall be the Basic Schools Management Committee, which shall be chaired by a member elected by the Academic Board.
8. The governing body of the senior high school shall be the Senior High School Management Committee, which shall also be chaired by a member elected by the Academic Board.
9. The University Practice Senior High School shall maintain a special relationship with the Ghana Education Service, but the University shall provide the required land, premises and facilities, including classrooms, laboratories, farms, staff bungalows, dormitories, furnishing, equipment, plant and machinery, for effective teaching and learning.

#### **STATUTE 84: WELFARE SERVICES BOARD**

There shall be a Welfare Services Board which shall be responsible to Council through the Vice-Chancellor.

The composition of the Welfare Services Board shall be as follows:

- a) Vice-Chancellor – Chairman;
- b) Pro Vice-Chancellor;
- c) The Registrar;
- d) Principals of Campus;
- e) Director of Finance;
- f) Director of University Health Services;
- g) Director of Works, Physical Development and Facility Management;
- h) Dean of Students Affairs;
- i) One (1) representative from GAUA;
- j) One (1) representative from UTAG;
- k) One (1) representative from SSA-UoG;
- l) One (1) representative from TEWU;
- m) One (1) representative from SRC;
- n) One (1) representative from GRASAG;
- o) Chairman of Inter-Denominational Chaplaincy Board;
- p) Secretary to be appointed by the Registrar.

## **84.1 Functions of the Welfare Services Board**

The functions of the Welfare Services Board shall be to:

- a) consider all matters affecting the Works, Physical Development and Facilities Management (WPDFM), and the Welfare Services within the University, and within the scope of policies approved by Council
- a) make reports and representations to Council once a year or at the request of Council on any matter within the mandate of the Welfare Services Board.
- b) take such action(s) as the Board may deem necessary.
- c) refer to the appropriate Committee, any matter it deems relevant in the performance of its functions.

## **84.2 Meetings of the Welfare Services Board**

1. The Vice-Chancellor shall convene a meeting of the Welfare Services Board at least once every Semester.
2. At least five (5) days' notice shall be given for such a meeting and of the matters to be considered. Emergency meetings may be convened by the Vice-Chancellor at any time upon giving at least 24 hours written notice to all members of the Board.
3. A special meeting of the Welfare Services Board shall be convened when at least one-third of the total of its membership submits a written request specifying the matters to be discussed to the Vice-Chancellor. He/She shall convene the special meeting within seven (7) days of receipt of the request.
4. The quorum for the transaction of business of the Welfare Services Board shall be half of the total membership of the Board.

## **STATUTE 85: AEGROTAT DEGREES**

1. The University may confer an Aegrotat degree on any person who has been unable to complete all the requirements for graduation on account of substantial or long-term illness or incapacity provided that the person has satisfactorily completed at least three (3) quarters of the coursework to be done and where the cumulative grade point average at that time indicates that, but for the substantial or long-term illness or incapacity, the person is more likely than not to have successfully completed the programme and graduated. An aegrotat degree shall not have any class or distinction ascribed to it.
2. In the case of postgraduate students, the degree shall be awarded to students who become incapacitated after they have exhausted their years of study and submitted their dissertation. A committee would be set up to study and consider each case.

## **STATUTE 86: GUIDANCE AND COUNSELLING CENTRE (GCC)**

1. There shall be a Guidance and Counselling Centre (GCC) which shall be headed by a Director.
2. The Centre shall have an Advisory Board whose composition is as prescribed in *Schedule B11* of this Statutes.

## **86.1 Appointment**

1. The Director of GCC shall be appointed by the Council on the recommendation of the Appointments and Promotions Board.
2. The Director of GCC shall have a minimum of postgraduate degree in a relevant field and must have considerable post-qualification experience and be a member of a recognised professional body.
3. The Director of GCC shall hold office:
  - a) for a term of three (3) years and is eligible for re-appointment for another term or a part thereof as may be determined by Council, but not exceeding the statutory retiring age. If he/she is not of Professorial/analogous status he/she shall hold office for two (2) academic years and be eligible for re-appointment for another two (2) academic years;
  - b) on the terms and conditions specified in the letter of appointment;
4. In the performance of his/her duties, the Director of the Centre shall report through the Registrar to the Vice-Chancellor.

## **86.2 Functions**

The functions of GCC shall be to:

- a. provide guidance and counselling services to the University;
- b. provide information on careers and assist students to make appropriate choices;
- c. promote the academic, career, social and personal development of students, staff and other members of the University community;
- d. promote the development of career guidance and counselling services; and information on contemporary personal, occupational and health issues for the advancement of the University and the larger community;
- e. assist students/clients in discovering, understanding and actualising well defined moral values, beliefs and principles which promote healthy life in the University;
- f. motivate clients to become agents of social transformation towards building a culture of peace and unity;
- g. develop students' potentials and capabilities in assuming leadership roles with passion and compassion in their chosen careers/vocation;
- h. educate students, especially as Peer Counsellors, on counselling and counselling techniques;
- i. organise workshops and seminars on contemporary issues in society; and
- j. perform any other function relating to guidance and counselling as may be assigned to it by the Council or the Vice-Chancellor.

## **STATUTE 87: DISMISSAL/REMOVAL OF UNIVERSITY EMPLOYEES**

1. Any employee of the University may be removed from office or dismissed from the University for 'good cause' by the Council, but he/she shall not be removed or dismissed until;
  - a) there has been an investigation relating to his/her case by the Investigations Committee as provided for in Statute 73 and the person concerned has been put before the Disciplinary Committee to defend him/herself;
  - b) the Disciplinary Committee has made some adverse findings against him/her which give cause for dismissal;

- c) the report of the Disciplinary Committee has been considered and approved by the Council; and the employee has been notified in writing of the grounds on which consideration is being given for his/her removal or dismissal.
2. The Council may dismiss an employee on 'good cause' and the affected staff shall have the right to appeal to the Appeals Board within one (1) month of notice of dismissal. The Appeals Board shall consider the appeal within two (2) months from the receipt of the grounds for the appeal.
  3. For the purpose of this Statutes, the interpretation of 'good cause' shall include any of the disciplinary offences prescribed in Statutes 73 and also include:
    - a) conviction of a person for a felony under the laws of Ghana or for an offence outside Ghana which would have been a felony if committed in Ghana;
    - b) conduct of an immoral, scandalous or disgraceful nature incompatible with the duties of the office; or such conduct as would have, if the University were a company or a trust rendered the person unfit to be a director or trustee;
    - c) conduct constituting failure or persistent refusal or incapacitation or neglect to perform the duties or comply with the conditions of the office;
    - d) plagiarism;
    - e) awarding a mark for a course not taken;
    - f) enhancing marks for courses taken;
    - g) examination malpractice;
    - h) procuring the award of marks for courses not taken;
    - i) sexual harassment or exploitation of a staff or member of the University;
    - j) any other circumstances determined by a special resolution of the Council to be of a sufficiently serious nature to constitute 'good cause.'

#### **STATUTE 88: ANTI-DISCRIMINATION**

1. Without limiting the power of the University to adopt affirmative action policies, the University or an officer of the University shall not discriminate against a person on the basis of race, ethnic origin, political opinion, colour, gender, occupation, religion or creed, disability, social or economic status of that person to determine whether that person is to be:
  - a) admitted as a student of the University;
  - b) registered as a student of the University;
  - c) permitted to graduate from the University;
  - d) appointed as an academic staff or other staff member;
  - e) promoted as an academic staff or other staff member; or
  - f) granted any advantage, privilege or other benefit accorded all other persons.
2. For the purpose of subsection (1), "an officer of the University" includes a Principal Officer, staff or other employee, an agent, servant or any other person performing or acting in an official capacity for or on behalf of the University.
3. For the purpose of this section, "discriminate" means to give different treatment to different persons attributable only to or mainly on the grounds stated in subsection (1).

## **STATUTE 89: MISCELLANEOUS PROVISIONS**

1. Unless otherwise stated in this Statutes, a person shall not be appointed to a position for more than two (2) consecutive terms unless at least three (3) years have elapsed from the date that he/she last held that post.
2. Unless otherwise stated, all elected/appointed member(s) on Boards and Committees shall serve for a period of three (3) years and are eligible for re-election/re-appointment for another term only.
3. A Head of Department/Dean/Provost appointed as Dean/Provost/Principal/Pro Vice-Chancellor or any other higher substantive position shall not hold the two (2) positions concurrently.
4. Unless otherwise provided by this Statutes or Regulations, adopted pursuant thereto or the Schedules appended hereto, the terms of office of all elected members of Committees shall be two (2) academic years. They shall be eligible for re-election/reappointment for another term of two (2) academic years only. Elections/appointments shall be held not later than two (2) months before the year preceding that in which the appointee or person elected is to begin his/her term of office.
5. If there is a tie of votes in respect of any decision reached at any meeting of any University Statutory Body, the Chairperson of the meeting shall have, in addition to his/her original vote, a casting vote.
6. Subject to such regulations as may be made under this Statutes, any question(s) as to the procedure to be observed in respect of any matter arising at a meeting of any University Statutory Body shall be determined by the Chairperson of such meeting.
7. Members of Committees and Boards are required to exercise the highest caution with regard to the confidentiality and classified nature of documents, discussions and decisions of the meetings and to ensure that they do not damage the peace within the University nor bring the name of the University into disrepute.

## **STATUTE 90: TRANSITIONAL PROVISIONS**

1. This Statutes shall come into force on an operative date as may be determined by the Council.
2. The persons who immediately prior to the coming into force of the Statutes were Vice-Chancellor, Pro Vice-Chancellor, Registrar, University Librarian, Director of Finance, Director of Works, Physical Development and Facilities Management, Director of Internal Audit shall continue to hold such offices for the periods for which they were appointed or until their retirements or resignations.
3. For the purposes of the initial steps for giving effect to the Statutes, the following shall apply:
  - a) Where a superior body to be constituted under the Statutes cannot be constituted, the subordinate body which is required to elect, nominate, recommend or otherwise contribute to the constitution of the superior body shall be the corresponding body operating under the Statutes or the Regulations existing immediately prior to the operative date; or
  - b) Where that body does not exist, a temporary body shall be constituted by Academic Board for this purpose in the manner as near as possible to the procedure laid down in this Statutes.
  - c) Despite the requirements under Schedule F5 of the Statutes, Senior Members in the University Library without the requisite qualification for Academic Senior Members shall be subject to the criteria for promotion of Administrative Senior Members.

## **SCHEDULE A**

### **Statutory Committees of Council**

#### **A1. FINANCE COMMITTEE**

##### ***Membership***

1. Chairperson of Council – Chairperson
2. Vice-Chancellor
3. Pro Vice-Chancellor
4. Principals of Campus
5. Provosts
6. Two (2) persons appointed by Council from among those members who are not in the employment of the University
7. Three (3) members of the Academic Board elected by that body
8. Registrar shall be the Secretary

##### ***In Attendance***

1. Director of Finance
2. Director of Internal Audit
3. University Librarian

##### ***Quorum***

Half the membership, including either the Chairman of Council or a Council member and Vice-Chancellor or Pro Vice-Chancellor. In the absence of the Chairman, a Council member shall preside.

##### **Functions and Terms of Appointment**

Functions and terms of appointment for Finance Committee members are spelt out under Statute 30 of this Statutes.

#### **A2. AUDIT COMMITTEE**

##### ***Membership***

1. Two (2) independent persons nominated by the Internal Audit Agency and appointed by Council.
2. One (1) independent person nominated by the Institute of Chartered Accountants, Ghana and appointed by Council.
3. Two (2) members of Council who are not in the employment of the University.
4. The Chairperson of an Audit Committee shall be elected from among the independent members of the Committee who are not members of Council.
5. The Registrar in consultation with the Vice-Chancellor shall appoint a person to provide secretarial support to the Audit Committee.
6. The Audit Committee may in the performance of its functions, co-opt a senior management person to serve on the Audit Committee.

##### ***In Attendance***

1. Registrar
2. Director of Finance
3. Director of Internal Audit



### ***Quorum***

Any three (3) of the members including the Chairperson and one (1) independent representative. The quorum must be in place at all times during the meeting.

### **Functions and Terms of Appointment**

Functions and terms of appointment for Audit Committee members are spelt out under Statute 33 of this Statutes.

## **A3. DEVELOPMENT COMMITTEE**

### ***Membership***

1. Vice-Chancellor – Chairperson
2. Pro Vice-Chancellor
3. Registrar
4. Two (2) members of Council not in the employment of the University
5. Principals of Campus
6. Three (3) persons elected by the Academic Board from its membership
7. Secretary to be appointed by Registrar

### ***In Attendance***

1. Director of Finance
2. Director of Internal Audit
3. Director of Procurement
4. Director of Works, Physical Development and Facility Management

### ***Quorum***

Half the membership, including either the Chairperson or a member of Council on the Committee. In the absence of the Chairperson the Pro Vice-Chancellor shall preside.

### **Functions and Terms of Appointment**

Functions and terms of appointment for Development Committee members are spelt out under Statute 34 of this Statutes.

## **A4. SUPERANNUATION MANAGEMENT BOARD**

### ***Membership***

1. Chairperson appointed by Council from Convocation
2. Two (2) members of Council including the Vice-Chancellor
3. Two (2) members appointed by Council from outside the University with expertise in investment and pension management
4. Two (2) members, elected by UTAG
5. One (1) non-teaching Senior Member, elected by GAUA
6. Registrar
7. Director of Finance (GUSSS Administrator)
8. Director of Internal Audit
9. Secretary to be appointed by Registrar

## **Functions and Terms of Appointment**

Functions and terms of appointment for Superannuation Management Board are spelt out under Statute 35 of this Statutes.

## **A5. UNIVERSITY TENDER COMMITTEE**

### ***Membership***

1. Vice-Chancellor – Chairperson
2. Registrar
3. Director of Finance
4. A Lawyer appointed by Council
5. Three (3) Heads of Department including the user department
6. One (1) member of a professional body
7. One (1) member appointed by the Ghana Tertiary Education Commission (GTEC)
8. Director of Procurement – Secretary

### ***In Attendance***

1. Director, Works, Physical Development and Facility Management
2. Technical Adviser (the University Tender Committee may co-opt a person to provide technical advice on the issue before the committee).

### ***Quorum***

The Chairperson and four (4) other members

## **Functions and Terms of Appointment**

Functions and terms of appointment for University Tender Committee members are spelt out in the Public Procurement Act 2003 (Act 663) as amended.

## **A6. APPOINTMENTS AND PROMOTIONS BOARD**

### ***Membership***

1. Vice-Chancellor – Chairperson
2. Pro Vice-Chancellor
3. Registrar
4. Principals of Campus
5. Provosts
6. Four (4) persons of Professorial Status elected by Academic Board
7. Deputy Registrar, Human Resource shall serve as Secretary

### ***In Attendance***

1. Dean of the Faculty to which the appointment/promotion is being made.
2. Head of the Department to which the appointment/promotion is being made.
3. One (1) external assessor where necessary.

### ***Quorum***

Four (4) members including the Vice-Chancellor or Pro Vice-Chancellor

## **Functions, Terms of Appointment, and Rules and Procedures**

Functions, terms of appointment, and rules and procedures for Appointments and Promotions Board are spelt out under Statute 37 of this Statutes.

### **A7. GRANT STEERING COMMITTEE**

#### ***Membership***

1. Vice-Chancellor, Chairperson
2. Pro Vice-Chancellor
3. Principals of Campus of the University
4. Provosts
5. Registrar
6. Director of Finance
7. Director, DRIPIA
8. Director of Internal Audit
9. University Librarian
10. Administrator, DRIPIA - Secretary

#### ***Functions***

The functions of the Grant Steering Committee shall be to:

- a) formulate policies on programmes and project management in the University.
- b) supervise externally funded projects.
- c) ensure that externally funded projects are executed on schedule.
- d) ensure that contractual obligations in respect of projects are met.
- e) organise progress and technical meetings.
- f) resolve conflicts that may arise during implementation of externally funded projects.

### **A8. INSTITUTIONAL ADVANCEMENT BOARD**

#### ***Membership***

1. Five (5) persons appointed by Council from outside the University who are well recognised outstanding individuals in their respective professional fields, which may include banking, finance, communication and law, one (1) of whom shall be elected as Chairman
2. Vice-Chancellor
3. Registrar
4. Director of Finance
5. Director, DRIPIA
6. Director, Public Affairs
7. One (1) representative of Alumni
8. One (1) representative of Convocation
9. President, Students Representative Council (SRC)
10. President, Graduate Students Association of Ghana
11. One (1) representative of Senior Staff
12. Assistant/Senior Assistant Registrar DRIPIA - Secretary

### ***Quorum***

Seven (7) members including the Chairman

### ***Functions***

The functions of the Institutional Advancement Board shall be to:

- a) formulate policies and strategies on institutional advancement; including alumni engagement, development, donor relations and stewardship, communications and institutional reputation, internal and external relationships;
- b) provide oversight of the University's alumni relations as well as the philanthropic engagement of key constituencies including alumni, parents, friends and corporate organisations;
- c) provide guidance and oversight of strategies and initiatives related to alumni engagement and donor participation.
- d) ensure that the institutional advancement activities of the DRIPIA align with the University's priorities.
- e) Submit reports to Council twice every year.

## **OTHER STANDING COMMITTEES**

### **A9. MANAGEMENT COMMITTEE**

#### ***Membership***

1. Vice-Chancellor - Chairperson
2. Pro Vice-Chancellor
3. Registrar
4. Director of Finance
5. Principals of Campus
6. Director of Internal Audit
7. University Librarian
8. Director of Works, Physical Development and Facility Management
9. Provosts
10. Most Senior Dean
11. Deputy/Senior Assistant Registrar (Office of the Vice-Chancellor) - Secretary

### ***Quorum***

Half the membership, including the Chairperson

### ***Functions***

The functions of the Management Committee shall be to:

- a) discuss pertinent issues that otherwise would have called for Council, Academic Board or Executive Committee meeting, because of its urgency;
- b) advise on the general improvement of the University.

### **A10. FACULTY/SCHOOL APPOINTMENTS AND PROMOTIONS COMMITTEE**

#### ***Membership***

1. Dean of Faculty/School – Chairperson

2. Senior Members of Professorial Status
3. Heads of Department in the Faculty
4. Faculty Officer - Secretary

***Quorum***

Half the membership, including the Chairperson

***Functions***

The functions of the Faculty/School Appointments and Promotions Committee shall be to:

- a) consider applications for appointments and promotions received from the Departmental Appointments and Promotions Committee;
- b) recommend the appointment and promotion of senior members (academic) by adhering to the approved Criteria for Appointment and Promotion of Senior Members;
- c) submit a comprehensive report on the application to the Appointments and Promotions Board.

**A11. DEPARTMENTAL APPOINTMENTS AND PROMOTIONS COMMITTEE**

***Membership***

1. Head of Department - Chairperson
2. Three (3) Senior Members of Professorial Status or two (2) Senior Lecturers, one (1) of whom shall be an expert in the applicant's area of specialisation.
3. Departmental Administrator – Secretary

***Quorum***

Three (3) members including the Chairperson

***Functions***

The functions of the Departmental Appointments and Promotions Board shall be to:

- a) consider applications for appointment and promotion received from staff of the Department;
- b) recommend the appointment and promotion of Senior Members (Academic) by adhering to the approved criteria for Appointment and Promotion of Senior Members;
- c) submit comprehensive reports on the applications to the Dean/Director.

**A12. LIBRARY APPOINTMENTS AND PROMOTIONS COMMITTEE**

***Membership***

1. University Librarian – Chairperson
2. Dean, FECS
3. Director, DRIPIA
4. Deputy Librarians
5. Senior Assistant Registrar/Assistant Registrar (Library) - Secretary

***Quorum***

Half the membership, including the Chairperson

### ***Functions***

The functions of the Library Appointments and Promotions Committee shall be to:

- a) consider applications for appointment and promotion received from staff of the Library;
- b) recommend the appointment and promotion of Senior Members by adhering to the approved criteria for Appointment and Promotion of Senior Members;
- c) submit comprehensive reports on the applications to the Appointment and Promotion Board.

## **A13. ADMINISTRATION APPOINTMENTS AND PROMOTIONS COMMITTEE**

### ***Membership***

1. Registrar – Chairperson
2. Director of Finance
3. Director of Internal Audit
4. Director of Works, Physical Development and Facility Management
5. Director of University Health Services
6. Director, Human Resource shall be the Secretary

### ***Quorum***

Six (6) members including the Chairperson

### ***Functions***

The functions of the Administration Appointments and Promotions Committee shall be to:

- a) consider applications for appointment and promotion to the various senior administrative/professional positions and ranks;
- b) recommend to the appointment and promotion of Senior Members (Administration/Professional) to the Appointments and Promotions Board by adhering to the approved criteria for Appointment and Promotion of Senior Members.
- c) submit comprehensive reports on the applications to the Appointment and Promotion Board.

## **A14. APPOINTMENTS AND PROMOTIONS COMMITTEE**

### ***Membership***

1. Pro Vice-Chancellor – Chairperson
2. Registrar
3. Principals of Campus
4. Director of Finance
5. Campus Registrar
6. Director, Human Resource
7. One (1) person of Professorial Status appointed by Academic Board
8. Senior Assistant/Deputy Registrar (DHR) – Secretary

### ***In Attendance***

1. The Head of the Department concerned.
2. One (1) external assessor where necessary.

### ***Quorum***

Half the membership, including the Chairperson, the Head of the Department concerned and the External Assessor where necessary

### ***Functions***

The functions of the Appointments and Promotions Committee shall be to:

- a) consider applications for appointment and promotion to various Senior and Junior staff positions;
- b) conduct interviews and recommend the appointments and promotions of Senior and Junior Staff to the Vice-Chancellor.

## **A.15 APPEALS RELATING TO APPOINTMENTS AND PROMOTIONS**

1. The Appointments and Promotions Board and Committees may, on their own or on application, review their own decision(s) affecting appointments or promotions.
2. Appeals shall lie from the Appointments and Promotions Board/Committees to the Vice-Chancellor.

