



**SD DOMBO UNIVERSITY OF  
BUSINESS AND INTEGRATED  
DEVELOPMENT STUDIES  
(SDD-UBIDS)**

# **STATUTES**

**MAY 2023**

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SIMON DIEDONG DOMBO UNIVERSITY OF BUSINESS  
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## THE COUNCIL

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These Statutes are made in accordance with the powers conferred on the Council of the University by Section 32 of the Simon Diedong Dombo University of Business and Integrated Development Studies Act, 2019 (Act 1001).

### **STATUTE 1** DEFINITION OF TERMS

In these Statutes, unless the context otherwise requires, the following words and expressions shall have the meanings assigned to them:

- a. "Academic Board" means the Academic Board established under Section 18 of Act 1001.
- b. "Academic staff" means Academic Senior Member engaged in teaching or research.
- c. "Academic year" means the period from 1<sup>st</sup> September to 31<sup>st</sup> August of the following year or any other period the Academic Board shall determine.
- d. "Act" means the Simon Diedong Dombo University of Business and Integrated Development Studies Act, 2019 ( Act 1001).
- e. "Alumni" means:
  - (a) a graduate and diplomate of the University; and
  - (b) an honorary degree holder of the University.
- f. "Calendar" refers to the official programme of activities of the University with dates.
- g. "Centre" means an establishment which provides specialised services relating to or including the following:
  - (a) teaching for extension purposes or for the award of University degrees, diplomas or certificates;
  - (b) multi-disciplinary research; and
  - (c) advocacy or consultancy.

- h. "College of Professors" means the body comprising all Professors of the University, chaired by the most senior Professor.
- i. "Congregation" means the assembly composed of members of the University Council, present and retired members of Convocation, graduates of the University, and honorary graduates as summoned by the Chancellor or in his or her absence by the Chairperson of the Council for the purposes of receiving reports and witnessing the ceremony for awarding degrees, diplomas and certificates of the University and for any other purpose as the Chancellor may determine.
- j. "Convocation" means assembly composed of senior members of the University chaired by the Chairperson of Convocation.
- k. "The Council" means the University Council established under Section 5 of the Act as the governing body of the University.
- l. "Department" means a part of a Faculty or School that is concerned with teaching and research in a recognised academic discipline and has been so designated by the Academic Board.
- m. "Faculty" means one or more related academic departments, headed by a Dean, as specified in the appropriate schedule to the *Statutes* or any amendment of or addition to the said schedule.
- n. "Employee" means senior members and staff of the University.
- o. "Institute" means a semi-autonomous establishment whose primary focus is multi-disciplinary research or extension services, and in furtherance of which it may undertake training or teaching of persons who are associated with institutions that are outside the University.
- p. "Junior member" means a student enrolled for the time being in the University.
- q. "Junior staff" means those persons in the employ of the University of the rank below that of an Administrative Assistant or its equivalent.
- r. "Members" means "senior members" and "junior members" as defined in the *Statutes*, and such other persons who the Council, on the recommendation of Academic Board may by resolution, confer membership of the University on, including but not limited to the following:
  - a) Adjunct Professors of the University;
  - b) Emeritus Professors of the University;

- c) former Vice-Chancellors of the–University; and
- d) persons who belong to the Professorial rank and or Senior Lecturers who have tenured positions.
- s. "Operative Date" means the day on which the *Statutes* enacted by the University Council shall be brought into effect by the Council.
- t. "the President" means the President elect of Ghana;
- u. "Professor" means highest academic rank.
- v. "Professorial Status" refers to Professor and Associate Professor.
- w. "School" means an establishment of the status of a faculty, which is associated with a profession or professions, or which prepares students for certification by a professional body or bodies or which admits students for the primary purpose of graduate studies and research.
- x. "Section" means a part of the administrative division that is lower than a directorate and higher than a Unit.
- y. "Senior members" means academic, administrative and professional personnel not below the rank of Assistant Lecturer or analogous rank and who, by appointment, become members of Convocation.
- z. "Senior staff" means persons in the employ of the University not below the rank of an Administrative Assistant or its equivalent and not above Chief Administrative Assistant or its equivalent.
- aa. "Staff" means persons other than senior members who are employed by the University.
- ab. "*Statutes*" with initial upper case and italicised means this entire document; and "statute" with initial lower case and not italicised means a provision of this document.
- ac. "Unit" means the part of an academic division lower than a department or a part of an administrative division lower than a section and headed by a Coordinator intended to render a specialised, coordinating or support service.
- ad. "University" means the Simon Diedong Dombo University of Business and Integrated Development Studies (SDD-UBIDS).

- ae. "University Property" consists of any property, movable or immovable, which belongs to the University as well as any property which the University shall acquire by way of gift or purchase.
- af. "Good Cause" means any conduct that does not bring the University into disrepute. A conduct that brings the University into disrepute and includes:
  - (a) the conviction by a court of law of an offence which the Council considers to be such as to render the person concerned unfit for the discharge of the functions of his/her office;
  - (b) conduct of an immoral, scandalous or disgraceful nature incompatible with the duties of the office;
  - (c) conduct constituting failure or persistent refusal or inability or neglect to perform the duties such as failing to give lectures or comply with the conditions of office;
  - (d) misconduct including examination malpractice or plagiarism or awarding undeserved marks for courses or sexual harassment and/or exploitation of a member of the University and
  - (f) any other circumstances determined by Council to be of a serious nature to constitute good cause.

## **PART B: AIMS, FUNCTIONS AND POWERS**

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### **STATUTE 2 AIMS OF THE UNIVERSITY**

- 2.1 The aims of the University are to provide higher education, disseminate knowledge related to development in business and development studies, and any other related studies, undertake research and foster relationships with persons outside the institution in accordance with the following principles:
  - (a) make higher education equally accessible to all persons suitably qualified and capable of benefiting from that education;
  - (b) in determining the subjects to be taught, special emphasis shall be given to courses of special relevance to the needs and aspirations of the nation in particular, and the world as a whole;

- (c) use critical tools that include information and communication technology for teaching, research, dissemination of knowledge and administration;
- (d) institute curricula and pedagogy within the context of learner-centred and problem –based learning techniques that are practical and relevant to national needs and aspirations in business and integrated development studies;
- (e) use of teaching methods which promote critical and independent thinking for the benefit of humanity;
- (f) disseminate the results of research through the publication of books, papers and other suitable means;
- (g) undertake research in courses which are within the mandate of the University, but with special emphasis on:
  - (i) Business and Integrated Development Studies issues in and outside the country;
  - (ii) Subjects that relate to the social, cultural economic, scientific and/or technological aspects of Business and Integrated Development Studies within and outside the country; and
- (h) provide services through extension and consultancy in Business and Integrated Development Studies related courses in higher education.

### **STATUTE 3 FUNCTIONS AND POWERS OF THE UNIVERSITY**

- 3.1 The Council shall provide instruction and undertake research for the advancement of knowledge and the application of same in such branches of learning and study for persons, whether members of the University or not, and in such manner as it shall determine.
- 3.2 Subject to the provisions of the Act and these *Statutes*, the University shall perform such functions and exercise such powers that are necessary to effectively further the aims of the University and maintain its efficiency as an academic community.
- 3.3 The University may enter into an agreement or relationship with another institution whether teaching or non-teaching, in or outside of Ghana and may

incorporate within the University another institution or body, taking over its property, rights, privileges and liabilities of that institution or body.

3.4 The University may:

- (a) acquire properties;
- (b) hold and manage movable and immovable properties
- (c) sell, lease and mortgage properties; and
- (d) enter into any other transaction which is necessary or expedient for the furtherance of its aims.

## **PART C: THE COUNCIL AND ACADEMIC BOARD**

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### **STATUTE 4 THE COUNCIL OF THE UNIVERSITY**

#### **Composition of the Council**

4.1 The governing body of the University shall be the Council of the University consisting of:

- (a) a Chairperson nominated by the President;
- (b) the Vice Chancellor;
- (c) three persons nominated by the President, at least one of whom is a woman;
- (d) a representative of the University Teachers' Association of Ghana nominated by the University Teachers' Association;
- (e) a Member elected by Convocation;
- (f) a representative of the Teachers' and Educational Workers Union nominated by the Teachers' and Educational Workers Union;
- (g) a representative of the Conference of Heads of Assisted Secondary Schools nominated by the Conference of Heads of Assisted Secondary Schools;
- (h) a alumnus of the University elected by the Alumni of the University;

- (i) a representative of the students of the University, nominated by the Students' Representative Council and Graduate Students' Association;
- (j) a representative of the regulatory body responsible for tertiary education not below the rank of a Director nominated by the Minister; and
- (k) an expert in business from industry nominated by the Minister.