## **SCHEDULE B**

### **STANDING COMMITTEES OF THE ACADEMIC BOARD**

#### **B1. EXECUTIVE COMMITTEE OF ACADEMIC BOARD**

##### ***Membership***

1. Vice-Chancellor – Chairperson
2. Pro Vice-Chancellor
3. Registrar
4. Principals of Campus
5. Provosts
6. Deans/Directors at the level of Dean
7. Three (3) members elected by the Academic Board from its membership, not below the rank of Senior Lecturer
8. University Librarian
9. Director of Academic Affairs - Secretary

### ***Quorum***

Half the membership, including the Chairperson

### ***Functions***

The functions of the Executive Committee shall be to:

- a) exercise oversight responsibility for the development and implementation of strategic initiatives as well as other efforts designed to advance the goals of the University;
- b) consider and develop appropriate processes and methods for actively engaging the Campuses in comprehensive, integrated and institutional-wide strategic planning;
- c) consider and develop strategies and recommendations for identifying, developing and implementing strategic goals;

- d) identify the principles for resource allocation and management of Campuses;
- e) monitor developments in the University and take emergency and strategic decision and report to Academic Board;
- f) serve as an advisory body to the Vice-Chancellor.

## **B2. ACADEMIC PLANNING COMMITTEE**

### ***Membership***

1. Pro Vice-Chancellor – Chairperson
2. Registrar
3. University Librarian
4. Principals of Campus
5. Provosts
6. Deans of Faculty
7. Director, ITPDLL
8. Directors who run Academic Programmes
9. Director, Quality Assurance, Planning and Accreditation
10. One (1) member elected by each Faculty not below the rank of Senior Lecturer
11. Director of Academic Affairs - Secretary

### ***Quorum***

Half the membership, including the Chairperson

### ***Functions***

The functions of the Academic Planning Committee shall be to:

- a) review existing and proposed academic programmes as well as assessment systems and make appropriate recommendations to the Academic Board;
- b) provide direction and support for academic units with regard to academic matters and effective documentation of programmes;
- c) maintain guidelines and standards for academic planning and assessment;
- d) consider the immediate and long-term academic needs of the University and design appropriate strategies and plans to meet them;
- e) promote effective teaching for critical thinking through programmes that are well packaged without losing the core academic mandate of the University;
- f) study the operational situation of the University and make appropriate recommendations towards establishment and/ or improvement of the teaching and learning structures of the University;
- g) monitor and prompt Colleges/Faculties/Schools/Departments to review their academic programmes;
- h) facilitate the development of skills in research proposal writing and assessment;
- i) give general guidelines and directions to the operations of the Directorate of Quality Assurance, Planning and Accreditation;
- j) advise the Academic Board on matters relating to the establishment of new faculties and departments;
- k) advise on new courses/programmes of study for the University taking into consideration, the manpower needs of the nation and the mandate of the University.



### **B3. BOARD OF SCHOOL OF GRADUATE STUDIES**

#### ***Membership***

1. Dean (SGS) – Chairperson
2. Deans of Academic Faculties
3. Director, Quality Assurance, Planning and Accreditation
4. University Librarian
5. Director, ICBT
6. Director, ITPDLL
7. Director, DRIPIA
8. Vice-Dean (SGS)
9. One (1) representative of Professorial Status appointed by each Faculty/School Board
10. Two (2) Professors (elected by the Academic Board from its membership)
11. Senior Assistant Registrar or Deputy Registrar, SGS - Secretary

#### ***Quorum***

Half the membership, including the Chairperson

#### ***Functions***

The functions of the Board of School of Graduate Studies shall be to:

- a) formulate rules and regulations for the provision of higher degrees and graduate diplomas;
- b) consider and approve graduate programmes submitted by Faculty Graduate Committees;
- c) approve admission of applicants into graduate programmes;
- d) approve results of higher degrees and post graduate diploma examinations and recommend same to the Academic Board for the award of degrees and post graduate diplomas;
- e) liaise with the Directorate of Research, International Programs and Institutional Advancement (DRIPIA) and other relevant departments to establish academic linkages with institutions of higher learning both local and international;
- f) conduct appraisal of candidates, supervisors, coursework, theses topics, titles and synopses for higher qualifications based upon recommendations from Faculty Graduate Committees;
- g) recommend the appointment of internal and external examiners in respect of written papers for postgraduate courses, dissertations or theses to the Academic Board based upon recommendations from Faculty Graduate Committees;
- h) keep records of all postgraduate students and publish the postgraduate handbook from time to time;
- i) periodically initiate the processes for the review of the graduate curricula;
- j) liaise with Heads of Department on postgraduate matters;
- k) establish and maintain links with Graduate Schools in other universities and institutions.

### **B4. RESEARCH, CONFERENCES AND SCHOLARSHIP COMMITTEE**

#### ***Membership***

1. Pro Vice-Chancellor - Chairperson
2. Registrar
3. Director of Finance

4. Principals of Campus
5. Provosts
6. Two (2) members elected by the Academic Board from its membership
7. Deans of Faculty
8. Director, DRIPIA
9. Director, ICBT
10. Director, ITPDLL
11. Directorate of Human Resource - Secretary

***Quorum***

Half the membership, including the Chairperson

**Functions**

The functions of the Research, Conferences and Scholarship Committee shall be to:

- a) examine and take appropriate action on funds for research and conferences;
- b) consider research proposals, approve and disburse funds allocated for research, conferences, scholarships, etc.;
- c) receive and study applications, and recommend the granting of scholarships to appropriate persons;
- d) receive and consider applications for further studies;
- e) evaluate and monitor funding for in-service training;
- f) receive and publish reports on conferences and research from Faculties/Directorates/ Departments/Centres/Sections and submit a comprehensive report to Academic Board annually.

**B5. LIBRARY BOARD**

***Membership***

1. Pro Vice-Chancellor – Chairperson
2. Registrar
3. Principals of Campus
4. University Librarian
5. Director of Finance
6. Director of ICT Services
7. Heads of Campus Library
8. One (1) member selected by each Faculty
9. One (1) SRC and one (1) GRASAG representative from each campus
10. Deputy Registrar/Senior Assistant Registrar (Library) - Secretary

***Quorum***

Half the membership, including the Chairperson

***Functions***

The functions of the Library Board shall be to:

- a) consider the establishment of Libraries within the University.
- b) formulate policies for development and utilisation of Libraries in the University.

- c) review recommendations on the long-term planning for the University's Library.
- d) perform any other relevant function that may be referred by the Academic Board.

## **B6. ADMISSIONS BOARD**

### ***Membership***

1. Pro Vice-Chancellor - Chairperson
2. Registrar
3. Principals of Campus
4. Provosts
5. Deans of Faculty
6. Directors of Institutes
7. Director, Quality Assurance, Planning and Accreditation
8. Director, Academic Affairs
9. Deputy Registrar/Senior Assistant Registrar, Admissions Office – Secretary

### ***In Attendance***

Heads of Campus Admissions Office

### ***Quorum***

Half the membership including the Chairperson

### ***Functions***

The functions of the Admissions Board shall be to:

- a) determine admission quotas;
- b) approve selection of applicants recommended by Faculty Boards;
- c) provide oversight responsibility for adhering to admission requirements;
- d) make recommendations to the Academic Board on admission policies.

## **B7. PUBLICATIONS BOARD**

### ***Membership***

1. University Librarian - Chairperson
2. Director, DRIPIA
3. University Editor (appointed by the Vice-Chancellor)
4. One (1) representative (elected by each Faculty Board)
5. Director, ICT Services
6. Director, Public Affairs
7. Director, Quality Assurance, Planning and Accreditation
8. Head of Printing Press
9. Secretary to be appointed by Registrar

### ***Quorum***

Half the membership, including the Chairperson

### ***Functions***

The functions of the Publications Board shall be to:

- a) formulate policies on publications;
- b) find assessors in consultation with Departments to evaluate documents for publication;
- c) approve specific works for sponsorship or publication by the University;
- d) liaise with the Directorate of Public Affairs in preparing the Vice-Chancellor's annual report and other documents for university ceremonies.

## **B8. MEDIA MANAGEMENT BOARD**

There shall be a Media Management Board responsible for providing strategic leadership and overseeing the management of the University's Publics and the operations of the University's media outlets.

### ***Membership***

1. Registrar – Chairman
2. Director of Finance
3. University Librarian
4. Director, Public Affairs
5. Director, General Administration, Legal and Consular Services
6. Dean of Students Affairs
7. Director, DRIPIA
8. Head, Institutional Advancement and Marketing
9. Head, International Relations and Programmes
10. Head, Legal Services
11. SRC President
12. Two media experts who are not in the employment of the University appointed by the Vice Chancellor
13. Two representatives of the Academic Board
14. Station Manager - Member/ Secretary

### ***Quorum***

Half the membership, including the Chairperson

### ***Functions***

The functions of the Media Management Board shall be to:

- a) provide leadership and strategy for the media outlets and the management of the publics of the University.
- b) ensure the University's media outlets have sound finances including approving budgets and sourcing for other funds to support their operations.
- c) ensure that the media outlets operate in compliance with all regulatory requirements.
- d) ensure the recruitment of qualified and competent staff for the media outlets.
- e) oversee the development and implementation of a comprehensive marketing and outreach strategy to promote the media outlets and engage with the publics of the University.
- f) review and approve the annual programming schedule of the University's media outlets and Public Affairs Directorate making sure it aligns with the University's mission and objectives.

- g) monitor and assess the media outlets audience feedback and ratings to ensure the programming remains relevant and appealing to the target audience.
- h) establish and maintain partnerships with relevant media organizations, industry associations, and other stakeholders to enhance the visibility and influence of the University.
- i) conduct periodic assessments of technical infrastructure and equipment of the media outlets, ensuring they are up-to-date and well-maintained.
- j) collaborate with the university's academic departments and faculties to integrate media activities into the curriculum, offering students opportunities for experiential learning.
- k) foster a culture of innovation and creativity within the media outlets, encouraging staff to explore new content formats and technologies to stay competitive in the media industry.
- l) provide guidance on crisis management and risk mitigation strategies to ensure that the media outlets can effectively handle unexpected challenges or controversies.
- m) monitor and evaluate performance against key performance indicators (KPIs) and set performance improvement targets when necessary.
- n) act as a liaison between the media outlets and the university's administration, ensuring effective communication and support for the University's strategic goals.

## **B9. INFORMATION AND COMMUNICATION TECHNOLOGY BOARD**

### ***Membership***

1. Vice-Chancellor – Chairperson
2. Pro Vice-Chancellor
3. Registrar
4. Principals of Campus
5. University Librarian
6. Director, ITPDLL
7. Director, ICBT
8. Provests
9. Deans of Faculty
10. Director, Academic Affairs
11. Director, ICT Services
12. One (1) representative from the Finance Directorate
13. Heads of Campus ICT Services
14. Secretary to be appointed by Registrar

### ***Quorum***

Half the membership, including the Chairperson

### ***Functions***

The functions of the Information and Communication Technology Board shall be to:

- a) provide strategic direction for the development of ICT in the University;
- b) provide leadership in the formulation and implementation of effective online teaching, learning and research;
- c) oversee the implementation of ICT policies in the University;

- d) advise on the acquisition of ICT infrastructure and equipment to ensure industry standards;
- e) plan and execute training programmes for staff in collaboration with the Director of Human Resource;
- f) make recommendations to Academic Board on the use of ICT resources;
- g) provide guidelines on the conduct of online academic activities.

## **B10. STUDENT-STAFF CONSULTATIVE COMMITTEE**

### ***Membership***

1. Vice-Chancellor – Chairperson
2. Pro Vice-Chancellor
3. Principals of Campus
4. Registrar
5. Provosts
6. Director of Finance
7. University Librarian
8. Director of Internal Audit
9. Director, Works, Physical Development and Facility Management
10. Dean, School of Graduate Studies
11. Director, ITPDLL
12. Deans of Faculty
13. Dean of Student Affairs
14. Vice-Deans of Student Affairs
15. Director, ICBT
16. Director, Academic Affairs
17. Director of University Health Services
18. Hall Master/Warden
19. Head, Legal Services
20. Head of Security
21. Five (5) Executive members of SRC
22. Three (3) Executive members of GRASAG
23. Secretary – Assistant/Senior Assistant Registrar, Office of the Dean of Student Affairs

### ***Quorum***

Half the membership, including half of the student membership and the Chairperson

### ***Functions***

The functions of the Student-Staff Consultative Committee shall be to:

- a) establish and maintain effective channels of communication between the University Management and students;
- b) resolve issues affecting the general welfare of students;
- c) address strained student-staff relations;
- d) provide feedback to students on actions taken in response to their concerns;
- e) report students' feedback to the parties concerned and to work with them to formulate plans to refine courses and curricula.

## **B11: GUIDANCE AND COUNSELLING ADVISORY BOARD**

### ***Membership***

1. Chairperson appointed by the Vice-Chancellor
2. Registrar or his/her representative
3. Dean of Students
4. University Chaplain
5. One (1) member representing the Ghana Employers Association
6. Heads of Halls/Hostels
7. One (1) member each representing the SRC and GRASAG
8. Director of University Health Services
9. Head, Guidance and Counselling Centre
10. Director of Sports
11. Secretary, to be appointed by the Registrar

### ***Quorum***

Half (1/2) of its total membership including the Chairman and Head of the Guidance and Counselling Centre

### ***Functions***

- a) To determine and develop policies for guidance and counselling, career and other educational advisory services for staff and students.
- b) To exercise oversight responsibility in the provision of guidance, career development and counselling to the multi-ethnic and cross-cultural boundaries of the academic community.
- c) To make recommendations to the Academic Board on matters relating to guidance and counselling in the University.

## **B12. HOUSING COMMITTEE**

### ***Membership***

1. Pro Vice-Chancellor - Chairperson
2. One (1) representative from the Directorate of Works, Physical Development and Facility Management
3. Two (2) members elected by the Academic Board
4. One (1) representative of SSA-UoG
5. One (1) Member of GAUA
6. One (1) Member of UTAG
7. Secretary to be appointed by Registrar

### ***Quorum***

Half the membership, including the Chairperson

### ***Functions***

The functions of the Housing Committee shall be to:

- a) provide policy direction for housing university staff and guests;

- b) identify and allocate houses to staff;
- c) propose for consideration of Academic Board, procedures for the allocation of accommodation to staff;
- d) review the adequacy/standards of residential accommodation to meet the needs of staff.

### **B13. FACILITY MANAGEMENT COMMITTEE**

#### ***Membership***

- 1. Pro Vice-Chancellor - Chairperson
- 2. Registrar
- 3. Director of Finance
- 4. Director of Works, Physical Development and Facility Management
- 5. Dean of Student Affairs
- 6. Deputy Director, Facility Management
- 7. Deputy Director, Maintenance Services
- 8. Head, Security
- 9. Five (5) members (elected by the Academic Board) with representation from each Campus
- 10. Curator
- 11. Chief Health Superintendent
- 12. Secretary to be appointed by the Registrar

#### ***Quorum***

Half the membership including the Chairperson

#### ***Functions***

The Facility Management Committee shall:

- a) be responsible to the Development Committee for the efficient running of the Facilities including buildings and Grounds and Gardens and to ensure that the policies decided by the Development Committee are carried out.
- b) recommend modifications of policy to the Development Committee.
- c) advise the Development Committee on the establishment and administration of an equitable system for allocating housing units other than Hall Flats.
- d) set up sub-committees as may be appropriate.
- e) advise the Development Committee on University Housing.
- f) perform such other functions as may be delegated to it by the Development Committee.

### **B14. SECURITY AND SAFETY COMMITTEE**

#### ***Membership***

- 1. Pro Vice-Chancellor – Chairperson
- 2. Dean of Student Affairs
- 3. Director of Works, Physical Development and Facility Management
- 4. Director of University Health Services
- 5. Three (3) Senior Members elected by Convocation
- 6. One (1) representative nominated by SSA-UoG
- 7. One (1) representative nominated by TEWU



8. One (1) representative from SRC
9. One (1) representative from GRASAG
10. One (1) Hall Master/Warden from each campus
11. Head, Security
12. Divisional Police Commander
13. Secretary – to be appointed by Registrar

***Quorum***

Half the membership, including the Chairperson

***Functions***

The functions of the Security and Safety Committee shall be to:

- a) monitor and handle security and safety matters of the University;
- b) carry out security needs assessment;
- c) recommend appropriate security and safety measures to the Academic Board;
- d) develop policy guidelines on security and safety for the University.

**B15. SAFETY, HEALTH AND ENVIRONMENT COMMITTEE**

***Membership***

1. Chairperson to be elected by Academic Board
2. Dean of Student Affairs
3. Two (2) members elected by the Academic Board
4. Director of University Health Services
5. Medical Officers of the Campuses of the University
6. Hall Master/Warden/Hall Administrator/Manager
7. Director, Works, Physical Development and Facility Management
8. Deputy Director, Facility Management, Environment & Sanitation Management
9. Head, Environment and Sanitation Management
10. Head, Grounds and Gardens
11. Head, Public Health
12. One (1) representative each from the Labour Unions
13. One (1) SRC representative from each campus
14. One (1) GRASAG representative from each campus
15. A representative from a department offering programme(s) related to Food and Nutrition and/or Health and Sanitation
16. One (1) representative from the District/Municipal Health Services
17. Senior Assistant Registrar, University Health Services - Secretary

***Quorum***

Half the membership, including the Chairperson

***Functions***

The functions of the Safety, Health and Sanitation Committee shall be to:

- a) develop policy guidelines on safety, health and sanitation for the University;

- b) advise Academic Board on matters relating to the health of traders and food vendors on campus to ensure the safety of members of the University Community;
- c) recommend to Academic Board appropriate measures on sanitation at all University premises;
- d) ensure the implementation of decisions on safety, health and sanitation matters in the University;
- e) ensure compliance with national and statutory provisions on safety, health and sanitation;
- f) report to Academic Board, at least, once a year on issues regarding safety, health and sanitation in the University.

## **B16. STUDENT RESIDENTIAL MANAGEMENT COMMITTEE**

### ***Membership***

1. Pro Vice-Chancellor – Chairman
2. Registrar
3. Principals of Campus
4. Two (2) members elected by Academic Board
5. Dean of Student Affairs
6. One (1) representative from Directorate of Finance
7. Director of Works, Physical Development and Facility Management or his/her representative
8. Director, Academic Affairs or his/her representative
9. Head, Security or his/her representative
10. Hall Masters/Wardens/Managers or their representatives
11. President of SRC
12. President of GRASAG
13. Presidents of JCRC
14. Two (2) representatives of Private Hostel Operators
15. Assistant/Senior Assistant Registrar (Office of Dean of Student Affairs) – Secretary

### ***Quorum***

Half the membership, including the Chairperson

### ***Functions***

The functions of the Student Residential Management Committee shall be to:

- a. monitor and ensure the effective operations of the Halls of Residence in the University;
- b. monitor the operations of Private Hostels to ensure that Junior Members receive decent service;
- c. ensure adequate supervision of Junior Members in the Halls;
- d. develop residential policies to promote the welfare of Junior Members;
- e. report to the Academic Board, at least, once a year on student residential matters.

## **B17. BASIC SCHOOLS MANAGEMENT COMMITTEE**

### ***Membership***

1. Chairperson (elected by Academic Board)
2. Director of University Basic Schools
3. One (1) representative of UTAG
4. One (1) representative of GAUA
5. One (1) representative of SSA-UoG

6. One (1) representative of TEWU
7. Heads of University Basic Schools
8. One (1) representative from Municipal Education Service
9. Representatives of University Basic Schools' Parent Teacher Association
10. Secretary to be appointed by the Registrar

### ***Quorum***

Half the membership, including the Chairperson

### **Functions**

The functions of the Basic Schools Management Committee shall be to:

- a) initiate development projects in the University Basic Schools;
- b) assist the University in getting support for the development of the schools;
- c) formulate policies, in accordance with national regulations, for the management of the Basic Schools;
- d) liaise with Director of Basic Schools on school management issues emanating from the GES and other related bodies;
- e) perform such other functions as may be assigned to it by the Academic Board;
- f) report to the Academic Board, at least, once a year on the state of the Basic Schools.

## **B18. SENIOR HIGH SCHOOLS MANAGEMENT COMMITTEE**

### ***Membership***

1. Chairperson (elected by Academic Board)
2. Director of University Basic Schools
3. One (1) representative of UTAG
4. One (1) representative of GAUA
5. One (1) representative of SSA-UoG
6. One (1) representative of TEWU
7. Head of University Senior High School
8. One (1) representative from Municipal Education Service
9. Representatives of University Senior High School Parent Teacher Association
10. Secretary to be appointed by Registrar

### ***Quorum***

Half the membership, including the Chairperson

### **Functions**

The functions of the Senior High School Management Committee shall be to:

- a) initiate development projects in the University Senior High School;
- b) assist the University in getting support for the development of the school;
- c) formulate policies, in accordance with national regulations, for the management of the Senior High School.
- d) liaise with Head of Senior High School on school management issues emanating from the GES and other related bodies;

- e) perform such other functions as may be assigned to it by the Academic Board;
- f) report to the Academic Board, at least, once a year on the state of the Senior High School.

## **B19. FARM MANAGEMENT COMMITTEE**

### ***Membership***

1. Chairperson, appointed by the Vice-Chancellor
2. Director, Finance or his/her representative
3. Farm Manager
4. One (1) representative from the Faculty of Agriculture
5. Two (2) members elected by the Academic Board
6. Secretary to be appointed by Registrar

### ***Quorum***

Half the membership, including the Chairperson

### ***Functions***

The functions of the Farm Management Committee shall be to:

- a) ensure the efficient running of the University Farm.
- b) make recommendations on policy matters to the Academic Board.
- c) report to Academic Board, at least, once a year on matters relating the University Farm.