The following members shall be entitled to be in attendance:

- (a) the Pro Vice-Chancellor;
- (b) the Registrar (Secretary); and
- (c) the Director of Finance

## **Powers and Functions**

4.2 The Council shall be responsible for the management and administration of the finances and properties of the University. The Council shall have general control over the affairs of the University, including the use of the common seal of the University. Without prejudice to the generality of the provisions of the Law, the Council shall:

- a) ensure the implementation of aims of the University;
- b) determine the strategic direction of the University;
- c) monitor and evaluate the implementation of policies of the University;
- d) ensure the creation of an environment of equal opportunity for members of the University without regard to ethnicity, gender, sex, race, religious belief or political affiliation;
- e) make professorial level appointments on the recommendation of the appointment Committee of the Academic Board, as may be prescribed in the Statutes of the University;
- f) control the finances of the University and have the power to determine any question of finance arising out of the administration of the University or the execution of its policy or in the execution of any trust by the University, provided always that before determining any question of finance which directly affects the educational policy of the University

Council shall invite the opinion of the Academic Board and shall take into consideration recommendations made by the Academic Board;

- g) be responsible for all measures necessary or desirable for the conservation or augmentation of the resources of the University and for this purpose may, from time to time, specify any matter affecting the income or expenditure of the University in respect of which the consent of the Council shall be obtained before action is taken or liability is incurred;
  - h) annually determine the expenditure necessary for the maintenance of:
    - (i) properties of the University;
    - (ii) adequate staff for transacting the academic, financial; and administrative business of the University, and shall, in exercising its discretion, appropriate monies for these purposes.
- 4.3 The Council shall keep books of accounts and proper records. The account books and records shall be in line with the provisions of the Public Financial Management Act, 2016 (Act 921).
- 4.4 The Council shall pay, in respect of the audit of accounts, such fees (if any) as the Auditor-General and the Council may agree or, in the case of failure to agree, such fees as the Chancellor may determine.
- 4.5 The Council may enact statutes to prescribe or regulate as the case may be:
- (a) any matter which is required by an Act of Parliament to be prescribed by statutes;
  - (b) the powers and functions, constitution and terms of membership of such bodies as the Council or the Academic Board may consider appropriate to establish;
  - (c) the functions, duties and terms of office of such officers as the Council may think appropriate to engage; and
  - (d) all procedural and other matters in furtherance of the objectives of the University.
- 4.6 The Council shall, within six months after the end of each academic year, cause a report of the activities of the University during that year to be published.
- 4.7 The Council shall be at liberty to invite or permit any person to attend its meetings whether to observe proceedings only or to answer questions or speak to any matter concerning the University, but any such person who is in attendance shall have no right to vote on any matter before the Council.

- 4.8 The Council may co-opt a person to attend and participate in any of its meetings, but a co-opted person is not entitled to vote at a meeting.

## **Term of Office**

- 4.9 The term of office of a member of the Council other than the Vice Chancellor shall be three years renewable for another term only.
- 4.10 If a member of the Council is absent from Ghana for a minimum period of twelve months, the office of that member shall be deemed vacant. This Statute shall not apply to an ex-officio member.
- 4.11 Where the office of a member becomes vacant on resignation or death or by virtue of 4.10 above, a successor shall be appointed, nominated or elected in the same manner to serve for the remainder of the term of office.
- 4.12 Subject to 4.11, where a member of the University Council is incapacitated by temporary absence from Ghana or by illness or any sufficient cause from performing the duties of his/her office, a substitute may be appointed in the manner referred to in 4.11, to act for him/her until the incapacity of that person has terminated or until the term of such a member expires, whichever occurs first.
- 4.13 An appointment, election or nomination may be made in anticipation of a vacancy in office or temporary absence of a member.

## **Meetings of the Council**

- 4.14 Meetings of the Council shall be in accordance with Section 8 of Act 1001.
- 4.15 Notice of a Meeting of the Council other than an Emergency meeting and the business to be transacted thereat shall be given in writing to each member of the Council by the Registrar not later than seven days before the date fixed for such a meeting.
- 4.16 A Special Meeting of the Council may be convened by the Chairperson of the Council or, in his absence or incapacity, by the Vice-Chancellor and shall also be convened if five members of the Council sign a request to that effect.
- 4.17 If the Chancellor is present at a meeting of the Council, he shall preside over the meeting.

- 4.18 The Chairperson shall preside at each meeting of the Council and in the absences of the chairperson, members of the Council shall elect one of the nominees of the President to preside.
- 4.19 The quorum at a meeting of the Council shall be nine.
- 4.20 Convocation shall elect from its members persons to serve on the Council as prescribed by Act 1001. The term of office of a Convocation Representative on the Council shall be three academic years, but such a person shall be eligible for another term only.
- 4.21 Issues shall be decided by a simple majority of votes cast except that the Chairperson shall, in addition to his/her original vote, have a casting vote when there is a tie and/or under special circumstances.
- 4.22 Without prejudice to its right and power to set up any ad hoc committee that it deems fit, the Council shall have the following standing Committees, whose composition and functions are set out in Schedule A:
- (a) Finance Committee;
  - (b) Development Committee;
  - (c) Entity Tender Committee;
  - (d) Appointments and Promotions Committee;
  - (e) Policy, Administration and Strategy Committee; and
  - (f) Audit Committee

## **STATUTE 5 FUNCTIONS OF THE ACADEMIC BOARD**

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

- 5.1 There shall be an Academic Board of the University which is answerable to the Council and shall consist of the following:
- (a) the Vice-Chancellor who shall be the Chairperson;
  - (b) the Pro Vice-Chancellor;
  - (c) Deans and Vice-Deans;

- (d) Directors of Schools, Institutes and Centres;
- (e) Heads of Academic Departments;
- (f) Professors and Associate Professors;
- (g) the Librarian of the University;
- (h) the Registrar of the University;
- (i) nine other members of the University, five of whom shall be non-teaching staff, elected by convocation; and
- (j) any other person or office holder which the Council may in its discretion consider appropriate for membership.

The following... may be invited to be in attendance:

- (a) the Director of Finance;
- (b) the Director, Directorate of Human Resource
- (c) the Director, Directorate of Works and  
Municipal Services;
- (d) the Director, Academic Affairs; and
- (d) the Deputy Registrars of Campuses.

## **Powers and Functions**

- 5.1 The Academic Board shall, subject to the powers of the Council perform the functions assigned to it under Section 21 of the Act and shall in accordance with paragraph (h) of section 21 of the Act, perform the following additional functions:
- 5.2 Without prejudice to the generality of the powers of the Academic Board prescribed by Act 1001, and subject to the powers of the Council, the powers and functions of the Academic Board shall be as follows:
  - (a) formulate academic policies of the University including policies relating to programmes of study, admission, teaching, assessment, progression, research and award of degrees and other academic distinctions;
  - (b) vetting and consideration for approval of examination results and award of certificates, diplomas and degrees;

- (c) advise the Council on appointment of academic staff.
- (d) Make recommendations to the Council on the academic structure of the University;
- (e) report on matters that are referred to the Academic Board by the Council;
- (f) consider and approve programmes and courses and recommend them for accreditation;
- (g) recommend to the Council affiliation of other institutions to the University on such terms and conditions as it may deem appropriate;
- (h) determine the conditions under which and the extent, if any, to which periods and courses of study and examinations passed at other Universities, places of learning and other institutions may be regarded as equivalent to periods and programmes and courses of study and examinations in the University;
- (i) determine, subject to any condition given by a donor and accepted by the Council, the mode and conditions of competition for fellowships, scholarships, bursaries, medals, prizes and any other awards;
- (j) determine the academic calendar;
- (k) refer proposals on any matter within the remit of Convocation, for consideration by Convocation.
- (l) review decisions of any of its statutory committees.
- (m) order closure of the University where academic or normal life is disrupted for three continuous days and it seems to it fit to do so, and in any event, order closure of the University where academic or normal life is disrupted for 21 continuous days.

## **Meetings of the Academic Board**

- 5.3 The Vice-Chancellor shall convene a meeting of the Academic Board, at least twice, each trimester.
- 5.4 A special meeting of the Academic Board shall be convened on the written request of, at least, one fifth of the total membership of the Academic Board submitted to the Vice-Chancellor with a statement of the matters to be discussed at the special meeting. In the event of such a request, the Vice-

Chancellor shall convene a special meeting within five days of the request, specifying in the notice of the meeting the matters to be considered.