## **B20. TRANSPORT COMMITTEE**

### ***Membership***

1. Pro Vice-Chancellor – Chairperson
2. Registrar
3. Director of Finance
4. Director of Internal Audit
5. Director of General Administration, Legal and Consular Services
6. Head of Transport and Fleet Management
7. One (1) representative nominated by each Faculty/School
8. One (1) representative from ITPDLL
9. One (1) representative from ICBT
10. One (1) representative nominated by SSA-UoG
11. One (1) representative nominated by TEWU
12. One (1) member from SRC
13. One (1) member from GRASAG
14. Secretary to be appointed by Registrar

### ***Quorum***

Half the membership, including the Chairperson

### ***Functions***

The functions of the Transport Committee shall be to:

- a) ensure effective running of the Transport Section;

- b) develop policy guidelines for operating an efficient transport system;
- c) monitor and ensure the implementation of the Transport Policy;
- d) report to Academic Board, at least once a year on matters relating to Transport in the University.

## **B21. STAFF DEVELOPMENT COMMITTEE**

### ***Membership***

- 1. Registrar – Chairperson
- 2. Director of Finance
- 3. University Librarian
- 4. Campus Registrars
- 5. Director of Internal Audit
- 6. Director, Human Resource
- 7. One (1) representative of TEWU
- 8. One (1) representative of SSA-UoG
- 9. One (1) representative of GAUA
- 10. One (1) representative of UTAG
- 11. Senior Assistant Registrar/Assistant Registrar (Human Resource) – Secretary

### ***Quorum***

Half the membership, including the Chairperson

### ***Functions***

- 1. Identify training and development needs of non-teaching staff;
- 2. Make rules and regulations for the academic and professional development of non-teaching staff;
- 3. Receive and consider applications for further studies and training for non-teaching staff;
- 4. Monitor the progress of staff on study leave and/or permitted to study;
- 5. Report to Academic Board, at least once a year on matters relating to staff development in the University.

## **B22. SPORTS COMMITTEE**

### ***Membership***

- 1. Chairperson appointed by Academic Board
- 2. Director, Sports
- 3. One (1) representative (nominated by UTAG)
- 4. One (1) representative (nominated by GAUA)
- 5. One (1) representative (nominated by SSA-UoG)
- 6. One (1) representative (nominated by TEWU)
- 7. One (1) representative of students with special needs
- 8. University Head Coach
- 9. One (1) Head Coach from each Campus of the University
- 10. SRC General Sports Secretary from each campus
- 11. GRASAG/SRC Sports Organiser from each Campus of the University
- 12. One (1) representative from the Directorate of Finance
- 13. Secretary to be appointed by Registrar

### ***Quorum***

Half the membership, including the Chairperson

### ***Functions***

The functions of the Sports Committee shall be to:

- a) formulate policies for the development of sports and recreation in the University;
- b) advise the Academic Board on provision of facilities for sports and recreation;
- c) report to Academic Board, at least once a year on matters relating to sports and recreation in the University.

## **B23. ADMINISTRATION COMMITTEE**

### ***Membership***

1. Vice-Chancellor - Chairperson
2. Pro Vice-Chancellor
3. Registrar
4. Director of Finance
5. University Librarian
6. Director of Internal Audit
7. Director of Works, Physical Development and Facility Management
8. Director of University Health Services
9. Provosts (Campus Level)
10. Deans (Campus Level)
11. Director of ICT Services
12. Director of Quality Assurance, Planning and Accreditation
13. Director of Public Affairs
14. Director of General Administration, Legal and Consular Services
15. Director of Human Resource
16. Director of Academic Affairs
17. Director of Procurement
18. Head, Transport and Fleet Management
19. Head, Security
20. Secretary to be appointed by Registrar

### ***Quorum***

Half the membership, including the Chairperson

### ***Functions***

The functions of the Administration Committee shall be to:

- a) oversee operational efficiency of administrative and academic units of the University;
- b) make recommendations to the relevant sections of the University.

## **B24. CAMPUS ADMINISTRATION COMMITTEE**

### ***Membership***

1. Principal of Campus – Chairperson
2. Provosts
3. Campus Registrar
4. Campus Head of Finance
5. Campus Head of Library
6. Campus Head of Internal Audit
7. Campus Head of Works, Physical Development and Facility Management
8. Deans
9. Heads of Academic Department
10. Campus Head of Human Resource and General Administration
11. Campus Head of Academic Affairs
12. Campus Head of Health Services
13. Campus Head of ICT Services
14. Campus Head of Procurement
15. Campus Head of Transport
16. Campus Head of Security
17. Secretary to be appointed by Campus Registrar

### ***Quorum***

Half the membership, including the Chairperson

### ***Functions***

The functions of the Administration Committee shall be to;

- a) oversee operational efficiency of administrative and academic units of the Campus;
- b) make recommendations to the relevant sections of the Campus.

## **B25. SEXUAL HARASSMENT COMMITTEE**

### ***Membership***

1. Chairperson appointed by Vice-Chancellor
2. Two (2) members elected by the Academic Board
3. One (1) representative of UTAG
4. One (1) representative of GAUA
5. One (1) representative of SSA-UoG
6. One (1) representative of TEWU
7. One (1) representative of GRASAG
8. Two (2) representatives of SRC – one (1) male, one (1) female
9. Head, Legal Services
10. Secretary to be appointed by Registrar

### ***Quorum***

Half the membership, including the Chairperson

### ***Functions***

The functions of the Sexual Harassment Committee shall be to:

- a) address sexual harassment issues relating to the University community as spelt out in the Sexual Harassment Policy document;
- b) provide education on the University's policy on sexual harassment for the general university community;
- c) monitor compliance with the Sexual Harassment Policy;
- d) receive and investigate complaints on sexual harassment and make appropriate recommendations to the Vice-Chancellor;
- e) ensure that newly appointed staff and fresh students receive orientation on the Sexual Harassment Policy of the University;
- f) produce and disseminate educational materials on issues of sexual harassment to the general University Community;
- g) report to Academic Board, at least, once a year on matters relating to sexual harassment in the University.

## **B26. QUALITY ASSURANCE, PLANNING AND ACCREDITATION COMMITTEE**

### ***Membership***

1. Pro Vice-Chancellor - Chairperson
2. Registrar
3. Director of Finance
4. Principals of Campus
5. Director of Internal Audit
6. University Librarian
7. Director, Works, Physical Development and Facility Management
8. Provosts
9. Deans of Faculty
10. Director, Quality Assurance, Planning and Accreditation Directorate
11. Director, DRIPIA
12. Two (2) representatives of Academic Board
13. Secretary to be appointed by Registrar

### ***Quorum***

Half the membership, including the Chairperson

### ***Functions***

The functions of the Quality Assurance, Planning and Accreditation Committee shall be to:

- a) oversee operational efficiency of the Planning and Quality Assurance Directorate;
- b) monitor the implementation of the University's policies, systems, procedures, strategies and resources for the management of the quality of the core functions of teaching, learning, research and social responsiveness;
- c) monitor the effectiveness of the quality management systems;
- d) promote a culture of continuous improvement within the University;



- e) ensure that effective quality assurance policies and quality management systems are in place throughout the University;
- f) ensure that recommendations emerging from internal, as well as external reviews conducted by the Ghana Tertiary Education Commission (GTEC) and other external bodies are being addressed;
- g) act as the overall coordinating body for institution-wide reviews conducted by GTEC or other external bodies;
- h) promote the development of innovations related to quality improvement;
- i) advise Academic Board on matters relating to alignment with national and institutional quality assurance requirements and make recommendations on matters requiring attention
- j) promote the dissemination of best practices;
- k) provide advice to appropriate committees and structures regarding quality promotion;
- l) monitor the implementation and review the University's policies on Quality Assurance, Planning and Accreditation;
- m) meet at least twice in an academic year to receive reports from the Director of Quality Assurance, Planning and Accreditation and review semester reports on Campus/Faculty/Department performance on the University's quality mechanisms.
- n) report to Academic Board, at least, once a year on matters relating to Quality Assurance, Planning and Accreditation.

## **B27. INSTITUTIONAL ETHICAL REVIEW COMMITTEE**

### ***Membership***

1. Dean, School of Graduate Studies - Chairperson
2. Five (5) persons with extensive knowledge and expertise in research, nominated by the Academic Board
3. University Librarian
4. Director, Quality Assurance, Planning and Accreditation
5. Director, DRIPIA
6. Secretary to be appointed by Registrar

### ***Quorum***

Half of the membership, including the Chairperson

### ***In Attendance***

A representative from the Directorate of Finance

### ***Functions***

The functions of the Institutional Ethical Review Committee shall be to:

- a) review research protocols and methodologies which involve human and animal subjects;
- b) ensure that rights and welfare of human participants and animal subjects in research are protected;
- c) ensure that the consent of persons is obtained before their participation in research;
- d) ensure that in the case of minors, the consent of a parent or guardian is obtained;
- e) ensure that potential risks have been considered and minimised;

- f) ensure that the potential benefits have been identified and maximised;
- g) ensure that research is conducted ethically and in compliance with established standards or guidelines.
- h) report to Academic Board, at least, twice a year on matters relating to Institutional Ethical Reviews.

## **B28. INSTITUTIONAL AFFILIATIONS COMMITTEE**

### ***Membership***

1. Pro Vice-Chancellor – Chairperson
2. Director, ITPDLL
3. One (1) Principal appointed by the Vice-Chancellor
4. Two (2) representatives of the Academic Board
5. One (1) Dean appointed by the Vice-Chancellor
6. One (1) representative from the Directorate of Finance
7. Director of Quality Assurance, Planning and Accreditation
8. Director, Academic Affairs
9. Secretary to be appointed by Registrar

### ***Quorum***

Half the membership, including the Chairperson

### ***Functions***

The functions of the Institutional Affiliations Committee shall be to:

- a) develop and direct affiliation policies;
- b) receive and consider requests from potential affiliate institutions;
- c) recommend a qualified affiliate institution to the Academic Board for a Presidential Charter;
- d) receive and deliberate on affiliation reports to inform policy;
- e) consider the examination results of affiliate institutions and forward same to the Academic Board for consideration;
- f) perform any other duties in relation to affiliations as may be assigned by the Vice-Chancellor or the Academic Board;
- g) report on affiliations to the Academic Board at the end of every academic year.

## **B29. HEALTH SERVICES COMMITTEE**

### ***Membership***

1. Pro Vice-Chancellor - Chairman
2. Director of Finance
3. Registrar
4. Dean of Student Affairs
5. Director, University Health Services
6. One (1) TEWU Representative
7. One (1) SSA-UoG Representative
8. One (1) GAUA Representative
9. One (1) UTAG Representative

10. One (1) Academic Board Representative
11. One (1) Representative from the Regional Ghana Health Service
12. One (1) Representative of Municipal Health Directorate
13. Secretary to be appointed by Registrar

***Quorum***

Half the membership, including the Chairperson

***Functions***

The functions of the Health Services Committee shall be to;

- a) formulate policies for the efficient administration of the University Health Services;
- b) develop guidelines for the periodic review of all Health and related policies of the University;
- c) report to the Academic Board on matters relating to the University Health Services.

**B30. CHAPLAINCY COMMITTEE**

***Membership***

1. University Chaplain - Chairperson
2. Campus Chaplains of the University
3. Ordained Ministers in the University who are Senior Members
4. Two (2) Imams from Orthodox Muslim community who are Senior Members in the University
5. Two (2) Imams from Ahmadiyya Muslim community who are Senior Members in the University
6. Director, Works, Physical Development and Facility Management
7. Dean of Student Affairs
8. Director, Centre for Guidance and Counselling
9. One (1) representative from Students' Chaplaincy Board
10. Secretary to be appointed by Registrar

***Quorum***

Half the membership, including the Chairperson

***Functions***

The functions of the Chaplaincy Committee shall be to:

- a) coordinate all religious activities on campus;
- b) organise joint worship for the University Community on such occasions as may be appropriate;
- c) promote harmonious inter-faith relationship on campus;
- d) liaise with the religious groups on campus and the University authorities.
- e) provide support and guidance in matters relating to faith and spiritual development for both Students and Staff;
- f) report to the Academic Board at least once a year on matters relating to chaplaincy.

**B31. TIME TABLE COMMITTEE**

***Membership***

1. Pro Vice-Chancellor - Chairperson
2. Director, Academic Affairs

3. Director, Works, Physical Development and Facility Management
4. Director, Quality Assurance, Planning and Accreditation
5. Deputy Director, Facility Management and Environment Division
6. Heads of Department
7. Head of Planning Section as Secretary

### ***Quorum***

Half the membership, including the Chairperson

### ***Functions***

The functions of the Time Table Committee shall be to:

- a) Approve teaching and examination time tables for the University;
- b) allocate venues for teaching and examinations;
- c) report to the Academic Board at least once a year on matters relating Time Tables in the University.

## **B32. BOARD OF SURVEY**

### ***Membership***

1. Registrar - Chairperson
2. Director of Finance
3. Director, Internal Audit
4. Director, Procurement Office
5. Director, Works, Physical Development and Facility Management
6. Deputy Director, Facility Management and Environment
7. Head, Legal Services
8. External Valuer (where necessary)
9. Secretary to be appointed by Registrar

### ***In Attendance***

The Head of Department who has requested for the convening of the Committee shall be co-opted.

### ***Quorum***

Half of the membership, including the Chairperson

### ***Functions***

The functions of the Asset Evaluation and Disposal Committee shall be to:

- a. determine whether the items which have been the subject of enquiry are bad, damaged or unserviceable;
- b. ascertain the circumstances which led to the item(s) being declared bad, damaged or unserviceable;
- c. make such recommendations or decisions as may be considered necessary for the sale or disposal; either by public auction or open tender, or destruction of the condemned stores. All decisions of the Committee shall be subject to the approval of the Vice-Chancellor.

- d. report to Academic Board, at least once a year on matters relating to Asset Evaluation and Disposal.

### **B33. STRATEGIC PLAN MONITORING COMMITTEE**

There shall be a Strategic Plan Monitoring Committee to facilitate the implementation of the University's Corporate Strategic Plan.

#### ***Membership***

1. A person of Dean's Status appointed by the Vice-Chancellor - Chairman
2. One (1) Representative from each Faculty/Institute/School
3. Director, Finance
4. Director, Internal Audit
5. University Librarian
6. Director, Works, Physical Development and Facility Management
7. Director, General Administration, Legal and Consular Services
8. Director, Quality Assurance, Planning and Accreditation
9. Secretary to be appointed by Registrar

#### ***Quorum***

Half the membership, including the Chairperson

#### **Functions**

The functions of the Strategic Plan Monitoring Committee shall be to;

- a) design Key Performance Indicators (KPIs) for monitoring progress of implementation of the Corporate Strategic Plan;
- b) monitor the implementation of the Corporate Strategic Plan on a regular basis;
- c) facilitate regular communication of progress on implementation of the Strategic Plan to the University community and other key stakeholders;
- d) organise an annual strategic planning retreat to review and discuss progress and challenges of the strategic plan;
- e) produce an annual report on the progress of implementation of the Strategic Plan to be submitted to the University Council through the Vice-Chancellor.
- f) Provide support and training in strategic planning for Deans/Directors, Heads of Department/Section/Unit.
- g) perform any other related functions that may be assigned to the Committee by the Vice-Chancellor.

## SCHEDULE C

### FACULTIES, SCHOOLS AND DEPARTMENTS

#### C1. ASANTE MAMPONG CAMPUS

##### *Faculty of Agriculture Education (FAE)*

1. Department of Agricultural Economics and Extension Education
2. Department of Agricultural Engineering and Mechanisation Education
3. Department of Animal Science Education
4. Department of Crop and Soil Sciences Education

##### *Faculty of Education and General Studies (FEGS)*

1. Department of Educational Studies
2. Department of Interdisciplinary Studies
3. Educational Resource Centre

##### *Faculty of Environment and Health Education (FEHE)*

1. Department of Environmental Health and Sanitation Education
2. Department of Public Health Education

##### *Faculty of Science Education (FSE)*

1. Department of Biological Sciences Education
2. Department of Chemistry Education
3. Department of Integrated Sciences Education

#### C2. KUMASI CAMPUS

##### *Faculty of Applied Sciences and Mathematics Education (FASME)*

1. Department of Information Technology Education
2. Department of Mathematics Education

##### *Faculty of Business Education (FBE)*

1. Department of Accounting Studies Education
2. Department of Management Studies Education
3. Department of Economics Education
4. Department of Human Resource Management and Business Strategy

##### *Faculty of Education and Communication Sciences (FECS)*

1. Department of Educational Leadership
2. Department of Interdisciplinary Studies
3. Department of Languages Education
4. Centre for African and Liberal Studies

##### *Faculty of Technical Education (FTE)*

1. Department of Automotive and Mechanical Technology Education

2. Department of Wood Science and Technology Education
3. Department of Construction Technology and Management Education
4. Department of Electrical and Electronic Technology Education
5. Department of Architecture and Civil Engineering

***Faculty of Vocational Education (FVE)***

1. Department of Catering and Hospitality Education
2. Department of Fashion and Textile Design Education

**C3. INSTITUTES AND THEIR CENTRES**

**Institute of Teacher Professional Development and Lifelong Learning (ITPDLL)**

1. Centre for Outreach and Distance Learning
2. Centre for STS and Internship Management
3. Centre for Quality Assurance, Assessment and Examinations
4. Centre for Continuous Professional Development and Research

**Institute for Competency-Based Training (ICBT)**

1. Centre for Competency-Based Training Pedagogy
2. Centre for Artisanal Skills Training and Development
3. Centre for Competency-Based Research and Policy Development

**Institute of Entrepreneurial Development Education and Innovation (IEDEI)**

1. Centre for Business Incubation and Innovation
2. Centre for Entrepreneurial Development Education
3. Centre for Arts & Crafts Skills Training and Development

**SCHEDULE D**

**Structure of Institutes and Centres**

**D1. INSTITUTE OF TEACHER PROFESSIONAL DEVELOPMENT AND LIFELONG LEARNING (ITPDLL) BOARD**

1. There shall be an Institute of Teacher Professional Development and Lifelong Learning (ITPDLL) Board which shall regulate the academic affairs of the Institute and shall be responsible to the University Academic Board in all academic matters, exercise the powers of the University Academic Board delegated to it by the University and make recommendations to the University Academic Board.
2. The ITPDLL Board shall consist of:
  - a) Vice-Chancellor – Chairperson
  - b) Pro Vice-Chancellor
  - c) Registrar
  - d) University Librarian
  - e) Director, ITPDLL

- f) Director, ICBT
- g) Director, Quality Assurance, Planning and Accreditation
- h) Provosts
- i) Dean, Faculty of Education and Communication Sciences (FECS)
- j) Deans or Directors of TVET faculties and Institutes
- k) One (1) representative of Ghana Tertiary Education Commission (GTEC)
- l) One (1) representative of Ghana TVET Services
- m) Registrar, National Teaching Council
- n) Principals of Colleges of Education affiliated to the University
- o) One (1) member elected by the Academic Board
- p) Heads, Centres under ITPDLL
- q) Institute Administrator, ITPDLL – Secretary

- 3. The Vice-Chancellor shall convene a meeting of the ITPDLL Board at least once every quarter.
- 4. Emergency meetings may be convened by the Vice-Chancellor at short notice.

### ***Quorum***

Half the membership, including the Chairperson

## **D2. BOARD OF THE INSTITUTE FOR COMPETENCY-BASED TRAINING (ICBT)**

### ***Membership***

- 1. Vice-Chancellor – Chairperson
- 2. Pro Vice-Chancellor
- 3. Registrar
- 4. University Librarian
- 5. Dean, FECS
- 6. Deans or Directors of TVET faculties and Institutes
- 7. Director, ICBT
- 8. Director, DRIPIA
- 9. Director, ITPDLL
- 10. Director, Quality Assurance, Planning and Accreditation
- 11. Heads, Centres under ICBT
- 12. One (1) representative of Commission for Technical and Vocational Education and Training (CTVET)
- 13. One (1) representative of Ghana TVET Services
- 14. Principals or their representatives from affiliate Colleges of Education
- 15. Senior Assistant Registrar/ Assistant Registrar, ICBT – Secretary

### ***Quorum***

Half the membership, including the Chairperson



## **Functions**

1. Spearhead the Government of Ghana/AAMUSTED vision to engender job creation and industrialisation of the nation via effective technical and vocational education and training (TVET) with the objective of reducing unemployment.
2. Provide direction in the design and delivery of the TVET curriculum at all levels.
3. Facilitate the conversion and implementation of Competency-Based Training (CBT) curriculum design and delivery at the Academic Departments of AAMUSTED to help promote skills acquisition and entrepreneurial development.
4. Facilitate and implement of CBT research, innovation and development projects.
5. Develop mutually beneficial linkages with industry in order to promote partnerships and collaborative research in CBT.
6. Coordinate the assessment of learners' portfolios for those who would like to access Recognition of Prior Learning (RPL).

## **SCHEDULE E**

### **DISCIPLINARY RULES**

These rules shall be referred to as the Disciplinary Rules and, except as provided, shall apply to all staff and Junior Members of the University.

1. Offences which constitute misconduct in the University are detailed in the following documents:
  - a) Unified Conditions of Service for Unionised Staff of the Public Universities of Ghana;
  - b) Unified Conditions of Service for Senior Members of Public Universities of Ghana;
  - c) the Undergraduate Students' Handbook on Rules and Regulations;
  - d) the Graduate Students' Handbook;
  - e) any other relevant policy documents which may be approved by the Academic Board and/or the Council.
2. Any act done without authority or reasonable excuse shall constitute misconduct, namely:
  - a) failure on his/her part to perform in a proper manner any duty imposed on him/her as such, or
  - b) contravention of any regulation, instruction, or directive relating to staff or Junior Members of the University, or
  - c) that which is otherwise prejudicial to the efficient or proper functioning of the University, or
  - d) that which tends to bring the name of the University into disrepute.
3. It is a misconduct for an employee of the University to:
  - a) be absent from duty without leave or reasonable excuse;
  - b) be insubordinate;
  - c) use, without the consent of the appropriate authority, any property or facilities provided for the purpose of the University, for some other purpose not connected with the work of the University and/or not within his/her scope of responsibilities;
  - d) engage in any activity that is likely to bring the name of the University into disrepute; and
  - e) engage in any gainful employment outside the University without the written consent of the Vice-Chancellor.
4. It shall be a misconduct for a Junior Member of the University to:

- a) be absent from lectures and other prescribed assignments without permission or reasonable excuse;
  - b) be insubordinate;
  - c) indulge in any anti-social activities while in residence or outside the campus which tends to bring the name of the University into disrepute;
  - d) indulge in examination malpractice; and
  - e) assault or cause assault to any member of the University.
5. For breaches of any of the provisions of Rules '3' and '4' above, any of the penalties, as appropriate, specified in Statute 73 may be imposed in any disciplinary proceedings.
  6. Disciplinary proceedings involving the imposition of minor penalties shall be conducted summarily.
  7. Where a staff is alleged to have committed any act of misconduct, the Head of Department/Section/Unit, the Dean/Director, the Provost, the Principal, the Registrar or the Pro Vice-Chancellor shall appoint a committee to investigate same and shall forward the report of the committee to the Vice-Chancellor who shall take any appropriate action, based on the recommendations contained in the report.
  8. Where in the opinion of the Vice-Chancellor, based on the recommendations of the Investigative Committee's report, a major penalty should be imposed in any disciplinary proceedings, he/she shall appoint official(s) within the University either of the same rank or above the rank of the person to be disciplined to conduct an enquiry into the charges and make appropriate recommendations to him/her;
    - a) In the case of Junior Members, the Vice-Chancellor shall appoint an *ad hoc* Committee on which a representative of the Junior Member shall serve in accordance with Statute 76;
    - b) In the case of Junior and Senior Staff, the Vice-Chancellor shall appoint an *ad hoc* Committee on which a representative of the Junior and Senior Staff shall serve, in accordance with Statute 75; and
    - c) In the case of Senior Members, the Vice-Chancellor shall refer the matter to a Disciplinary Board composed of the Pro Vice-Chancellor as Chairperson and at most other members of the same rank or above the rank of the person to be disciplined as established under Statute 74 to conduct an enquiry into the charges and make appropriate recommendations to the Vice-Chancellor.
  9. In every case where a disciplinary enquiry is to be conducted under rule '8' above, the person concerned shall be served with written charges and be given the opportunity to state the grounds on which he/she proposes to exculpate him/herself. He/she shall also be entitled to be accompanied to the enquiry by a counsel or friend or relative and to call witnesses on his/her behalf and may hear the evidence of any witnesses against him/her. If no reply is received from him/her, the Disciplinary Board will proceed with the enquiry in his/her presence or absence.
  10. The provision in rule '9' above will apply in every case against any offender whether he/she is physically present on campus or outside the University.
  11. A person adversely affected by any decision of the Vice-Chancellor shall be entitled to petition within seven (7) working days for a review of the decision.
  12. Where any such petition is rejected and communicated to him/her by the Vice-Chancellor, the person concerned shall be entitled to appeal within one (1) month after any such rejection to the University Council, who may refer the matter to the Appeals Board for a review of the decision.

13. The decision of the Council on the advice of the Appeal's Board shall be final. In the case of minor penalties, any aggrieved person adversely affected by a decision may, within seven (7) days, appeal to the Vice-Chancellor whose decision shall be final.
14. All major penalties imposed on Junior Members shall be subject to ratification by the Vice-Chancellor.
15. In all disciplinary proceedings, which may result in the imposition of major penalties except in the case of Junior Members, the Vice-Chancellor, may on the advice of the Disciplinary Committee, interdict the person(s) affected until the final determination of the cases against them.
16. During the period of interdiction, the person shall receive two-thirds of his/her basic salary and shall not be paid any of the approved allowances to which he or she would normally have been entitled. Furthermore, the person shall not be entitled to the use of official vehicles.
17. Notwithstanding the provisions of rule '15' above, any member of staff who absents him/herself from duty without leave or reasonable cause, shall not be entitled to his/her salary for the period that he or she stays away from duty. The non-payment of salary shall be without prejudice to any disciplinary action which may be taken against him/her.
18. Without prejudice to the taking of disciplinary proceedings in respect of any absence from duty without leave or reasonable cause for more than ten (10) consecutive working days, the staff may be regarded as having resigned or vacated post from his/her employment without notice and same communicated to him or her through his/her known address.

## **SCHEDULE F**

### **CRITERIA/PROCEDURES FOR APPOINTMENTS AND PROMOTIONS**

Subject to the Appointments and Promotions Policy of the University, the following general rules shall apply to the appointments and promotions of Senior Members:

#### **F1. GENERAL CRITERIA FOR APPOINTMENT**

A person to be appointed to any position in the University must have:

1. the requisite qualification;
2. broad knowledge and understanding of university management;
3. the requisite work experience;
4. high moral character and proven integrity;
5. excellent communication skills, interpersonal skills and cooperative service-oriented approach;
6. excellent leadership skills, good advocacy and negotiation skills;
7. excellent problem-solving and conflict-management skills;
8. high sense of discretion and confidentiality;
9. ability to work under pressure, prioritise and handle many simultaneous tasks;

#### **F2. GENERAL CONDITIONS**

The following general conditions shall apply to appointments of Senior Members into the University:

- a) Appointments shall be made with the approval of the Vice-Chancellor to fill vacant positions.

- b) Heads of Department who want Academic Senior Members to be appointed shall write to the Principal (where applicable) through their Deans/Directors to seek approval of the Vice-Chancellor and copy to the Registrar.
- c) Directors who want Administration or Professional Senior Members to be appointed shall write to the Vice-Chancellor through the Registrar to seek approval.
- d) Upon receiving approval from the Vice-Chancellor, the Registrar shall advertise the position or direct prospective candidates to obtain Application Forms from the Registrar.
- e) Completed Application Forms shall be directed to the Registrar and the Registrar shall maintain a register of the applications in his/her office and forward the Completed Application Forms to the Head of the relevant Department through the Principal and Dean or the Director.
- f) For Academic Senior Members (Teaching), the Head of the relevant Department shall do a preliminary assessment of the application and submit comments to the Dean of Faculty or Director of School/Institute/Centre who shall refer the application to the Faculty Appointments and Promotions Committee for consideration.
- g) The Faculty Appointments and Promotions Committee shall interview applicants, and in some cases, observe applicants' teaching and refer the application and its comments to the Appointments and Promotions Board for consideration. No application shall be withheld from the Faculty Appointments and Promotions Committee.
- h) For Academic Senior Members (Library), the Head of the relevant Division shall do a preliminary assessment of the application and submit comments to the University Librarian who shall refer the application to the Library Appointments and Promotions Committee for consideration.
- i) The Library Appointments and Promotions Committee shall interview applicants and refer the application and its comments to the Appointments and Promotions Board for consideration.
- j) For Administration and Professional Senior Members, the Head of the relevant Division/Directorate/Office shall do a preliminary assessment of the application and submit comments to the Registrar who shall refer the application to the Administration Appointments and Promotions Committee for consideration.
- k) The Administration Appointments and Promotions Committee shall interview applicants and refer the application and its comments to the Appointments and Promotions Board for consideration.
- l) For Academic Senior Members, applicants who do not have a teaching background shall, as part of their probation period, be required to pursue the Postgraduate Diploma in Teaching and Learning in Higher Education programme.

### **F3. CRITERIA/PROCEDURES FOR APPOINTMENTS**

#### **F3.1 ACADEMIC SENIOR MEMBERS (TEACHING)**

##### ***Assistant Lecturer/Assistant Research Fellow/Assistant Technical Research Fellow***

1. An applicant for the post of Assistant Lecturer/Assistant Research Fellow/Assistant Technical Research Fellow shall have a researched Master's degree.
2. The appointment shall be for at most, two (2) years, which shall be regarded as a period of probation.
3. As a pre-requisite for confirmation as an Assistant Lecturer/Assistant Research Fellow/Assistant Technical Research Fellow, he/she must demonstrate evidence of enrolment in a relevant Doctoral degree programme and Post Graduate Diploma in Higher Education or equivalent in an accredited university.

4. Appointment to the Assistant Lecturer or Assistant Research Fellow or Assistant Technical Research Fellow grade may normally be renewed for four (4) years at the end of which the appointment shall be terminated unless the applicant has obtained the requirement for appointment as a Lecturer/ Research Fellow/Technical Research Fellow.
5. The status of an Assistant Lecturer/Assistant Research Fellow/Assistant Technical Research Fellow may be reviewed to Lecturer/Research Fellow/Technical Research Fellow after obtaining a relevant Doctoral degree.

***Lecturer/Research Fellow/Technical Research Fellow***

1. For the appointment of a Lecturer, Research Fellow/Technical Research Fellow, the applicant must have a research Master's degree and a relevant Doctoral degree.
2. The appointment shall normally be for six (6) years, of which one (1) year shall be regarded as a period of probation.
3. Confirmation of appointment will be done after showing evidence of completion of Post Graduate Diploma in Higher Education or its equivalence in an accredited university.
4. Appointment shall be renewed at the end of the sixth year and may normally be renewed for not longer than four (4) more years. At the end of the tenth year, the appointment may be terminated if the applicant has neither applied for nor been promoted to the next grade.

***Senior Lecturer/Senior Research Fellow/Senior Technical Research Fellow***

Appointment to the grade of Senior Lecturer, Senior Research Fellow/Senior Technical Research Fellow shall be considered on the basis of the following:

1. Applicants must have a relevant Doctoral degree and must have taught as a Lecturer or worked as a Research Fellow in a university or in an institution of equivalent status for a minimum of four (4) years including the probation period;
2. Applicant must show evidence of research or publication to be assessed with reference to the University's criteria for promotion;
3. An applicant seeking appointment to the grade of Senior Lecturer/Senior Research Fellow/Senior Technical Research Fellow from outside any of the Public Universities shall be made to submit the required publications for assessment;
4. Where the Head of Department or Dean is of a rank lower than the one to which the application is being made, then the Head or Dean shall make arrangements for a person of the appropriate rank to present the application to the Faculty Appointments and Promotions Committee, or the University's Appointments and Promotions Board, as the case may be;
5. Appointment to the rank of Senior Lecturer/Senior Research Fellow/Senior Technical Research Fellow shall be considered based on significant performance in the following:
  - a) Scholarship
  - b) Research/Contribution to Knowledge
  - c) Teaching
  - d) Academic leadership
  - e) Inventiveness
  - f) Extension work/service
6. Two (2) external assessors shall be required to evaluate the application.

### ***Associate Professor***

1. Applicant must have a relevant Doctoral degree
2. Appointment to the rank of Associate Professor shall be based on outstanding scholarship in the applicant's field of teaching and research and contribution to the intellectual life of the University and the development of the country.
3. An applicant seeking appointment to the grade of Associate Professor from outside any of the Public Universities shall be made to submit the required publications for assessment.
4. Where the Head of Department or Dean is of a rank lower than the one to which the application is being made, then the Head or Dean shall make arrangements for a person of the appropriate rank to present the application to the Faculty Appointments and Promotions Committee or the University's Appointments and Promotions Board, as the case may be.
5. Two (2) external assessments shall be required.
6. Appointment to the rank of Associate Professor shall be subject to the approval of Council.

### ***Professor***

1. Appointment to the rank of Professor shall be based internationally acknowledged scholarship in the applicant's field of teaching and research and his/her contribution to the intellectual life of the University and the development of the country.
2. The Head of Department, Dean or Director shall provide an assessment on teaching taking into account student assessment and external examiners' comments.
3. Where the Head of Department or Dean is of a rank lower than the one to which the application is being made, then the Head or Dean shall make arrangements for a person of the appropriate rank to present the application to the University's Appointments and Promotions Board as the case may be.
4. Two (2) external assessments shall be required.
5. Appointment to the rank of Professor shall be subject to the approval of Council.
6. Staff appointed to the rank of Professor shall be required to give an inaugural lecture one year after the date on their promotion letters.

### ***Visiting Scholar/Temporary Appointment***

1. In consultation with the relevant Principal, Dean and Head of Department, the Vice-Chancellor may, in urgent cases, approve a temporary appointment for a period of up to one (1) year while an application for a regular appointment is being processed.
2. In consultation with the relevant Principal, Dean and Head of Department, the Vice-Chancellor may approve a period not exceeding one (1) year for an applicant who does not propose to take up a regular appointment. The designation 'Visiting Professors, Visiting Associate Professors, Visiting Senior Lecturers, Visiting Lecturers and Visiting Scholars' shall apply to such an appointment.
3. Both appointments shall be reported to the Appointments and Promotions Board at its regular meeting.

### ***Emeritus Professorship***

1. The nominee for the position of Emeritus Professor shall be active in their field and within easy reach of the University.

2. The title of Emeritus Professor shall be conferred only on a full professor who has left the services of the University.
3. Nomination shall be considered by the Department, reviewed by the Faculty Board, recommended to the Appointments and Promotions Board, and approved by Council.
4. No stipend is attached to the position of Emeritus Professor, but the appointee shall have access to University facilities such as the library and secretarial support and shall assist the work of the Department for which the expenses of the Emeritus Professor shall be paid.

### **F3.2 ACADEMIC SENIOR MEMBERS (LIBRARY)**

For appointment as a senior member in the University Library, a candidate must satisfy the criteria defined below for the grade to which he/she is seeking appointment.

#### ***Junior Assistant Librarian***

1. An applicant for the grade of Junior Assistant Librarian shall have a research master's degree in Librarianship, Information Studies, Information Management or related disciplines.
2. The applicant must show evidence of Continuous Professional Development.
3. The appointment shall be for two (2) years which shall be regarded as a period of probation.
4. Appointment to the Junior Assistant Librarian grade may normally be renewed for four (4) years at the end of which the appointment shall be terminated unless the applicant has obtained the requirement for appointment as Assistant Librarian.

#### ***Assistant Librarian***

1. For appointment to the grade of Assistant Librarian, applicants must possess a research Master's degree in Library/Information Studies, Information Management and a relevant Doctoral degree.
2. The applicant must show evidence of Continuous Professional Development.
3. The appointment shall normally be for six (6) years, of which up to two (2) years shall be regarded as a period of probation.
4. Appointments shall be renewed at the end of the sixth year and may normally be renewed for no longer than four (4) more years. At the end of the tenth year, appointments shall be terminated if the member has not been promoted to the next grade.

#### ***Senior Assistant Librarian***

1. For appointment to the grade of Senior Assistant Librarian applicants must possess a research Master's degree in Library/Information Studies, Information Management and a relevant Doctoral degree.
2. The applicant must show evidence of Continuous Professional Development.
3. In addition, they must have served as Assistant Librarian or equivalent grade in an analogous institution for a minimum of five (5) years.
4. An applicant must show evidence of research or publication to be assessed with reference to the University's criteria for promotion.
5. Two (2) external assessors shall be required to evaluate the application.

### ***Deputy Librarian***

1. For appointment to the grade of Deputy Librarian applicants must possess a research Master's degree in Library/Information Studies, Archival Studies and a relevant Doctoral degree.
2. The applicant must show evidence of Continuous Professional Development
3. In addition, applicant must have served as Senior Assistant Librarian or equivalent grade in an analogous institution for a minimum of five (5) years.
4. Applicant must show evidence of research or publication to be assessed with reference to the University's criteria for promotion.
5. Two (2) external assessors shall be required to evaluate the application.

### ***University Librarian***

Appointment to the position of University Librarian shall proceed as provided for in this Statutes.

## **F4. ADMINISTRATIVE AND PROFESSIONAL SENIOR MEMBERS**

### **F4.1 REGISTRY**

For appointment as a Senior Member in the Registry, a candidate must satisfy the criteria defined below for the grade to which he or she is seeking appointment.

### ***Junior Assistant Registrar***

1. An applicant for the rank of Junior Assistant Registrar must have a relevant Master's degree
2. Applicant must have at least two (2) years post-qualification experience in Administration practices.
3. The appointment shall be for two (2) years which shall be regarded as a period of probation.
4. Appointment to the Junior Assistant Registrar grade may normally be renewed for another four (4) years at the end of which the appointment shall be terminated unless the staff has obtained the requirement for appointment as an Assistant Registrar.

### ***Assistant Registrar***

1. For the appointment of an Assistant Registrar, the candidate must have a relevant Master's degree.
2. Applicant must have at least four (4) years post-qualification experience in Administration practices.
3. The appointment shall normally be for six (6) years, of which up to two (2) years shall be regarded as a period of probation.
4. Appointments shall be renewed at the end of the sixth year and may normally be renewed for not longer than four (4) more years. At the end of the tenth year, appointments shall be terminated if the candidate has not been promoted to the next grade.

### ***Senior Assistant Registrar***

1. For the appointment of a Senior Assistant Registrar, the candidate must have a relevant Master's degree.
2. Applicants must have served as Assistant Registrar or equivalent grade in an analogous institution for a minimum of four (4) years.



3. Or, in addition to (1) candidate must have at least seven (7) years post-qualification experience in administration in a university or an analogous institution.

### ***Deputy Registrar***

1. For the appointment of a Deputy Registrar, the candidate must have a relevant Master's degree
2. In addition, the applicant must have at least ten (10) years post-qualification experience in administration in a university or an analogous institution.
3. Or, in addition to (1) above candidate must have served as Senior Assistant Registrar or equivalent grade in an analogous institution for a minimum of five (5) years.

### ***Registrar***

The post of the Registrar shall be filled as provided for in the Act and this Statutes.

## **F4.2 DIRECTORATE OF FINANCE**

For appointment as a Senior Member in the Directorate of Finance, applicants must satisfy the criteria defined below for the various grades.

### ***Assistant Accountant***

1. An applicant for the rank of Assistant Accountant must have a relevant Master's degree, OR
2. Membership of a recognised Professional Accountancy Body such as the Institute of Chartered Accountants Ghana, Association of Chartered Certified Accountants or Chartered Institute of Management Accountants
3. Applicant must have at least two (2) years post-qualification experience in Accounting and Finance practice.
4. The appointment shall be for two years which shall be regarded as a period of probation.
5. Appointment to the Assistant Accountant Grade may normally be renewed for another four (4) years at the end of which the appointment shall be terminated unless the Candidate has obtained the requirement for appointment as an Accountant.

### ***Accountant***

1. For the appointment of an Accountant, the applicant must have a Master's degree in Accounting or a Finance related discipline and a Professional qualification in accounting from a recognised Professional Accountancy Body.
2. In addition, the applicant must have at least two (2) years post-qualification experience in Accounting and Finance practice.
3. The appointment shall normally be for six (6) years, of which up to two (2) years shall be regarded as a period of probation.
4. Appointment shall be renewed at the end of the sixth year and may normally be renewed for no longer than four (4) more years. At the end of the tenth year, the appointment shall be terminated if the applicant has not been promoted to the next grade.

### ***Senior Accountant***

1. For the appointment of Senior Accountant, the candidate must have a Master's degree in Accounting or Finance related discipline and Professional qualification in accounting from a recognised Professional Accountancy Body.
2. Applicant must have served as an Accountant or in an equivalent grade in an analogous institution for a minimum of four (4) years, OR
3. In addition to (1) above, the applicant must have at least seven (7) years post-qualification experience in public sector accounting and financial management practice.

### ***Deputy Director of Finance***

1. For the appointment of Deputy Director of Finance, the applicant must have a Master's degree in Accounting or a Finance-related discipline and a Professional qualification in Accounting from a recognised Professional Accountancy Body.
2. In addition, the applicant must have at least, ten (10) years post-qualification experience in public sector accounting and financial management practice
3. Or in addition to (1) above, the applicant must have served as a Senior Accountant or in an equivalent grade in an analogous institution for a minimum of five (5) years.

### ***Director of Finance***

The post of Director of Finance shall be filled as provided for in the Act and this Statutes.

## **F4.3 DIRECTORATE OF INTERNAL AUDIT**

For appointment as a Senior Member in Internal Audit, applicants must satisfy the criteria defined below for the various grades.

### ***Assistant Internal Auditor***

1. An applicant for the rank of an Assistant Internal Auditor must have a relevant Master's degree, OR
2. Membership of a recognised Professional Accountancy Body such as the Institute of Chartered Accountants Ghana, Association of Chartered Certified Accountants or Chartered Institute of Management Accountants OR
3. Applicant must be a Certified Internal Auditor (CIA) or Certified Information Systems Auditor (CISA) or Certified Fraud Examiner (CFE)
4. The appointment shall be for two (2) years which shall be regarded as a period of probation.
5. Appointment to the Assistant Internal Auditor Grade may normally be renewed for another four (4) years at the end of which the appointment shall be terminated unless the applicant has obtained the requirement for appointment to the next grade.

### ***Internal Auditor***

1. For the appointment of an Internal Auditor, the applicant must have a Master's Degree in Accounting or Finance related discipline and Professional qualification in Accounting or Internal Auditing from a recognised Professional Accountancy or Internal Auditing Body.
2. In addition, applicants must have at least two (2) years post qualification experience in Accounting and Finance practice or auditing environment.

3. The appointment shall normally be for six (6) years, of which up to two years shall be regarded as a period of probation.
4. Appointment shall be renewed at the end of the sixth year and may normally be renewed for no longer than four (4) more years. At the end of the tenth year, appointment shall be terminated if the applicant has not been promoted to the next grade.

#### ***Senior Internal Auditor***

1. For the appointment of Senior Internal Auditor, the applicant must have a Master's Degree in Accounting or Finance related discipline and Professional qualification in Accounting or Internal Auditing from a recognised Professional Accountancy or Internal Auditing Body.
2. The applicant must have served as Internal Auditor or equivalent grade in an analogous institution for a minimum of four (4) years.
3. Or in addition to (1) above, applicant must have at least, seven (7) years post qualification experience in public sector accounting and financial management practice or Internal Auditor in a public sector.

#### ***Deputy Director of Internal Audit***

1. For the appointment of Deputy Director of Internal Audit, the candidate must have a Master's degree in Accounting related discipline and a Professional qualification in Accounting or Internal Auditing from a recognised Professional Accountancy or Internal Auditing Body.
2. In addition, applicant must have at least, ten (10) years post qualification experience in public sector accounting and financial management practice or Internal Auditing in public sector, OR
3. In addition to (1) above, applicant must have served as Senior Internal Auditor or equivalent grade in an analogous institution for a minimum of five (5) years.