- 5.5 An emergency meeting of the Academic Board may be called by the Vice-Chancellor or, in his or her, absence by the Pro Vice-Chancellor at any time by giving, at least, 24 hours written notice to members, stating the emergency that has arisen and the business to be transacted in relation to the emergency.
- 5.6 The quorum for the transaction of the business of the Academic Board shall be half of the members.

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

- 5.7 Subject to the approval of the Council, there shall be such statutory committees of the Academic Board, whose membership, procedures and functions are set out in **Schedule B** to these Statutes and may be reviewed by the Academic Board, from time to time, as deemed appropriate.
- 5.8 Each Committee shall submit an annual report of its work to the Academic Board.

## **PART D: PRINCIPAL AND OTHER OFFICERS**

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### **STATUTE 6 CHANCELLOR**

- 6.1 There shall be a Chancellor of the University appointed by the Council who shall be the head of the University.
- 6.2 The Chancellor shall confer certificates, diplomas, degrees and honorary degrees in accordance with procedures prescribed by the *Statutes* and shall preside at any ceremony of the University at which he or she is present.
- 6.3 Once every five years, the Chancellor shall appoint a visiting committee to inspect the work of the University and report to him.
- 6.4 The Chancellor shall hold office for a term of five years and is eligible for re-appointment for another term only and shall be officially inducted into office at a special ceremony.

- 6.5 The Chancellor shall be furnished with of minutes of the Council and the Academic Board in addition to other publications of the University as soon as they are approved or published.
- 6.6 The Chancellor may resign from office by a letter addressed to the Chairperson of the Council.
- 6.7 The Chancellor may be relieved of his post by the Council on grounds of incapacity, persistent absence, conviction of a criminal offence involving dishonesty, fraud or moral turpitude or for gross misconduct. The Council shall afford the Chancellor a fair hearing and, at any such removal proceedings, the Chancellor shall be entitled to know the grounds for removal and to attend with Counsel of his choice.
- 6.8 One year prior to the expiry of the Chancellor's term of office, the Council shall cause a seven-member search committee to be constituted to identify a suitable candidate for consideration of the Council as follows:
- (a) a Chairperson appointed by the Council, not necessarily from its membership;
  - (b) two members of the Council;
  - (c) two members of the Academic Board one of whom shall be of Professorial status and one of non-Professorial status elected by the Academic Board;
  - (d) one member elected by the Alumni of the University
  - (e) One member elected by the Senior Staff of the University  
and
  - (f) The Registrar shall be the Secretary to the Committee.
- 6.9 The Council shall cause the Registrar to invite nominations of eminent Ghanaians for consideration by the Search Committee. The Search Committee shall forward its recommendations to the Council with reasons for eventual consideration and appointment by the Council. Nominations shall be open for a period not less than two weeks or more than four weeks.

## **STATUTE 7 CHAIRPERSON OF THE COUNCIL**

- 7.1 There shall be a Chairperson of the Council appointed pursuant to Section 5. (3) of the Act who shall hold office for three years and be eligible for another term of three years only.
- 7.2 The Chairperson of the Council shall act in the absence of the Chancellor at Congregations to confer degrees, diplomas, certificates and honorary degrees.
- 7.3 The Chairperson shall preside over meetings of the Council.
- 7.4 The Chairperson may resign from office by a letter addressed to the Chancellor.
- 7.5 The Council may, by a resolution passed by, at least, two thirds of its members, forwarded to the President by the Registrar, recommend removal of the Chairperson after giving the Chairperson an opportunity to answer to any allegations that form the basis for the recommendation for his removal.

## **STATUTE 8 VICE-CHANCELLOR**

- 8.1 There shall be a Vice-Chancellor of the University who shall be of Professorial Status and shall be appointed by the Council in the manner prescribed in Statute 8 of these Statutes. The Vice-Chancellor shall be officially inducted into office at a special ceremony.
- 8.2 The Vice-Chancellor shall hold office for a term of four years and is eligible for re-appointment for another term only.
- 8.3 The Vice-Chancellor shall serve as the academic and administrative head and chief disciplinary officer of the University.
- 8.4 The Vice-Chancellor shall have considerable managerial and administrative experience in higher education and demonstrable ability in fund raising for supporting the growth of the University.
- 8.5 The Vice-Chancellor shall preside at Congregations and confer degrees and diplomas in the absence of both the Chancellor and Chairperson of the Council.
- 8.6 The Vice-Chancellor shall be the Chief Executive of the University and shall be responsible, in accordance with the Act, the *Statutes* and decisions of the Council and Academic Board, for organising and conducting

the academic, financial and administrative business of the University and for promoting the efficiency and good order of the University.