#### ***Director of Internal Audit***

The post of Director of Internal Audit shall be filled as provided for in the Act and the Statutes.

### **F4.4 DIRECTORATE OF WORKS, PHYSICAL DEVELOPMENT AND FACILITY MANAGEMENT**

For appointment as a Senior Member in the Directorate of Works, Physical Development and Facility Management, applicants must satisfy the criteria defined below for the grade to which they are seeking appointment.

#### ***Assistant Architect/Assistant Civil Engineer/Assistant Structural Engineer/ Assistant Electrical Engineer/Assistant Mechanical Engineer/Assistant Quantity Surveyor/Assistant Geomatic Engineer/Assistant Maintenance Engineer/Assistant Estates Officer, etc.***

1. An applicant for the rank of Assistant Architect/Assistant Civil Engineer/Assistant Structural Engineer/Assistant Electrical Engineer/Assistant Mechanical Engineer/Assistant Quantity Surveyor/Assistant Geomatic Engineer/Assistant Estate Officer must have a degree in a relevant area.
2. In addition, an applicant must have a Professional qualification in Architecture, Civil Engineering, Electrical Engineering, Mechanical Engineering, Quantity Surveying/Geomatic

Engineering/ Valuation and Estates Surveying or as the case may be from a recognised Professional Body. OR the applicant must have a relevant Research Master's degree.

3. The appointment shall be for two (2) years which shall be regarded as a period of probation.
4. Appointment to an Assistant Architect/Assistant Civil Engineer/Assistant Structural Engineer/Assistant Electrical Engineer/Assistant Mechanical Engineer/Assistant Quantity Surveyor/ Assistant Estates Officer Grade may normally be renewed for another four (4) years at the end of which the appointment shall be terminated unless the Candidate has obtained the requirements for appointment as an Architect/Civil Engineer/Structural Engineer/ Quantity Surveyor/Estates Officer.

***Architect/Civil Engineer/Structural Engineer/Electrical Engineer/Quantity Surveyor/ Geomatic Engineer/Mechanical Engineer/ Assistant Maintenance Engineer/Estates Officer etc***

1. An applicant for the rank of Architect/Civil Engineer/Structural Engineer/Electrical Engineer/Quantity Surveyor/Geomatic Engineer Engineer/Mechanical Engineer/Estates Officer must have a degree in a relevant area of speciality and a relevant Research Master's degree.
2. In addition, an applicant must have a Professional qualification in Architecture, Civil Engineering, Electrical Engineering, Mechanical Engineering, Quantity Surveying/Geomatic Engineering/ Valuation and Estates Surveying as the case may be from a recognised Professional Body.
3. The appointment shall normally be for six (6) years, of which up to two (2) years shall be regarded as a period of probation.
4. Appointment shall be renewed at the end of the sixth year and may normally be renewed for no longer than four (4) more years. At the end of the tenth year, appointment shall be terminated if the candidate has not been promoted to the next grade.

***Senior Architect/Senior Civil Engineer/Senior Structural Engineer/Senior Electrical Engineer/Senior Quantity Surveyor/Senior Geomatic Engineer/Mechanical Engineer/Senior Estates Officer etc***

1. An applicant for the post of Senior Architect/Senior Civil Engineer/Senior Structural Engineer /Senior Electrical Engineer/Senior Quantity Surveyor/Senior Geomatic Engineer/Senior Mechanical Engineer/Senior Estates Officer must have a degree in a relevant area of speciality in the built environment and a relevant Research Master's degree.
2. In addition, an applicant must have a Professional qualification in Architecture, Civil Engineering, Electrical Engineering, Mechanical Engineering, Quantity Surveying/Geomatic Engineering or Senior Estate Officer as the case may be from a recognised Professional Body.
3. An applicant must have served as an Architect/Civil Engineer /Structural Engineer/Electrical Engineer/Quantity Surveyor/Geomatic Engineer/Mechanical Engineer/Estate Officer or in an equivalent grade in an analogous institution for a minimum of four (4) years, OR
4. In addition to '1' and '2', an applicant must have at least, seven (7) years post-qualification experience as a practitioner in Architecture, Civil Engineering, Electrical Engineering, Mechanical Engineering, Quantity Surveying, Geomatic Engineering, or Valuation and Estate Surveying with proven ability to handle various complex and live projects to completion.

### ***Deputy Director of Works, Physical Development and Facility Management***

1. An applicant for the post of Deputy Director must have a degree in a relevant area of speciality in the built environment and a relevant Research Master's degree.
2. In addition, an applicant must have a Professional qualification in Architecture, Civil Engineering, Electrical Engineering, Mechanical Engineering, Quantity Surveying, Geomatic Engineering or Valuation and Estate Surveying as the case may be from a recognised Professional Body.
3. Also, an applicant must have at least, ten (10) years post-qualification experience as a practitioner in Architecture, Civil Engineering, Electrical Engineering, Mechanical Engineering, Quantity Surveying, Geomatic Engineering or Estates Officer with proven ability to handle and complete live complex projects of considerable magnitude and value, OR
4. In addition to '1' and '2' above, an applicant must have served as a Senior Architect/ Senior Civil Engineer/Senior Structural Engineer/Senior Electrical Engineer/Senior Quantity Surveyor/Senior Geomatic Engineer/Senior Estates Officer or in an equivalent grade in an analogous institution for a minimum of five (5) years.

### ***Director of Works, Physical Development and Facility Management***

The post of Director of Works, Physical Development and Facility Management shall be filled as provided for in the Statutes.

## **F4.5 DIRECTORATE OF UNIVERSITY HEALTH SERVICES**

For appointment as a Senior Member in the Directorate of University Health Services, applicants must satisfy the criteria defined below for the various ranks and must have specialised in the relevant area.

### ***Medical/Surgical/Dental/Optomety Category***

For appointment of professionals in the Medical/Surgical/Dental/Optomety disciplines, applicants must possess the following:

#### ***Medical Officer***

1. An applicant for the rank of a Medical Officer shall have a degree in Medicine/Surgery/Dentistry/Optomety and shall have completed his/her Houseman rotations and must be on the permanent register of the Ghana Medical and Dental Council.
2. The appointment shall normally be for six (6) years, of which up to two (2) years shall be regarded as a period of probation.
3. The appointment shall be renewed at the end of the sixth year and may normally be renewed for no longer than four (4) more years. At the end of the tenth year, the appointment may be terminated if the candidate has not been promoted to the next grade.

#### ***Senior Medical Officer***

1. An applicant for the rank of a Senior Medical Officer must have a degree in Medicine/Surgery/Dentistry/Optomety and must have completed his/her Houseman rotations and must be on the permanent register of the Ghana Medical and Dental Council; AND
2. An applicant must have served as a Medical Officer or in an equivalent grade in an analogous institution for a minimum of four (4) years

3. Or, an applicant with a specialist qualification or a health-related postgraduate qualification may enter at this grade subject to evidence of contribution to healthcare delivery with the submission of five (5) papers/reports/memoranda.

### ***Deputy Director of Health Services***

1. An applicant for the rank of a Deputy Director of Health Services must have a degree in Medicine/Surgery/Dentistry/Optomety and must have completed his/her Houseman rotations and must be on the permanent register of the Ghana Medical and Dental Council.
2. An applicant must have a specialist qualification or a health-related post graduate qualification.
3. In addition to (1) and (2) above, an applicant must have served as Senior Medical Officer or in an equivalent grade in an analogous institution for a minimum of five (5) years.
4. Or, an applicant must have a specialist qualification or a health-related post graduate degree with at least, twelve (12) years post qualification working experience. An applicant must show evidence of contribution to healthcare delivery with the submission of twelve (12) papers/reports/memoranda.

### ***Pharmacist Category***

For appointment of professionals in the Pharmacy disciplines, applicants must possess the following:

#### ***Pharmacist***

1. An applicant for the rank post of a pharmacist must have a Bachelor of Pharmacy (BPharm.) or Doctor of Pharmacy (PharmD) qualification and must have completed his/her houseman rotations and must be on the permanent register of the Ghana Pharmacy Council. A holder of BPharm. must possess a relevant postgraduate qualification.
2. The appointment shall normally be for six (6) years, of which up to two (2) years shall be regarded as a period of probation.
3. The appointment shall be renewed at the end of the sixth year and may normally be renewed for no longer than four (4) years. At the end of the tenth year, the appointment may be terminated if the applicant has not been promoted to the next grade.

#### ***Senior Pharmacist***

1. An applicant for the post of a Superintendent Pharmacist must have a Doctor of Pharmacy (PharmD) qualification and must have completed his/her houseman rotations and must be on the permanent register of the Ghana Pharmacy Council; AND
2. An applicant must have served as a pharmacist or in an equivalent grade in an analogous institution for a minimum of four (4) years.
3. Or, an applicant holding a specialist qualification in Pharmacy or a Pharmacy-related postgraduate degree with at least five (5) years post-qualification working experience may enter on this grade subject to evidence of contribution to healthcare delivery with the submission of five (5) papers/reports/memoranda.

#### ***Deputy Director of Health Services (Pharmaceuticals)***

1. An applicant for the post of a Deputy Director must have Bachelor of Pharmacy (BPharm.) or Doctor of Pharmacy (PharmD) qualification and must have completed his/her Houseman rotations and must be on the permanent register of the Ghana Pharmacy Council.

2. In addition, an applicant must have a Pharmacy or a Pharmacy-related postgraduate degree.
3. In addition to '1' and '2' above, an applicant must have served as a Senior Pharmacist or in an equivalent grade in an analogous institution for a minimum of five (5) years.
4. Or, an applicant with a specialist qualification or a Pharmacy-related postgraduate degree must have at least, twelve (12) years post qualification working experience and must have shown evidence of contribution to healthcare delivery with the submission of twelve (12) papers/reports/ memoranda.

### ***Medical Diagnostic Services***

Medical Diagnostic Services comprise professionals in the Medical Laboratory, Radiology, Sonography and other adjunct disciplines.

### ***Medical Diagnostic Scientist***

1. An applicant for the post of Medical Diagnostic Scientist must possess a specialist degree in Diagnostics/Diagnostics-related discipline and a Master's Degree in Diagnostics-related discipline, or Doctor of Medical Laboratory Science (MLSD) and must be on the permanent register of the Allied Health Professions Council of Ghana.
2. The appointment to this grade shall normally be for six (6) years of which up to two (2) years shall be regarded as a period of probation.
3. Appointment shall be renewed before the end of the sixth year and may normally be renewed for not longer than four (4) more years. At the end of the tenth year, the appointment may be terminated if the applicant has not been promoted to the next grade.

### ***Senior Medical Diagnostic Scientist***

1. An applicant for the post of Senior Medical Diagnostic Scientist must possess a Specialist degree in Diagnostics and a Diagnostics-related Master's Degree or Doctor of Medical Laboratory Science (MLSD) and must have registered with the Allied Health Professions Council of Ghana.
2. Applicant must have served as Assistant Registrar Medical Diagnostic Scientist or equivalent or in an analogous institution for at least four (4) years.
3. Or applicant holding Specialist qualification in Diagnostics/Diagnostics-related postgraduate degrees with at least six (6) years post-specialization experience may enter on this grade subject to evidence of contribution to health delivery.

### ***Deputy Director of Medical Diagnostic Scientist***

1. An applicant for the post of Deputy Director of Medical Diagnostic Scientist must possess a Specialist degree in Diagnostics and a Diagnostics-related Master's Degree or Doctor of Medical Laboratory Science (MLSD) and must have registered with the Allied Health Professions Council of Ghana.
2. Applicant must have served as Senior Assistant Registrar Medical Diagnostic Scientist for at least four (4) years in the University or an analogous institution and shown evidence of contribution to health delivery.
3. Or, applicant with Specialist postgraduate qualification in Diagnostics or Diagnostics-related postgraduate degrees must have at least twelve (12) years post-qualification working experience and must have shown evidence of contribution to health delivery.

### ***Nursing Services***

Nursing Services comprise professionals in the Nursing, clinical Psychology, Physician Assistants and other adjunct disciplines.

### ***Nursing Officer/ Dietetics/Nutritionist/Clinical Psychologist/Physiotherapist/Physician***

1. An applicant for the post of Nursing Officer/Dietetics/Nutritionist/Clinical Psychologist/Physiotherapist/ Physician must possess a specialist qualification in these areas / other related Master's Degree and must be on the permanent register of the Nurses and Midwifery Council /other health Regulatory Body.
2. The appointment to this grade shall normally be for six (6) years of which up to two (2) years shall be regarded as a probation period.
3. Appointment shall be renewed at the end of the sixth year and may normally be renewed for not longer than four (4) more years. At the end of the tenth year, the appointment shall be terminated if the member has not been promoted to the next grade.

### ***Senior Nursing Officer/Dietetics/Nutritionist/Clinical Psychologist/Physiotherapist/Physician***

1. An applicant for the post of Senior Nursing Officer /Dietetics/Nutritionist/Clinical Psychologist/Physiotherapist/ Physician must possess a specialist qualification in these areas / other related Master's Degree and must be on the permanent register of the Nurses and Midwifery Council /other health Regulatory Body.
2. Applicant must have served as Assistant Registrar Nursing /Midwifery/Dietetics/Nutritionist/Clinical Psychologist/Physiotherapist/ Physician Assistantship or equivalent for at least four (4) years and shown evidence of contribution to health delivery.
3. Or, the Applicant holding a postgraduate qualification in Nursing /Midwifery/Dietetics/Nutritionist/Clinical Psychologist/Physiotherapist/ Physician Assistantship or its equivalent with at least seven (7) years post-specialization experience may enter on this grade subject to evidence of contribution to health delivery.

### ***Deputy Director Nursing /Midwifery/Dietician/Nutritionist/Clinical Psychologist/ Physiotherapist/Physician Assistant/Anaesthetist Assistant***

1. Applicant must possess a postgraduate degree in Nursing /Midwifery/Dietician/Nutritionist/Clinical Psychologist/ Physiotherapist/Physician Assistant/Anaesthetist Assistant or its equivalent and must have registered with the Nurses and Midwifery Council or appropriate regulatory body.
2. Applicant must have served as Senior Assistant Registrar Nursing /Midwifery/Dietician/Nutritionist/Clinical Psychologist/ Physiotherapist/Physician Assistant/Anaesthetist Assistant or equivalent for at least five (5) years in the University or an analogous institution and shown evidence of contribution to health delivery.
3. Or, an Applicant with a postgraduate degree in Nursing /Midwifery/Dietician/Nutritionist/Clinical Psychologist/ Physiotherapist/Physician Assistant/Anaesthetist Assistant or its equivalent must have at least twelve (12) years of working experience post qualification and must have shown evidence of contribution to health delivery.



### ***Director of University Health Services***

The Director of University Health Services post shall be filled as provided for in this Statutes.

### **F4.6 DIRECTORATE OF INFORMATION AND COMMUNICATION TECHNOLOGY (ICT) SERVICES**

For appointment as a Senior Member in the Directorate of ICT Services, an applicant must satisfy the criteria defined below for the various ranks and must have specialisation in any of the following areas:

1. Systems Administration
2. Network Administration
3. Telecoms Administration
4. Software Development (Programming, Web Development, Database Development, Systems Analysis)
5. IT Compliance
6. Applications
7. Multimedia
8. User Support
9. Hardware and Electronics
10. Any other ICT speciality that may become relevant

#### ***Assistant Information and Communication Technology (ICT) Officer***

1. An applicant must have a Master's Degree in Computer Science/Information Communication Technology/Information Systems/Electronics/Electrical Engineering
2. An applicant must have at least, two (2) years relevant experience in the ICT environment.
3. The appointment shall be for two (2) years which shall be regarded as a period of probation.
4. Appointment to the Junior Assistant ICT Officer grade may normally be renewed for another four (4) years at the end of which the appointment shall be terminated unless the staff has obtained the requirement for appointment as an Assistant ICT Officer.

#### ***Information and Communication Technology (ICT) Officer***

1. An applicant must have a Master's degree in Computer Science/ICT/Information Systems/Electronics/Electrical Engineering and a final certificate from a recognised professional ICT certification such as:
  - a) Cisco (E.g., CCNA, DevNet, CCNP, CCIE, CCDA)
  - b) Microsoft (E.g., MCSE, MCSA, MCSD)
  - c) IT Infrastructure Library
  - d) Information Systems Audit and Control Association (E.g., CRISC, CISM, CISA)
  - e) Project Management Institute (E.g., PMP)
  - f) International Information System Security Certification Consortium (E.g., CISSP)
2. The appointment shall normally be for six (6) years, of which up to two (2) years shall be regarded as a period of probation.
3. Appointment shall be renewed at the end of the sixth year and may normally be renewed for not longer than four (4) years. At the end of the tenth year, the appointment may be terminated if the staff has not been promoted to the next grade.

### ***Senior Information and Communication Technology (ICT) Officer***

1. An applicant must have a Master's degree in Computer Science/ICT/Information Systems/Electronics/Electrical Engineering and a final certificate from a recognised professional ICT certification such as:
  - a) Cisco (E.g., CCNA, DevNet, CCNP, CCIE, CCDA)
  - b) Microsoft (E.g., MCSE, MCSA, MCSA)
  - c) IT Infrastructure Library
  - d) Information Systems Audit and Control Association (E.g., CRISC, CISM, CISA)
  - e) Project Management Institute (E.g., PMP)
  - f) International Information System Security Certification Consortium (E.g., CISSP)
2. An applicant must have served as an Assistant ICT Officer or in an equivalent grade in an analogous institution for a minimum of four (4) years.
3. Or in addition to (2), an applicant must have at least seven (7) years post qualification experience
4. An applicant must show evidence of papers/reports/memoranda to be assessed with reference to the University's criteria for promotion.

### ***Deputy Information and Communication Technology (ICT) Officer***

1. An applicant must have a Master's degree in Computer Science/ICT/Information Systems/Electronics/Electrical Engineering and a final certificate from a recognised professional ICT certification such as:
  - a) Cisco (E.g., CCNA, DevNet, CCNP, CCIE, CCDA)
  - b) Microsoft (E.g., MCSE, MCSA, MCSA)
  - c) IT Infrastructure Library
  - d) Information Systems Audit and Control Association (E.g., CRISC, CISM, CISA)
  - e) Project Management Institute (E.g., PMP)
  - f) International Information System Security Certification Consortium (E.g. CISSP)
2. An applicant must have served as a Senior ICT Officer or in an equivalent grade in an analogous institution for a minimum of five (5) years.
3. Or in addition to (2) applicant must have at least ten (10) years post qualification experience in the ICT practice.
4. An applicant must show evidence of papers/reports/memoranda to be assessed with reference to the University's criteria for promotion.

### ***Director of Information and Communication Technology Services***

The post of Director of Information Communication and Technology Services shall be filled as provided for in this Statutes.

## **F4.7 DIRECTORATE OF QUALITY ASSURANCE, PLANNING, AND ACCREDITATION**

For appointment as a Senior Member in the Quality Assurance, Planning, and Accreditation Office, applicants must satisfy the criteria defined as follows:

### ***Junior Assistant Planning Officer***

1. An applicant must have a Master's degree in Planning, Statistics, Economics, Development Planning, Mathematics or any other relevant discipline.

2. The appointment shall be for two (2) years which shall be regarded as a period of probation.
3. The appointment may normally be renewed for four (4) years, at the end of which the appointment shall be terminated unless the staff has obtained the requirement for appointment as Assistant Planning Officer.

#### ***Assistant Planning Officer***

1. An applicant must have a Master's degree in Planning, Statistics, Economics, Development Planning, Mathematics or a relevant discipline and a relevant professional qualification from a recognised professional body.
2. In addition, an applicant must have at least two (2) years post qualification experience.
3. The appointment shall normally be for six (6) years, of which up to two (2) years shall be regarded as a period of probation.
4. Appointment shall be renewed at the end of the sixth year and may normally be renewed for no longer than four (4) more years. At the end of the tenth year, appointment shall be terminated if the member has not been promoted to the next grade.

#### ***Senior Assistant Planning Officer***

1. An applicant must have a Master's degree in Planning, Statistics, Economics, Development Planning, Mathematics or a relevant discipline and relevant professional qualification from a recognised professional body.
2. An applicant must have served as an Assistant Planning Officer or in an equivalent grade in an analogous institution for a minimum of four (4) years.
3. In addition to '1' an applicant must have at least, seven (7) years post qualification experience.

#### ***Planning Officer***

1. The applicant must have a Master's degree in Planning, Statistics or Economics, Development Planning, Mathematics or a relevant discipline and relevant Professional qualification from a recognised Professional Body.
2. Applicant must have served as Senior Assistant Planning Officer or equivalent grade in an analogous institution for a minimum of five (5) years.
3. In addition to (1) the candidate must have at least ten (10) years post qualification experience.

#### ***Director of Quality Assurance, Planning and Accreditation***

The post of Director, Quality Assurance, Planning and Accreditation shall be filled as provided for in this Statutes.

### **F4.8 DIRECTORATE OF PROCUREMENT**

For appointment as a Senior Member in the Directorate of Procurement, applicants must satisfy the criteria defined as follows:

#### ***Assistant Procurement Officer***

1. An applicant must have a Master's degree in Procurement and Supply Chain Management, or Logistics and Supply Chain Management.
2. The appointment shall be for two (2) years which shall be regarded as a period of probation.

3. The appointment may normally be renewed for four (4) years at the end of which the appointment shall be terminated unless the staff has obtained the requirement for appointment to the next grade.

#### ***Procurement Officer***

1. An applicant must have a Master's degree in Procurement and Supply Chain Management, or Logistics and Supply Chain Management and must have a relevant professional qualification from a recognised professional body.
2. An applicant must have at least two (2) years post qualification experience.
3. The appointment shall normally be for six (6) years, of which up to two (2) years shall be regarded as a period of probation.
4. The appointment shall be renewed at the end of the sixth year and may normally be renewed for no longer than four (4) years. At the end of the tenth year, the appointment shall be terminated if the staff has not been promoted to the next grade.

#### ***Senior Procurement Officer***

1. An applicant must have a Master's degree in Procurement and Supply Chain Management, or Logistics and Supply Chain Management and a relevant professional qualification from a recognised professional body.
2. An applicant must have served as a Procurement Officer or equivalent grade in an analogous institution for a minimum of four (4) years.
3. In addition to '1', an applicant must have at least seven (7) years post-qualification experience.

#### ***Deputy Director of Procurement***

1. An applicant must have a Master's degree in Procurement and Supply Chain Management, or Logistics and Supply Chain Management and relevant professional qualification from a recognised Professional Body.
2. An applicant must have served as a Senior Procurement Officer or in an equivalent grade in an analogous institution for a minimum of five (5) years.
3. In addition to '1', an applicant must have at least ten (10) years post-qualification experience.

#### ***Director of Procurement***

The post of Director of Procurement shall be filled as provided for in this Statutes.

### **F4.9 LEGAL SERVICE OFFICE**

For appointment as a Senior Member in the Legal Services Office, applicants must satisfy the criteria defined as follows:

#### ***Assistant Legal Officer***

1. An applicant must be a lawyer and a member of the Ghana Bar Association
2. Applicant must have at least two (2) years post-qualification experience in legal practice.
3. The appointment shall be for two (2) years which shall be regarded as a period of probation.

4. The appointment may normally be renewed for four (4) years at the end of which the appointment shall be terminated unless the staff has obtained the requirement for appointment to the next grade.

#### ***Legal Officer***

1. An applicant must be a lawyer and a member of the Ghana Bar Association and must have a Master's degree in a relevant area.
2. An applicant must have at least two (2) years post post-qualification experience in legal practice
3. The appointment shall normally be for six (6) years, of which up to two (2) years shall be regarded as a period of probation.
4. The appointment shall be renewed at the end of the sixth year and may normally be renewed for no longer than four (4) years. At the end of the tenth year, the appointment shall be terminated if the staff has not been promoted to the next grade.

#### ***Senior Legal Officer***

1. An applicant must be a lawyer and a member of the Ghana Bar Association and must have a Master's degree in a relevant area.
2. An applicant must have served as a Legal Officer or equivalent grade in an analogous institution for a minimum of four (4) years.
3. In addition to '1', an applicant must have at least seven (7) years post-qualification experience in legal practice.

#### ***Deputy Director of Legal Services***

1. An applicant must be a lawyer and a member of the Ghana Bar Association and must have a Master's degree in a relevant area.
2. An applicant must have served as a Senior Legal Officer or in an equivalent grade in an analogous institution for a minimum of five (5) years.
3. In addition to '1', an applicant must have at least ten (10) years post-qualification experience in legal practice.

#### ***Director of Legal Services***

The post of Director of Legal Services shall be filled as provided for in this Statutes.

### **F4.10 DIRECTORATE OF SPORTS**

For appointment as a Senior Member in the Directorate of Sports, applicants must satisfy the criteria defined as follows:

#### ***Sports Coach***

1. An applicant must have a Master's degree in a sports-related discipline.
2. The appointment shall be for two (2) years which shall be regarded as a period of probation.
3. The appointment may normally be renewed for four (4) years at the end of which the appointment shall be terminated unless the staff has obtained the requirement for appointment to the next grade.

### ***Senior Sports Coach***

1. An applicant must have a Master's degree in a Sports related discipline and must be licensed by a recognised body.
2. An applicant must have at least two (2) years post qualification experience.
3. The appointment shall normally be for six (6) years, of which up to two (2) years shall be regarded as a period of probation.
4. The appointment shall be renewed at the end of the sixth year and may normally be renewed for no longer than four (4) years. At the end of the tenth year, the appointment shall be terminated if the staff has not been promoted to the next grade.

### ***Principal Sports Coach***

1. An applicant must have a Master's degree in a Sports related discipline and must be licensed by a recognised body
2. An applicant must have served as a Senior Sport Coach or equivalent grade in an analogous institution for a minimum of four (4) years.
3. In addition to '1', an applicant must have at least seven (7) years post qualification experience.

### ***Deputy Director of Sports***

1. An applicant must have a Master's degree in a Sports related discipline and must be licensed by a recognised body
2. An applicant must have served as a Principal Sports Coach or in an equivalent grade in an analogous institution for a minimum of five (5) years.
3. In addition to '1', an applicant must have at least ten (10) years post qualification experience.

### ***Director of Sports***

The post of Director of Sports shall be filled as provided for in this Statutes.

## **F5. CRITERIA/PROCEDURES FOR PROMOTIONS**

### **F5.1 ACADEMIC SENIOR MEMBERS**

1. Promotion shall normally proceed from one rank to the immediate next rank:
  - a) Assistant Lecturer to Lecturer to Senior Lecturer to Associate Professor to Professor.
  - b) Junior Assistant Librarian to Assistant Librarian to Senior Assistant Librarian to Deputy Librarian.
2. Notwithstanding the normal progression as stated in 1.0 above, any member of the University may apply at any time to be promoted as detailed in the policy/guidelines for the appointment and promotion of Senior Members.

### **1.0 SUBMISSION OF APPLICATION**

An application indicating the position being sought and the area of discipline concerned shall be submitted to the Dean/Director/University Librarian through the Head of Department with a covering letter copied to the Registrar.

## **2.0 PROCESSING OF APPLICATION**

The Dean/Director/University Librarian shall forward to the Registrar one copy of each application dossier received and the cover letter copied to the applicant concerned within a maximum of ten (10) working days.

## **3.0 DEPARTMENT REVIEW**

1. The Departmental Appointments and Promotions Committee (DAPC) shall consider all applications. Where there are no qualified persons in the Department for the position being applied for, the application shall be referred to the Faculty Appointments and Promotions Committee for review.
2. On receipt of an application, the Head shall refer it to the DAPC for consideration within a maximum of ten (10) working days. No application shall be withheld from the Departmental Appointments and Promotions Committee.
3. The DAPC shall consider all applications for promotions and shall forward the list of all applications with Internal Assessment Report and recommendations to the Dean, with a copy to the Vice Chancellor as the case may be.

## **4.0 FACULTY REVIEW**

1. The Faculty or Library Appointments and Promotions Committee (FAPC or LAPC) shall consider all applications. Where there are no qualified persons in the Faculty/Library for the position being applied for, the application shall be referred to the Pro Vice-Chancellor/Principal as the case may be, who shall constitute the relevant ad-hoc committee to review the application.
2. On receipt of an application, the Dean/Director/University Librarian shall refer it to the FAPC/LAPC for consideration within a maximum of ten (10) working days. No application shall be withheld from the FAPC/LAPC.
3. The FAPC/LAPC shall consider all applications for promotions and shall forward the list of all applications with Internal Assessment Report and recommendations to the Vice Chancellor through the Dean as the case may be.

## **5.0 HANDLING OF AN APPLICATION AT THE DEAN'S/DIRECTOR'S/LIBRARIAN'S OFFICE**

1. Following the recommendation by the FAPC/LAPC, the Dean/Director/Librarian shall, in consultation with the Head of Department, recommend to the Vice-Chancellor through the Campus Principal where applicable, and Registrar, five (5) persons, three (3) of whom shall be considered for appointment as External Assessors for an evaluation of an applicant's work.
2. The Registrar shall request each External Assessor to comment on each publication submitted.
3. The request for an assessment shall be accompanied by a copy of the application including curriculum vitae and copies of publications and other exhibits of the applicant's work, and criteria for appointment/promotion.
4. An External Assessor shall be a person of good standing in the applicant's field but normally not employed by or in any way connected with the University.
5. Promotion shall take effect from the date of the final submission of the application documents by the applicant to the Dean/Director/University Librarian.

## **6.0 CRITERIA FOR PROMOTION**

1. An applicant shall be assessed on the basis of evidence of continuing performance in respect of three (3) broad categories as outlined in '6.2 to 6.5' made up of the following:
  - a) Scholarship
  - b) Research/contribution to knowledge
  - c) Grant award (won)
  - d) Teaching
  - e) Academic leadership
  - f) Inventiveness
  - g) Extension work/service
2. An application shall be supported by publications including books, book chapters, refereed articles in journals or manuscripts (or evidence of acceptance for publication in such journals), published conference proceedings, systematised teaching materials, monographs, final grant implementation report and creative works (evidenced by patents).
3. For joint publication, the applicant shall provide details of his/her contribution and state the percentage of his/her contribution to the publication for assessment.
4. For extension work/service, the following may be taken into account by the Appointments and Promotions Board:
  - a) Contribution to University Boards/Committees
  - b) National/International recognition.
  - c) Academic Leadership
5. For teaching, number of courses taught, delivery and assessment performance, continuous professional development, curriculum development and enhancement, and professionalism, shall be considered.
6. For library, number of library instructions delivered, assessment performance/appraisal of functional area, continuous professional development, faculty librarian engagement reports, and professionalism, shall be considered.

## **7.0 HANDLING OF APPLICATIONS AT THE REGISTRY**

1. The Registrar shall maintain a register of applications received in his/her or her Office indicating the dates of receipt and shall bring the register to the attention of the Appointments and Promotions Board at least twice a semester indicating the stage of processing of each application.
2. When the processing of an application is completed, the Registrar shall satisfy himself or herself that everything is in order and shall list the applications for consideration by the Appointments and Promotions Board, inviting the candidates for interview where necessary.
3. In each case of a promotion, the Registrar shall provide the Appointments and Promotions Board with:
  - a) the approved departmental establishment
  - b) the approved criteria for promotion
  - c) the reports of the Faculty or Library Appointments and Promotions Committee
  - d) the report of the Referees/External Assessors
  - e) salary scale attached to the position



## 8.0 GRADING OF PUBLICATIONS/PAPERS, TEACHING AND COMMUNITY SERVICE

The following are the weights for the three (3) assessment categories in points:

Rank	Publications/ Papers	Teaching/Library Instruction	Community Service
Lecturer and equivalent grades to Senior Lecturer and equivalent grades	60	30	10
Senior Lecturer and equivalent grades to Associate Professor and equivalent grades	65	20	15
Associate Professor to Professor	70	10	20

The pass mark for promotion are as follows:

- a) Lecturer to Senior Lecturer 60
- b) Senior Lecturer to Associate Professor 65
- c) Associate Professor to Professor 70

The applicant should obtain at least 50% of each of the three (3) assessment categories.

## 9.0 LEVELS OF PROMOTION AND ASSESSMENT

### ***9.1 Promotion from Assistant Lecturer/Assistant Research Fellow/Assistant Technical Research Fellow to Lecturer/ Research Fellow/Technical Research Fellow***

An applicant should have completed a relevant Doctoral degree.

### ***9.2 Promotion from Lecturer/Research Fellow/Technical Research Fellow to Senior Lecturer/Senior Research Fellow/Senior Technical Research Fellow***

1. Applicant must have a relevant Doctoral degree from a recognised university
2. Applicant must have taught for a minimum period of four (4) years as a Lecturer
3. Lecturers must submit at least five (5) publications for assessment.
4. Research Fellows/Technical Research Fellows must submit at least seven (7) publications for assessment.
5. Publications should be in reputable peer-reviewed high impact journals/books/conference papers.
6. At least two-lead authorship in a joint publication, which shall include sole authorship.

### ***9.3 Senior Lecturer/Senior Research Fellow/Senior Technical Research Fellow to Associate Professor***

1. Applicant must have a relevant Doctoral degree from a recognised university
2. Applicant must have taught for a minimum period of three (3) years as a Senior Lecturer in the University or an analogous institution.
3. Senior Lecturer must submit at least seven (7) publications obtained after their appointment as a Senior Lecturer for assessment.
4. Senior Research Fellow/Senior Technical Research Fellow must submit at least ten (10) publications obtained after their appointment as Senior Research Fellow/Senior Technical Research Fellow for assessment.

5. Publications should be in reputable peer-reviewed high-impact journals/books/conference papers.
6. In addition, an applicant must have a reputation nationally or internationally evidenced through any one (1) of the following: presentations at conferences, consultancy, external assessor, editor, citations among others.
7. At least three-lead authorship in a joint publication, which shall include sole authorship.

#### ***9.4 Associate Professor to Professor***

1. Applicant must have a relevant Doctoral degree from a recognised university
2. Applicant must have taught for a minimum period of two (2) years as Associate Professor in the University or an analogous institution.
3. The applicant must submit at least eight (8) publications obtained after their appointment as Associate Professor for assessment.
4. In the case of Research Fellows/Technical Research Fellows in Associate Professor grade, the applicant must have a minimum of twelve (12) publications obtained after their appointment as Associate Professor for assessment.
5. The applicant must demonstrate academic leadership.
6. Publications should be in reputable peer-reviewed high impact journals/books/conference papers.
7. In addition, applicant must have reputation nationally or internationally evidenced through any one (1) of the following; presentation at conferences, consultancy, external assessor, editor, citations among others.
8. Staff appointed to the rank of Professor shall be required to give an inaugural lecture one (1) year after the date of their promotion letter.
9. At least four-lead authorship in a joint publication, which shall include sole authorship.

### **10.0 UNIVERSITY LIBRARY**

For promotion to Senior Membership grade in the University Library, an applicant must satisfy the criteria defined below for the various grades.

#### ***10.1 Promotion from Junior Assistant Librarian to Assistant Librarian***

An applicant should have the requisite qualification for Assistant Librarian and should pass a confirmation interview where applicable.

#### ***10.2 Promotion from Assistant Librarian to Senior Assistant Librarian***

1. Applicant must have a relevant Doctoral degree from a recognised university
2. Applicant must have served as Assistant Librarian for a minimum period of four (4) years in the University or an analogous institution.
3. The applicant must submit at least five (5) publications for assessment.
4. Publications should be in reputable peer-reviewed high impact journals/books/conference papers.
5. In addition, submit evidence of at least 72 hours of Library Instruction within a Calendar Year.

#### ***10.2 Promotion from Senior Assistant Librarian to Deputy Librarian***

1. Applicant must have a relevant Doctoral degree from a recognised university

2. Applicant must have served as Senior Assistant Librarian for a minimum period of three (3) years in the University or an analogous institution.
3. The applicant must submit seven (7) publications obtained after their appointment as Senior Assistant Librarian for assessment.
4. Publications should be in reputable peer-reviewed high impact journals/books/conference papers.
5. In addition, submit evidence of at least 72 hours of Library Instruction within a Calendar Year.

## **F6. SENIOR MEMBERS (ADMINISTRATION AND PROFESSIONAL)**

### **1.0 CRITERIA FOR ASSESSMENT**

Promotion shall normally proceed from one (1) rank to the immediate next rank:

- a) Junior Assistant Registrar and analogous grades to Assistant Registrar and analogous grades to Senior Assistant Registrar and analogous grades to Deputy Registrar and analogous grades.
- b) Notwithstanding the normal progression as stated in '1' above, any member of the University may apply at any time to be promoted as detailed in the policy/guidelines for appointment and promotion of Senior Members.
- c) Promotion shall be based on satisfactory performance in the following assessable areas/categories:
  - i. Ability to work
  - ii. Additional responsibilities
  - iii. Promotion of profession
  - iv. Human relations
  - v. Grant award (won)

### **2.0 GRADING OF ASSESSMENT**

Grading of assessment shall be as follows:

- |    |               |                |           |
|----|---------------|----------------|-----------|
| a. | Exceptional   | - A (80 - 100) | Excellent |
| b. | Above Average | - B (70 - 79)  | Very good |
| c. | Average       | - C (60 - 69)  | Good      |
| d. | Below Average | - D (50 - 59)  | Fair      |
| e. | Fail          | - E (Below 50) | Poor      |

The following pass marks shall apply to the following respective ranks:

- a) Assistant Registrar to Senior Assistant Registrar      60 and above
- b) Senior Assistant Registrar to Deputy Registrar      65 and above

The applicant should obtain at least 50% each of any four (4) of the five (5) categories listed in 1.0 (c).

### **3.0 GENERAL PROCEDURE FOR PROMOTION**

The following general procedure for promotion shall apply in all cases:

- a) Any member of staff who wishes to be considered for promotion shall complete appropriate application forms and submit same to the Registrar through the Head of Department/Section/Unit;

- b) On receipt of the application, the Head of Department/Section/Unit shall forward same to the Registrar together with his/her written assessment of the applicant within a maximum of ten (10) working days. The applicant must be notified of the submission of the application to the Registrar;
- c) On receipt of the application, the Registrar shall refer the application documents for internal assessment within a maximum of ten (10) working days. An internal assessor shall be required to submit its report to the Registrar within a maximum of thirty (30) days.
- d) On receipt of internal assessment report, the Registrar shall refer the applications for promotion and internal assessment report to the Administration Appointments and Promotions Committee for consideration within a maximum of ten (10) working days.
- e) The Administration Appointments and Promotions Committee shall forward to the University Appointments and Promotions Board the following:
  - i. The completed application forms of every candidate;
  - ii. The written assessment by the candidate's Head of Department/Section/Unit and the Registrar; and
  - iii. A comprehensive assessment of the candidate's suitability for promotion by the Administration Appointments and Promotions Committee.

#### **4.0 EVALUATION OF ATTAINMENT AND PERFORMANCE FOR PROMOTION**

##### **4.1 Assessment for Promotion**

Assessment for promotion shall be made by:

- a) the Head of Department/Section/Unit who shall assess the applicant in any four (4) of the assessable areas; and
- b) the Administration Appointments and Promotions Committee shall assess the applicant in any four (4) of the assessable areas.

##### **4.2 Handling of an Application at the Office of the Registrar**

1. Following the recommendation by the Administration Appointments and Promotions Committee, the Registrar, in consultation with the relevant Head of Department, shall recommend to the Vice-Chancellor five (5) persons, three (3) of whom shall be considered for appointment as External Assessor for an evaluation of an applicant's work.
2. The Registrar shall request each External Assessor to comment on each publication/paper/report/memo submitted for assessment stating its contribution to the candidate's academic/administrative/professional standing.
3. The request for an assessment shall be accompanied by a copy of the application including curriculum vitae and copies of publication/paper/report/memo and other exhibits of the applicant's work, and criteria for appointment/promotion. No internal assessment report shall be sent to the External Assessor.

4. An External Assessor shall be a person of good standing in the applicant's field but normally not employed by or in any way connected with the University.
5. Promotion shall take effect from the date of the final submission of the application documents by the applicant to the Registrar.

#### **4.3 Consideration by Appointments and Promotions Board**

The University Appointments and Promotions Board shall consider the evidence submitted by:

- a) the applicant;
- b) the Registrar/Head of Department/Section/Unit;
- c) the Administration Appointments and Promotions Committee; and
- d) the External Assessors.

### **5.0 GUIDELINES FOR EVALUATING PERFORMANCE AND ATTAINMENT**

The following guidelines/indicators shall apply in assessing and evaluating competence:

#### **5.1 Ability to Work**

1. Proven ability in applicant's work schedule as evidenced by:
  - a) grasp of administrative procedures, current administrative trends including relevant Government administrative policies and guidelines;
  - b) ability to do independent work;
  - c) initiative, resourcefulness and drive;
  - d) sense of responsibility;
  - e) capacity for sustained work; and
  - f) quality of servicing committees (preparation of materials for meetings, prompt and accurate writing of minutes and reports, taking follow-up actions effectively).
2. leadership qualities and drive;
3. supervision of subordinate staff; and
4. quality of overall output.

#### **5.2 Additional Responsibilities**

Additional tasks other than normal schedule of work.

#### **5.3 Promotion of Profession**

Written memoranda, reports, papers, books, proposals, position papers, training manuals, policy documents and publications on administrative matters and issues.

#### **5.4 Human Relations**

Good image and comportment in dealing with staff and the public.

### **6.0 LEVELS OF PROMOTION IN THE REGISTRY**

For promotion to Senior Membership grade in the Registry, an applicant must satisfy the criteria defined below for the various grades:

### ***6.1 Promotion from Junior Assistant Registrar to Assistant Registrar and Analogous Ranks***

An applicant should have the requisite qualification for an Assistant Registrar and should pass a confirmation interview, where applicable.

### ***6.2 Promotion from Assistant Registrar to Senior Assistant Registrar and Analogous Ranks***

Applicants seeking promotion to Senior Assistant Registrar grade must satisfy the requirements below:

- a) must have served as an Assistant Registrar for at least four (4) years in the University or an analogous institution;
- b) must have achieved at least ‘above average’ performance in ‘proven ability to work’ and ‘average’ performance in two (2) other areas one (1) of which should be ‘promotion of profession’;
- c) two (2) external assessors’ reports on applicant’s memoranda, reports, papers, books, proposals, position papers, including papers presented at and reports from Continuous Professional Development (CPD) programmes, training manuals, policy documents and publications; and
- d) must submit at least five (5) of such documents.

### ***6.3 Promotion from Senior Assistant Registrar to Deputy Registrar and Analogous Ranks***

Applicants seeking promotion to Deputy Registrar must satisfy the conditions below:

- a) must have served as Senior Assistant Registrar for at least five (5) years in the University or an analogous institution;
- b) must have achieved at least ‘above average’ performance in all the assessable areas;
- c) two (2) external assessors’ reports on applicant’s memoranda, reports, papers, books, proposals, position papers, including papers presented at and reports from CPDs, training manuals, policy documents and publications shall be required; and
- d) must submit at least seven (7) of such documents.

## **7.0 LEVELS OF PROMOTION IN THE DIRECTORATE OF FINANCE**

For promotion to a senior member grade in the Directorate of Finance an applicant must satisfy the criteria defined at ‘7.1 to 7.3’:

### ***7.1 Promotion from Assistant Accountant to Accountant***

An applicant should have the requisite qualifications for an Accountant and should pass a confirmation interview where applicable.

### ***7.2 Promotion from Accountant to Senior Accountant***

An applicant seeking promotion to Senior Accountant must satisfy the requirements below:

- a) must have served as an Accountant for at least four (4) years in the University or an analogous institution;
- b) must have achieved at least ‘above average’ performance in ‘proven ability to work’ and ‘average’ performance in two (2) other areas one (1) of which should be ‘promotion of profession’;
- c) two (2) external assessors’ reports on memoranda, reports, papers, books, proposals, position papers, including papers presented at and reports from CPDs, training manuals, policy documents and publications; and

- d) must submit at least five (5) of such documents.

### ***7.3 Promotion from Senior Accountant to Deputy Director of Finance***

An applicant seeking promotion to the rank of a Deputy Director of Finance must satisfy the requirements below:

- a) must have served as a Senior Accountant for at least five (5) years in the University or an analogous institution;
- b) must have achieved at least 'above average' performance in all the assessable areas;
- c) two (2) external assessors' reports on applicant's memoranda, reports, papers, books, proposals, position papers, including papers presented at and reports from CPDs, training manuals, policy documents and publications shall be required; and
- d) must submit at least, seven (7) of such documents.

## **8.0 LEVELS OF PROMOTION IN THE DIRECTORATE OF INTERNAL AUDIT**

For promotion to a senior member grade in the Directorate of Internal Audit, applicants must satisfy the criteria defined at '8.1 - 8.3':

### ***8.1 Promotion from Assistant Internal Auditor to Internal Auditor***

An applicant should have the requisite qualification for an Internal Auditor and should pass a confirmation interview where applicable.

### ***8.2 Promotion from Internal Auditor to Senior Internal Auditor***

An applicant seeking promotion to Senior Internal Auditor must satisfy the requirements below:

- a) must have served as an Internal Auditor for at least four (4) years in the University or an analogous institution;
- b) achieved at least 'above average' performance in 'proven ability to work' and 'average' performance in two (2) other areas, one (1) of which should be 'promotion of profession';
- c) two (2) external assessors' reports on applicant's memoranda, reports, papers, books, proposals, position papers, including papers presented at and reports from CPDs, training manuals, policy documents and publications, will be required; and
- d) must submit at least five (5) of such documents.

### ***8.3 Promotion from Senior Internal Auditor to Deputy Director of Internal Audit***

An applicant seeking promotion to Deputy Director of Internal Audit must satisfy the requirements below:

- a) must have served as Senior Internal Auditor for at least five (5) years in the University or an analogous institution;
- b) achieved at least, 'above average' performance in all the assessable areas;
- c) two (2) external assessors' reports on applicant's memoranda, reports, papers, books, proposals, position papers, including papers presented at and reports from CPDs, training manuals, policy documents and publications shall be required; and
- d) must submit at least seven (7) of such documents.

## **9.0 LEVELS OF PROMOTION IN THE DIRECTORATE OF WORKS, PHYSICAL DEVELOPMENT, AND FACILITY MANAGEMENT**

For promotion to a senior member grade in the Works and Physical Development Directorate, applicants must satisfy the criteria defined at ‘9.1 - 9.3’:

### ***9.1 Promotion from Assistant Architect/Civil Engineer/Structural Engineer/Electrical Engineer/Mechanical Engineer/Quantity Surveyor/Geomatic Engineer/Mechanical Engineer to Architect/Civil Engineer /Structural Engineer /Electrical Engineer/Quantity Surveyor/Geomatic Engineer/Mechanical Engineer/Estates Officer***

An applicant seeking promotion to Architect/Civil Engineer /Structural Engineer/Electrical Engineer/Quantity Surveyor/Geomatic Engineer/Estates Officer have the requisite qualification for the rank and should pass a confirmation interview where applicable.

### ***9.2 Promotion from Architect/Civil Engineer/Structural Engineer/Electrical Engineer/ Quantity Surveyor/Geomatic Engineer/Mechanical Engineer to Senior Architect/Civil Engineer/Structural Engineer/Electrical Engineer/Quantity Surveyor/Geomatic Engineer/Mechanical Engineer/Estates Officer***

An applicant seeking promotion to Senior Architect/Civil Engineer /Structural Engineer/Electrical Engineer/ Quantity Surveyor/Geomatic Engineer/Estates Officer must satisfy the requirements below:

- a) must have served as an Architect/Civil Engineer /Structural Engineer /Electrical Engineer/Quantity Surveyor/Geomatic Engineer/Estates Officer in the University for at least four (4) years in the University or an analogous institution;
- b) must have achieved at least ‘above average’ performance in ‘proven ability to work’ and ‘average’ performance in two other areas one (1) of which should be ‘promotion of profession’;
- c) two (2) external assessors’ reports on applicant’s memoranda, reports, papers, books, proposals, position papers, including papers presented at and reports from CPDs, training manuals, policy documents and publications, will be required; and
- d) must submit at least five (5) of such documents.

### ***9.3 Promotion from Senior Architect/Civil Engineer/Structural Engineer/Electrical Engineer/Quantity Surveyor/Geomatic Engineer/Mechanical Engineer/Estates Officer to Deputy Director of Works, Physical Development and Facility Management***

An applicant seeking promotion to Deputy Director of Works, Physical Development and Facility Management must satisfy the requirements below:

- a) must have served as Senior Architect/Civil Engineer/Structural Engineer/Electrical Engineer/Quantity Surveyor/Geomatic Engineer/Estate in the University for at least five (5) years in the University or an analogous institution;
- b) must have achieved at least, ‘above average’ performance in all the assessable areas;
- c) two (2) external assessors’ reports on applicant’s memoranda, reports, papers, books, proposals, position papers, including papers presented at and reports from CPDs, training manuals, policy documents and publications shall be required; and
- d) must submit at least seven (7) of such documents.



## **10.0 LEVELS OF PROMOTION IN THE DIRECTORATE OF UNIVERSITY HEALTH SERVICES**

### **Clinical Services**

For promotion in the Senior Member grades in the Clinical Services, an applicant must satisfy the criteria defined at '10.1-10.8'.

#### ***10.1 Promotion from Medical/Dental/Optomety Officer to Senior Medical /Dental/ Optometry Officer***

An applicant seeking promotion to Senior Medical /Dental/ Optometry Officer must satisfy the requirements below:

- a) must have served as Medical Officer or equivalent for at least four (4) years in the University or an analogous institution.
- b) must have achieved at least 'above-average' performance in 'proven ability to work' and two (2) other areas in the criteria for assessment, one (1) of which should be 'promotion of profession'.
- c) two (2) external assessors' reports on an applicant's memoranda, reports, papers including papers presented at and reports from CPDs, publications shall be required.
- d) must submit at least five (5) of such documents.

#### ***10.2 Promotion from Senior Medical/Dental/Optomety Officer to Deputy Director of Health Services***

An applicant seeking promotion to *Deputy Director of Health Services* must satisfy the requirements below:

- a) must have served as a Senior Medical/Dental/Optomety Officer for at least five (5) years in the University or an analogous institution.
- b) must have achieved at least 'above-average' performance in all assessable areas.
- c) two (2) external assessors' reports on an applicant's memoranda, reports, papers, including papers presented at and reports from CPDs and publications shall be required.
- d) submit at least seven (7) papers/reports/memoranda as evidence of contribution to health care delivery.

### **Pharmaceutical Services**

#### ***10.3 Promotion from Pharmacist to Senior Pharmacist***

An applicant seeking promotion to Senior Pharmacist must satisfy the requirements below:

- a) must have served as Pharmacist for at least four (4) years in the University or an analogous institution.
- b) must have achieved at least 'above-average' performance in 'proven ability to work' and two (2) other areas in the criteria for assessment one (1) of which should be 'promotion of profession'.
- c) two (2) external assessors' reports on an applicant's memoranda, reports, papers, including papers presented at and reports from CPDs and publications shall be required.
- d) submit at least five (5) papers/reports/memoranda and publications as evidence of contribution to health care delivery.

#### ***10.4 Promotion from Senior Pharmacist to Deputy Director of Pharmaceutical Services***

An applicant seeking promotion to *Deputy Director of Pharmaceutical Services* must satisfy the requirements below:

- a) must have a postgraduate qualification in Pharmacy or a Pharmacy related Master's degree from a recognised University and must have registered with the Ghana Pharmacy Council.
- b) must have served as Senior Pharmacist for at least five (5) years in the University or an analogous institution
- c) must have achieved at least above-average performance in all assessable areas.
- d) two (2) external assessors' reports on an applicant's memoranda, reports, papers, including papers presented at and reports from CPDs and publications shall be required.
- e) submit at least seven (7) papers/reports/memoranda and publications as evidence of contribution to health care delivery.

#### ***Medical Diagnostic Services***

##### ***10.5 Promotion from Medical Diagnostic Scientist to Senior Medical Diagnostic Scientist***

An applicant seeking promotion to *Senior Medical Diagnostic Scientist* must satisfy the requirements below:

- a) must have a specialist degree in Diagnostics/Diagnostics-related discipline and a Master's Degree in Diagnostics-related discipline, or Doctor of Medical Laboratory Science (MLSD) and must be on the permanent register of the Allied Health Professions Council of Ghana.
- b) must have served as a Medical Diagnostic Scientist for at least four (4) years in the University or an analogous institution.
- c) must have achieved at least 'above-average' performance in 'proven ability to work' and two (2) other areas in the criteria for assessment one (1) of which should be 'promotion of profession'.
- d) submit at least five (5) papers/reports/memoranda and publications as evidence of contribution to health care delivery.
- e) two (2) external assessors' reports on an applicant's memoranda, reports, and papers, including papers presented at CPDs and publications shall be required.

##### ***10.6 Promotion from Senior Medical Diagnostic Scientist to Deputy Director of Medical Diagnostic Services***

An applicant seeking promotion to *Deputy Director of Medical Diagnostic Service* must satisfy the requirements below:

- a) must have a specialist degree in Diagnostics/Diagnostics-related discipline and a Master's Degree in Diagnostics-related discipline, or Doctor of Medical Laboratory Science (MLSD) and must be on the permanent register of the Allied Health Professions Council of Ghana.
- b) must have served as a Senior Medical Diagnostic Scientist for at least five (5) years in the University or an analogous institution.
- c) must have achieved at least 'above-average' performance in 'proven ability to work' and two (2) other areas in the criteria for assessment one (1) of which should be 'promotion of profession'.
- d) submit at least seven (7) papers/reports/memoranda and publications as evidence of contribution to health care delivery.

- e) two (2) external assessors' reports on an applicant's memoranda, reports, and papers, including papers presented at CPDs and publications shall be required.

## **Nursing Services**

### **10.7 Promotion from Nursing Officer/Dietetics/Nutritionist/Clinical**

#### **Psychologist/Physiotherapist/Physician to Senior Nursing Officer/ Dietetics/Nutritionist/Clinical Psychologist/Physiotherapist/Physician**

An applicant seeking promotion to Senior Nursing Officer/ Dietetics/Nutritionist/Clinical Psychologist/Physiotherapist/Physician must satisfy the requirements below:

- a) must have served as a Nursing Officer for at least four (4) years in the University or an analogous institution.
- b) must have achieved at least 'above-average' performance in 'proven ability to work' and two (2) other areas in the criteria for assessment one (1) of which should be 'promotion of profession'.
- c) submit at least five (5) papers/reports/memoranda and publications as evidence of contribution to health care delivery.
- d) two (2) external assessors' reports on an applicant's memoranda, reports, and papers, including papers presented at CPDs and publications shall be required.

### **10.8 Promotion from Senior Nursing Officer/ Dietetics/Nutritionist/Clinical**

#### **Psychologist/Physiotherapist/Physician to *Deputy Director Nursing and analogous grade***

An applicant seeking promotion to *Deputy Director of Nursing* and analogous grade must satisfy the requirements below:

- a) must have served as a Senior Nursing Officer/ Dietetics/Nutritionist/Clinical Psychologist/Physiotherapist/Physician for at least five (5) years in the University or an analogous institution.
- b) must have achieved at least 'above-average' performance in 'proven ability to work' and two (2) other areas in the criteria for assessment one (1) of which should be 'promotion of profession'.
- c) submit at least seven (7) papers/reports/memoranda and publications as evidence of contribution to health care delivery.
- d) two (2) external assessors' reports on an applicant's memoranda, reports, and papers, including papers presented at CPDs and publications shall be required.

## **11.0 LEVELS OF PROMOTION IN THE DIRECTORATE OF INFORMATION AND COMMUNICATION TECHNOLOGY (ICT) SERVICES**

For promotion to a Senior Member grade in the Information and Communication Technology (ICT) Services Directorate, an applicant must satisfy the criteria defined at '11.1 – 11.3':

### ***11.1 Promotion from Assistant Information and Communication Technology (ICT) Officer to Information and Communication Technology (ICT) Officer***

An applicant seeking promotion to an ICT Officer grade must have the requisite qualification for an ICT Officer and should pass a confirmation interview, where applicable.

### ***11.2 Promotion from Information and Communication Technology (ICT) Officer to Senior Information and Communication Technology (ICT) Officer***

An applicant seeking promotion to Senior ICT Officer grade must satisfy the requirements below:

- a) must have served as an ICT Officer in the University for at least four (4) years in the University or an analogous institution;
- b) must have achieved at least ‘above average’ performance in ‘proven ability to work’ and ‘average’ performance in two (2) other areas one (1) of which should be ‘promotion of profession’;
- c) two (2) external assessors’ reports on an applicant’s memoranda, reports, papers, including papers presented at and reports from CPDs, books, proposals, position papers, including papers presented at and reports from CPDs, training manuals, policy documents and publications, will be required;
- d) submit at least five (5) of such documents.

### ***11.3 Promotion from Senior Assistant Information and Communication Technology (ICT) Officer to Deputy Information and Communication Technology (ICT) Services***

An applicant seeking promotion to Deputy Director Information and Communication Technology (ICT) Officer must satisfy the requirements below:

- a) must have served as a Senior ICT Officer in the University for at least five (5) years in the University or an analogous institution;
- b) must have achieved at least ‘above average’ performance in all the assessable areas.
- c) two (2) external assessors’ reports on an applicant’s development of software with user manual/guide, memoranda, reports, papers, books, proposals, position papers, including papers presented at and reports from CPDs, training manuals, policy documents and publications shall be required; and
- d) must submit at least seven (7) of such documents.

## **12.0 PLANNING OFFICE**

For promotion to a senior member grade in the Planning Office, an applicant must satisfy the criteria defined at ‘12.1-12.3’.

### ***12.1 Promotion from Junior Assistant Planning Officer to Assistant Planning Officer***

An applicant seeking promotion to an Assistant Planning Officer grade must have the requisite qualification and should pass a confirmation interview, where applicable.

### ***12.2 Promotion from Assistant Planning Officer to Senior Assistant Planning Officer***

An applicant seeking promotion to a Senior Assistant Planning Officer grade must satisfy the requirements below:

- a) must have served as an Assistant Planning Officer in the University for at least four (4) years in the University or an analogous institution;
- b) must have achieved at least, ‘above average’ performance in ‘proven ability to work’ and ‘average’ performance in two (2) other areas one (1) of which should be ‘promotion of profession’;

- c) two (2) external assessors' reports on an applicant's memoranda, reports, papers, books, proposals, position papers, including papers presented at and reports from CPDs, training manuals, policy documents and publications, will be required;
- d) submit at least five (5) of such documents.

### ***12.3 Promotion from Senior Assistant Planning Officer to Deputy Planning Officer***

An applicant seeking promotion to a Deputy Planning Officer grade must satisfy the requirements below:

- a. must have served as a Senior Assistant Planning Officer in the University for at least five (5) years in the University or an analogous institution;
- b. must have achieved at least, 'above average' performance in all the assessable areas;
- c. two (2) external assessors' reports on an applicant's memoranda, reports, papers, books, proposals, position papers, including papers presented at and reports from CPDs, training manuals, policy documents and publications shall be required;
- d. submit at least seven (7) of such documents.

## **13.0 DIRECTORATE OF SPORTS**

For promotion to a Senior Membership grade in the Directorate of Sports, applicants must satisfy the criteria defined at '13.1-13.3'.

### ***13.1 Promotion from Sports Coach to Senior Sports Coach***

An applicant seeking promotion to Procurement Officer grade must have the requisite qualification and should pass a confirmation interview, where applicable

### ***13.2 Promotion from Senior Sports Coach to Principal Sports Coach***

An applicant seeking promotion to a ***Principal Sports Coach*** grade must satisfy the requirements below:

- a. must have served as a ***Senior Sports Coach*** in the University for at least four (4) years in the University or an analogous institution;
- b. must have achieved at least, 'above average' performance in 'proven ability to work' and 'average' performance in two (2) other areas one (1) of which should be 'promotion of profession';
- c. two (2) external assessors' reports on applicant's memoranda, reports, papers, books, proposals, position papers, including papers presented at and reports from CPDs, training manuals, policy documents and publications, will be required;
- d. must submit at least five (5) of such documents.

### ***14.3 Promotion from Principal Sports Coach to Deputy Director of Sports***

An applicant seeking promotion to ***Deputy Director of Sports*** grade must satisfy the requirements below:

- a) must have served as a ***Principal Sports Coach*** in the University for at least five (5) years in the University or an analogous institution;
- b) must have achieved at least, 'above average' performance in all the assessable areas;

- c) two (2) external assessors' reports on applicant's memoranda, reports, papers, books, proposals, position papers, including papers presented at and reports from CPDs, training manuals, policy documents and publications shall be required; and
- d) must submit at least seven (7) of such documents.

#### **14.0 DIRECTORATE OF PROCUREMENT**

For promotion to a senior member grade in the Directorate of Procurement, applicants must satisfy the criteria defined at '14.1-14.3'.

##### ***14.1 Promotion from Assistant Procurement Officer to Procurement Officer***

An applicant seeking promotion to Procurement Officer grade must have the requisite qualification and should pass a confirmation interview, where applicable

##### ***14.2 Promotion from Procurement Officer to Senior Procurement Officer***

An applicant seeking promotion to a Senior Procurement Officer grade must satisfy the requirements below:

- a) must have served as a Procurement Officer in the University for at least four (4) years in the University or an analogous institution;
- b) must have achieved at least, 'above average' performance in 'proven ability to work' and 'average' performance in two (2) other areas one (1) of which should be 'promotion of profession';
- c) two (2) external assessors' reports on applicant's memoranda, reports, papers, books, proposals, position papers, including papers presented at and reports from CPDs, training manuals, policy documents and publications, will be required;
- d) must submit at least five (5) of such documents.

##### ***14.3 Promotion from Senior Procurement Officer to Deputy Director of Procurement***

An applicant seeking promotion to a Deputy Director of Procurement grade must satisfy the requirements below:

- a) must have served as a Senior Procurement Officer in the University for at least five (5) years in the University or an analogous institution;
- b) must have achieved at least, 'above average' performance in all the assessable areas;
- c) two (2) external assessors' reports on applicant's memoranda, reports, papers, books, proposals, position papers, including papers presented at and reports from CPDs, training manuals, policy documents and publications shall be required; and
- d) must submit at least seven (7) of such documents.

#### **15.0 LEGAL SERVICES OFFICE**

For promotion to a senior member grade in the Legal Services, applicants must satisfy the criteria defined at '15.1-15.3'.

##### ***15.1 Promotion from Assistant Legal Officer to Legal Officer***

An applicant seeking promotion to Legal Officer grade must have the requisite qualification and should pass a confirmation interview, where applicable

### ***15.2 Promotion from Legal Officer to Senior Legal Officer***

An applicant seeking promotion to a Senior Legal Officer grade must satisfy the requirements below:

- e) must have served as a Legal Officer in the University for at least four (4) years in the University or an analogous institution;
- f) must have achieved at least, ‘above average’ performance in ‘proven ability to work’ and ‘average’ performance in two (2) other areas one (1) of which should be ‘promotion of profession’;
- g) two (2) external assessors’ reports on the applicant’s memoranda, reports, papers, books, proposals, and position papers, including papers presented at and reports from CPDs, training manuals, policy documents and publications, will be required;
- h) must submit at least five (5) of such documents.

### ***15.3 Promotion from Senior Legal Officer to Deputy Director of Legal Services***

An applicant seeking promotion to a Deputy Director of Legal Services grade must satisfy the requirements below:

- e) must have served as a Senior Legal Officer in the University for at least five (5) years in the University or an analogous institution;
- f) must have achieved at least, ‘above average’ performance in all the assessable areas;
- g) two (2) external assessors’ reports on the applicant’s memoranda, reports, papers, books, proposals, position papers, including papers presented at and reports from CPDs, training manuals, policy documents and publications shall be required; and
- h) must submit at least seven (7) of such documents.

## **F7. CONFIRMATION OF APPOINTMENT AFTER PERIOD OF PROBATION**

1. The duration of probation periods for the various categories of staff in the University shall be determined by the Appointments and Promotions Board/Committee in accordance with the Unified Conditions of Service for Unionised Staff of the Public Universities of Ghana and the Conditions of Service of Senior Members of the Public Universities of Ghana.
2. A member of staff whose probation period is coming to an end shall be notified in writing by the Director of Human Resource, through the Head of Department, six (6) months in advance to provide updated curriculum vitae to his/her Dean/Registrar through the Head of Department/Section.
3. Without prejudice to ‘2’ above, if a member of staff has not been notified in writing by the Director of Human Resource, three (3) months into the expiration of his/her probation period, he/she may notify the Registrar in writing with an updated curriculum vitae, through the Head of Department.
4. Updated curriculum vitae from the staff and comments by the Head of Department shall be reviewed by the Faculty/Administrative Appointments and Promotions Committee in order to make recommendations which shall serve as the basis of the decision of the University’s Appointments and Promotions Board/Committee.

## **F8. RENEWAL OF CONTRACT**

1. A member of staff whose contract is coming to an end shall be notified in writing by the Director of Human Resource, through the Head of Department six (6) months in advance to provide updated curriculum vitae to his/her Dean/Registrar through the Head of Department/Section.
2. Subject to '1' above, a member of staff whose contract is coming to an end may notify the Registrar in writing with an updated curriculum vitae, six (6) months in advance through the Head of Department to have his/her contract renewed.
3. Updated curriculum vitae from the staff and comments by the Head of Department shall be reviewed by the Faculty/Administrative Appointments and Promotions Committee in order to make recommendations which shall serve as the basis of the decision of the University's Appointments and Promotions Board/Committee.

## **F9. POST-RETIREMENT CONTRACT APPOINTMENT**

1. The Vice-Chancellor shall on the recommendations of the Appointments and Promotions Board engage a qualified Senior Member on a Post-retirement contract.
2. Post-retirement contract shall be subject to the approval of the Ghana Tertiary Education Commission
3. The Faculty Appointments and Promotions Committee shall make recommendations to the Vice-Chancellor for engagement of a qualified Senior Member on a Post-retirement contract.
4. Post-retirement contract appointments shall satisfy the following requirements:
  - a) guidelines on post-retirement contract in the public universities;
  - b) evidence of Departmental needs;
  - c) approved teaching load;
  - d) graduate teaching and graduate thesis supervision;
  - e) research and development activities;
  - f) mentorship programme for young Faculty/Staff; and
  - g) medical certification.

## **SCHEDULE G**

### **GENERAL REGULATIONS GOVERNING HALLS OF RESIDENCE**

#### **1. Establishment**

There shall be established in the University, Halls of Residence bearing such names as the University may from time to time, determine.

#### **2. Membership**

Membership of each Hall shall comprise all Junior Members affiliated to the Hall by the University.

#### **3. Hall Fellows**

The Vice-Chancellor may appoint to each Hall, Senior Members of at least Senior Lecturer rank, who may be designated as Hall Fellows.



## **5. Management of Halls**

There may be appointed a Hall Master/Warden/Manager who shall be responsible, subject to this Statutes and Regulations of the University, for all matters concerning the day-to-day administration and management of the Hall. He/she shall be assisted by a Hall Council which shall regulate affairs of the Hall.

## **6. Hall Council**

There shall be a Hall Council which shall have oversight responsibility over the activities of hall management and JCRC.

### **5.1 Composition**

- a) Dean/Vice Dean of Students Affairs
- b) Hall Master/Warden/Manager
- c) Vice Hall Master/Warden/Manager
- d) Five Hall Fellows
- e) Hall President
- f) Hall Treasurer
- g) One representative of the SRC
- h) Two (2) students elected by members of the hall
- i) Hall Secretary

### **5.2 Functions**

1. The Hall Council shall be responsible for all matters concerning the smooth administration of the Hall and the general welfare of the students.
2. The Hall Council shall approve Junior Common Room Committee (JCRC) budget and monitor its administration.
3. It shall also approve the budget prepared by the Hall Management from the Residential Facility User Fee (RFUF) and sources other than JCRC budget.

### **5.3 Quorum**

Half the total membership, including the Dean of Student Affairs or Vice-Dean, the Hall Master/Warden/Manager or a Hall Fellow and the Hall President or the Secretary.

### **5.4 Meetings**

The Hall Council shall meet twice every semester. Special meetings shall be called as and when necessary.

## **6. Junior Common Room Council (JCRC)**

Subject to the Regulations stated above and the Constitution of the Hall, there shall be established a Junior Common Room Council to be elected by the Junior Members of the Hall.

## **7. Hall Accounts**

- a) All Hall accounts shall be operated in accordance with the University Financial and Stores Regulations.
- b) There shall be three (3) signatories to JCRC Accounts, namely:
  - i. Hall Master/Warden/Manager
  - ii. Dean/Vice Dean of Student Affairs
  - iii. Hall President or Hall Financial Secretary or Hall Treasurer.
- c) The Head of Internal Audit shall audit Hall accounts annually and submit a report to the Vice-Chancellor, copied to the Hall Council.

## **SCHEDULE H**

### **MEETING PROCEDURES**

These standing orders may, as far as appropriate, be applicable to all meetings of Council, Council Sub-Committees and other Committees, and shall be construed subject to the Act and the Statutes.

#### **1.0 Convening Meetings**

1. Ordinary meetings of the Council, Council Sub-Committees and other Committees shall be held at such times and places as Council, Council Sub-Committees and other Committees shall determine.
2. The Chairperson may call an ordinary meeting at any time, provided a fourteen (14) day notice is given.
3. In cases of emergency, if the Chairperson determines that the Council, Council Sub-Committees and other Committees' business cannot be delayed to give the fourteen (14) day notice, the Chairperson may convene a meeting to deal with special or urgent matters. The Chairperson may use telephone or electronic media, if possible, to enable as many members as possible to participate in the meeting.
4. Meetings of the Council, Council Sub-Committees and other Committees may, if necessary and by the Order(s) of the Chairperson, take place by telephonic or similar means of communication, notwithstanding that the members present may not all be meeting in one (1) particular place, provided that all persons participating in the meeting can hear each other. Participation in a meeting in that manner shall be taken as constituting presence in person at a meeting. The meeting will be deemed to have taken place where the Chairperson determines.
5. If a request for a meeting, signed by at least 50% of the whole number of Council, Council Sub-Committees and other Committees' members, is presented to the Chairperson, then the Chairperson shall call a meeting within five (5) clear days of receiving the request.

## **2.0 Notice of Meetings**

1. Before each meeting of Council, Council Sub-Committees and other Committees, a notice of the meeting, specifying the business proposed to be transacted at it, shall be made available to every member at least fourteen (14) days before the day of the meeting. Supporting papers (except confidential and classified documents) will be made available at least fourteen (14) days before the day of the meeting, except in an emergency.
2. Notice of meetings and supporting papers referred to in '1' above, may be made available to every member by electronic means.
3. The non-receipt of a duly dispatched notice will not invalidate the proceedings of a meeting.

## **3.0 Chairing Meetings**

1. At any meeting of the Council, Council Sub-Committees and other Committees, the Chairperson, if present, shall preside.
2. If the Chairperson is absent, members present shall elect a member to chair.
3. The decision of the Chairperson of the meeting on questions of order, relevancy, regularity and any other matters will be final.

## **4.0 Quorum for Meetings**

1. Unless otherwise provided by the Statutes or Regulations adopted pursuant thereto or the Schedules appended hereto, the quorum for the transaction of business of any Committee shall be not less than half of the total membership, or if such half is not a whole number, then the next higher whole number. If any Committee cannot raise a quorum for two (2) successive meetings, the Chairman shall consult the appointing authority for a decision.
2. If the Chairperson or any member has declared an interest and recused themselves or is otherwise disqualified from participating in the discussion on any matter and/or from voting on any resolution, they may not participate in the discussion or vote and will not be counted towards the quorum on that item. Whoever is in the chair for the item will determine whether the Member may remain at the table during the discussion or whether they should leave the meeting at that point in the interests of open and transparent discussion. Such a position must be recorded in the minutes of the meeting.
3. If no quorum is present within 60 minutes of the starting time set out on the notice, the meeting shall lapse, and, subject to any resolution previously passed, the Chairperson shall fix the time of the next meeting. All business on the agenda of the lapsed meeting shall be included on the agenda of the next meeting and shall take precedence over new business

## **5.0 Voting**

1. The Council, Council Sub-Committees and other Committees will use its best endeavours to decide all questions by consensus. Where consensus cannot be achieved and a vote is necessary, such questions shall be decided by the majority of the votes, including that of the Chairperson.

2. Where a decision is to be taken, at least, fifty percent (50%) of total membership shall be present.
3. In the case of an equality of votes, the Chairperson of the meeting will have a second or casting vote.
4. Voting shall normally be by show of hands. If the matter being voted on is confidential, a paper or electronic ballot may also be used if the majority of the members present request it.
5. Members absent from a meeting do not have the right of a proxy vote although their written views submitted to the Chairperson may be entered in the debate at the discretion of the Chairperson. Absence is determined as at the time of voting on a motion.

## **6.0 Notice of Motion**

1. Any motion tabled must be seconded before it can be considered by the Council, Council Sub-Committees and other Committees.
2. A member desiring to move or amend a motion at an ordinary meeting must send written notification to the Chairperson, at least, 72 hours before the meeting. The Chairperson will insert this notice in the agenda for the meeting, subject to the notice being permissible under the appropriate regulations. This does not, however, prevent any motion or amendment, being moved without notice during the meeting on any business mentioned on the agenda.

## **7.0 Emergency Motions**

Subject to the agreement of the Chairperson of Council, Council Sub-Committees and other Committees, a member may give written notice of an emergency motion after the issue of the notice of meeting and agenda, up to one (1) hour before the time fixed for the meeting. The notice must state the grounds of urgency. If the Chairperson finds it worthy of consideration, he/she will admit it as an additional item to be considered at the commencement of the meeting.

## **8.0 Withdrawal of Motions**

A motion, once moved and seconded, may be withdrawn by the proposer with the agreement of the seconder and the consent of the Chairperson.

## **9.0 Motion to Rescind a Resolution**

1. Notice of a motion to amend or rescind any resolution (or the general substance of any resolution) which has been passed within the preceding three (3) calendar months must bear the signature of the member who gives the notice and also the signature of two (2) other members.
2. When any such motion has been considered by the Committee, it will not be competent for any member, other than the Chairperson, if he/she considers it appropriate, to propose a motion to the same effect within three (3) months.

## **10.0 Motions and amendments to Motions**

1. No member other than the proposer of a motion or an amendment shall speak to it until it has been seconded. A motion or amendment lapsing for want of a seconder shall not be recorded in the minutes.
2. A motion or amendment before the Chairperson shall not be withdrawn except by its proposer and by leave of the meeting. No motion shall be withdrawn while any amendment is under discussion or after any amendment has been adopted.
3. If required to do so by the Chairperson, the proposer of any motion or amendment shall submit it in writing.
4. A motion or amendment before the Chairperson may be reworded by the proposer subject to leave of the meeting.
5. A member moving a motion or amendment shall be deemed to have spoken to it. A member seconding a motion or amendment without speaking to it may reserve the right to speak to it subsequently.
6. When an amendment is before the Chairperson, discussion shall be confined to that amendment.
7. No further amendment shall be proposed until the amendment before the Chairperson has been disposed of.
8. The proposer of a motion has a right of reply at the close of any discussion on the motion or any amendment thereto.
9. When a motion is under discussion or immediately prior to discussion, it is open to any member to move;
  1. an amendment to the motion;
  2. the adjournment of the discussion or the meeting; that the meeting proceeds to the next business;
  3. the appointment of an ad hoc committee to deal with a specific item of business; or
  4. that the motion be now put.
10. No amendment to any motion will be admitted if, in the opinion of the Chairperson, the amendment negates the substance of the motion.

## **11.0 Setting the Agenda**

1. The Chairperson sets the agenda for each meeting of Council, Council Sub-Committees and other Committees in consultation with members.
2. Members who wish to put forward items to be included on the agenda shall notify the Chairperson not later than seven (7) days before the notice of meeting. The request must include appropriate supporting information.
3. Request made less than seven (7) days before a meeting may be included on the agenda at the discretion of the Chairperson.
4. In the event that the Chairperson is not willing to include an item on the agenda of a meeting, any member will be entitled to have a notice of motion included on the agenda, provided that that motion is signed or supported by at least three (3) members.

5. It is within the discretion of the Chairperson of a meeting to allow urgent items not on the published agenda to be discussed at the meeting. The reason for allowing such action shall be indicated by the Chairperson.

## **12.0 Record of Attendance**

1. The names of the Chairperson and the members present at the meeting must be recorded in the minutes.
2. The names of others “In Attendance” at the meeting must also be recorded in the minutes.
3. The names of ‘Members Absent with Apology’ must also be recorded in the minutes.

## **13.0 Minutes**

1. All meetings shall have minutes.
2. The minutes of the proceedings of a meeting will be drawn up by the secretary and submitted for agreement at the next meeting.
3. Any amendment to the minutes must be agreed and recorded in the minutes of the meeting at which they are submitted for agreement.
4. Once agreed by members and confirmed as a correct record by the Chairperson, the minutes shall be taken as conclusive evidence of the facts stated therein.

## **14. Suspension of Council, Council Sub-Committees and other Committees Standing Order(s)**

1. Except where this would contravene any statutory provision or any direction made by Council, any one or more of the Standing Order(s) may be suspended at any meeting, provided that at least three quarters (3/4) of members, vote in favour of suspension.
2. A decision to suspend Standing Order(s) will be recorded in the minutes of the meeting.
3. No formal business may be transacted when the Standing Order(s) are suspended.
4. A separate record of matters discussed during the suspension of Standing Order(s) must be made and must be available to the Chairperson and members.

## **15.0 Approval, Variation and Amendment of Council, Council Sub-Committees and other Committees’ Standing Orders**

The standing orders and any amendment to them can only be approved if:

1. A notice of motion has been given at least 48 hours to the meeting that the Approval, Variation, and Amendment will be considered.
2. No less than three-quarters (3/4) of members present vote in favour.

**SCHEDULE I**  
**REMOVAL FROM OFFICE**

These officers:

1. Vice-Chancellor
2. Pro Vice-Chancellor
3. Registrar
4. Director of Finance
5. University Librarian
6. Director of Internal Audit
7. Director of Works, Physical Development, and Facility Management
8. Director of Health Services

may be removed from office in accordance with the provisions below:

- a) on grounds of persistent absence (ref. Statute 78), conviction of a criminal offence involving dishonesty, fraud or moral turpitude or for gross misconduct and other 'good cause' (ref. Statute 73.3).
- b) any member of the University may petition Council for the removal of any of the officers in Schedule I. (1-8). A copy of the petition shall be served on the officer.
- c) the officer shall be entitled to a hearing either in person or through a representative.
- d) a three-member Committee shall be constituted by Council upon receipt of a petition to determine whether there is a prima facie case made against the officer.
- e) upon establishment of a prima facie case, a five-member Hearing Committee shall be constituted by Council for a fair hearing of the officer.
- f) Membership of the Hearing Committee shall be:
  - i. a chairperson who is a former Vice-Chancellor of another University.
  - ii. one (1) member appointed by Council who is not in the employment of the University.
  - iii. three (3) members of Professorial rank or its equivalent, appointed by the Academic Board.
- g) The five-member Committee shall enquire into the petition and submit its report to Council.
- h) The Chairman of Council, upon receipt of the report, shall communicate in writing to the Officer the outcome.
- i) The officer shall have the right to appeal to the Appeals Board within twenty-one (21) days after the findings of the report have been communicated to him/her and he/she is dissatisfied with the outcome.
- j) The Chairman of Council, (where no appeal has been filed after expiration of the twenty-one (21) days or where an appeal was filed but unsuccessful), shall call for a special Council meeting specifically convened for the purpose of passing a resolution to remove the officer or otherwise.
- k) The officer may resign from office by a letter addressed to the Chairman of Council, through the Vice-Chancellor, as the case may be.

## **SCHEDULE J:**

### **J1 PROCEDURE FOR RENEWAL OF APPOINTMENT OF OTHER DIRECTORS/DEANS**

1. Where an incumbent Director/Dean is eligible for a second term of office, the Council shall follow the process outlined in these Schedule.
2. Subject to satisfactory performance, good conduct and meeting the retirement age provision pertaining in the Public Service, the Appointments and Promotions Board may recommend to Council the renewal of the tenure of a Director/Dean for an additional term of three (3) academic years.
3. The Registrar shall write to the incumbent Director/Dean, at least six (6) months before the end of his term, requesting the incumbent Director/Dean to indicate, within thirty (30) days an interest in renewal of his appointment or otherwise.
4. Where the incumbent Director/Dean does not indicate an interest for a renewal, and does not apply for renewal within the stipulated period, the Vice-Chancellor shall follow the procedure as set out for the appointment of Directors/Deans at first instance.
5. Where the incumbent Director/Dean indicates and applies for a renewal, the Vice-Chancellor shall set in motion a process to consider the application for renewal by the Appointments and Promotion Board.
6. The Appointments and Promotion Board shall determine the guidelines for the proceedings of the renewal appointment
7. The Appointment and Promotions Board shall make the determination as to whether Director/Dean has achieved satisfactory performance, has been of good conduct and not affected by the retirement age for Public Officers.
8. In the discharge of the task in (g) above, the Appointments and Promotions Board shall consult with all relevant stakeholders.
9. The Appointment and Promotions Board, after making such enquiries as within its mandate and within the scope of its guidelines, shall present its recommendations to Council
10. Council may appoint a Director/Dean on the recommendations of the Appointments and Promotions Board.
11. Where the Appointments and Promotions Board does not recommend the appointment of an incumbent Director/Dean, the Registrar shall within three (3) months commence the processes for the appointment of a Director/Dean at first instance as provided in the Statutes.
12. An appointment to fill a vacancy in the directorship/Deanship shall be made as soon as it is known that a vacancy has occurred or will occur. The appointment shall be made not later than the end of the academic year in which the vacancy occurred. The end of a term of office of a Director shall always coincide with the end of the relevant academic year.

### **J2 REMOVAL FROM OFFICE (OTHER OFFICE HOLDERS)**

Office holders other than the Chancellor, Council Chairman and those specified in Schedule I, may be removed from office in accordance with the provisions below:



- a) on grounds of persistent absence (ref. Statute 78), conviction of a criminal offence involving dishonesty, fraud or moral turpitude or for gross misconduct and other 'good cause' (ref. 73.3).
- b) any member of the University may petition Council for the removal of office holders other than the Chancellor, Council Chairman and those specified in Schedule I. A copy of the petition shall be served on the officer concerned.
- c) the officer shall be entitled to a hearing either in person or through a representative.
- d) a three-member Committee shall be constituted by Council upon receipt of a petition to determine whether there is a prima facie case made against the officer.
- e) upon establishment of a prima facie case, a five-member Hearing Committee shall be constituted by Council for a fair hearing of the officer.
- f) Membership of the Hearing Committee shall be:
  - i. Pro Vice-Chancellor, Chairperson
  - ii. one (1) member appointed by Council who is not in the employment of the University.
  - iii. three (3) members of Professorial rank or its equivalent, appointed by the Academic Board.
- g) The five-member Committee shall enquire into the petition and submit its report to Council.
- h) The Chairman of Council, upon receipt of the report, shall call for a special Council meeting specifically convened for the purpose of passing a resolution to remove the officer or otherwise.
- i) The officer shall have the right to appeal to the Appeals Board within twenty-one (21) days after the findings of the report have been communicated to him/her.
- j) The Chairman of Council, (where no appeal has been filed after expiration of the twenty-one (21) days or where an appeal was filed but unsuccessful), shall call for a special Council meeting specifically convened for the purpose of passing a resolution to remove the officer or otherwise.
- k) The officer may resign from office by a letter addressed to the Chairman of Council, through the Vice-Chancellor.

## **SCHEDULE K**

### **ELECTIONS**

1. The Registrar shall be the Returning Officer, and shall conduct elections in the University.
2. The Returning Officer shall be assisted by two (2) overseers appointed for each Campus.
3. Elections in the University shall be by secret ballot, unless otherwise specified.
4. No election shall be valid unless and until the overseers for the Campuses have certified in writing to the Returning Officer that the counting of the votes and the declaration of the candidate elected have been correctly carried out.
5. When the overseers have certified in writing to the Returning Officer that the counting of the votes have been correctly carried out, the Returning Officer shall declare the results forthwith and send a report to Council or the appropriate body, as the case may be.
6. Unless otherwise stated, a candidate for an election must be proposed by a member of the constituency, and seconded in writing to the Returning Officer by two (2) other members. The candidate must indicate in writing his/her willingness to contest the elections.

7. It shall be the duty of the Returning Officer to notify all members of the constituency of the existence of vacancies in the University, and shall at the same time call for nominations allowing two (2) weeks for these to be received. He/she shall then notify all members of the constituency of the date of the election which shall not be later than two (2) weeks after the date on which nominations closed.
8. Unless otherwise specified, if a vacancy occurs in an emergency, the Returning Officer shall notify members within two (2) weeks of such vacancy and shall conduct a by-election. Such a by-election shall be conducted in the same way as regular elections.
9. A member may vote by proxy in which case he/she shall communicate the name of such proxy to the Returning Officer not later than twenty-four (24) hours prior to the election.

## **SCHEDULE L**

### **OATH OF OFFICE**

#### **THE OATH OF ALLEGIANCE**

I, ..... do (in the name of the Almighty God (swear) (solemnly affirm) that I will at all times, well and truly serve the Akenten Appiah-Menka University of Skills Training and Entrepreneurial Development and the Republic of Ghana in the office of ....., and that I will uphold, preserve and defend the University as by law established (So help me God).

(To be sworn before the Minister or such other person as the President may designate)

#### **THE OATH OF SECRECY**

I, .....holding the office of ..... do (in the name of the Almighty God) (swear) (solemnly affirm) that I will not directly or indirectly communicate or reveal to any person any matter which shall be brought under my consideration or shall come to my knowledge in the discharge of my official duties except as may be required for the discharge of my official duties or as may be specifically permitted by law.

(So help me God). (To be sworn before the Minister or such other person as the President may designate)

**THE PRESIDENTIAL OATH (FOR ASSOCIATIONS WITHIN THE UNIVERSITY)**

I, ..... having been elected to the high office of the President/Vice President of the ..... of the Akenten Appiah-Menka University of Skills Training and Entrepreneurial Development, do hereby in the name of the Almighty God swear (solemnly affirm), that I will be faithful and true to the Association; that I shall strive at all times to preserve, protect and defend the Constitution of the Association and I hereby dedicate myself wholly, without fear or favour, to the service and welfare of members of the Association, the University community and the nation at large.

I further solemnly affirm that I will conform to the principles of accountability and fairness, and that should I at any time break this oath of office, I shall submit myself to the dictates of the Association and suffer the penalties thereof (So help me God).

**THE EXECUTIVE OFFICERS OATH (FOR ASSOCIATIONS WITHIN THE UNIVERSITY)**

I, ..... having been elected/appointed as..... of ..... of the Akenten Appiah-Menka University of Skills Training and Entrepreneurial Development, do hereby in the name of the Almighty God swear (solemnly affirm), that I will at all times faithfully and truly serve the Association in my capacity as ..... that I will support and uphold the principles of accountability and fairness, and that I will seek the welfare of the members of the Association.

I further affirm that should I at any time break this oath of office, I shall submit myself to the penalty prescribed by the Constitution (So help me God).

OPERATIVE DATE: *JANUARY 1, 2024*



Akenten Appiah-Menka  
University of Skills Training and  
Entrepreneurial Development

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