- 8.7 The Vice-Chancellor shall submit annually to the Council, through the Academic Board, a list of the staffing positions which, in his or her opinion, are necessary for the transaction of University business, together with an estimate of the expenditure required for the maintenance of such staff.
- 8.8 The Vice-Chancellor shall keep the Academic Board informed of decisions of the Council and shall also keep the Council informed of all major decisions of the Academic Board.
- 8.9 The Vice-Chancellor shall appoint all employees of the University other than senior members in accordance with procedures and terms laid down by the Council. The Vice-Chancellor may delegate to the Registrar or any other officer of the University or any appointments committee, the power to make appointments.
- 8.10 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 Scholars for periods up to two years subject to confirmation by the Appointments and Promotions Board. In such appointments, resort 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.
- 8.11 The Vice-Chancellor is responsible to the Council and shall perform other functions as may be prescribed by the Council in the interest of the University.
- 8.12 The Vice-Chancellor shall have the power to delegate any of the functions assigned to him or her by the *Statutes* to such office holders or senior members of the University as shall seem to him or her appropriate.
- 8.13 In the event of a temporary absence of the Vice-Chancellor caused by incapacity or absence from the campus, the Pro Vice-Chancellor shall perform the functions and duties of the Vice-Chancellor.
- 8.14 The Vice-Chancellor may resign from his office by a letter addressed to the Chairperson of the Council.
- 8.15 The Vice-Chancellor may be relieved of his post by the Council on grounds of incapacity, persistent absence without justification, non-performance,

conviction of a criminal offence involving dishonesty, fraud or moral turpitude, or for gross misconduct. The Council shall afford the Vice-Chancellor a fair hearing and, at any such removal proceedings, the Vice-Chancellor shall be entitled to know the grounds for removal and to attend with Counsel of his or her choice.

- 8.16 Should a vacancy occur in the Office of the Vice-Chancellor through resignation, removal, death or any other cause which incapacitates him from performing the functions and duties of Vice-Chancellor, the Pro Vice-Chancellor shall perform the duties until a Vice-Chancellor has been appointed. In the absence of the Pro Vice-Chancellor, and in descending order, the most senior Professor shall act as Vice-Chancellor. Seniority shall be determined by office, academic rank, length of service in official position and, in the event of equality, by age.
- 8.17 When a vacancy occurs or is about to occur in the office of the Vice-Chancellor, a Search Committee shall be constituted as follows:
- (g) a Chairperson appointed by the Council, not necessarily from its membership and preferably a former Vice-Chancellor of a recognised university;
  - (h) two members of the Council who are not members or staff of the University;
  - (i) two members of the Academic Board one of whom shall be of Professorial status and one of non-Professorial status elected by the Academic Board; and
  - (j) the Registrar who shall act as secretary.
- 8.18 The Search Committee, after making such enquiries as it deems fit, including consultations with members, staff and alumni, shall propose to the Council the names of not more than three candidates for one to be appointed as Vice-Chancellor.
- 8.19 The notification, application, selection and appointment processes shall commence where practicable at least six months before the expiration of the term of the incumbent.
- 8.20 The Vice-Chancellor shall hold office on such terms and conditions as may be specified in his or her instrument of appointment.
- 8.21 The Vice-Chancellor shall, before assuming office, take and subscribe to the Oath of Office and Oath of Secrecy as specified in Schedule J of these Statutes.

## STATUTE 9 PRO VICE-CHANCELLOR

- 9.1 There shall be a Pro Vice-Chancellor who shall be of Professorial Status and shall be appointed by the Council in accordance with the provisions in these Statutes.
- 9.2 The Pro Vice-Chancellor shall hold office on the conditions specified in the letter of appointment in accordance with the Statutes of the University.
- 9.2 The Pro Vice-Chancellor shall be the deputy to the Vice-Chancellor and shall exercise powers as specified in the Act and such other powers as the Vice-Chancellor may delegate to him.
- 9.3 The Pro-Vice Chancellor shall attend meetings of the Council, but shall not vote at the meeting.
- 9.4 The Pro Vice-Chancellor shall be assigned duties as specified in the Statutes of the University.
- 9.5 The Pro Vice-Chancellor shall perform the functions of the Vice-Chancellor in the absence of the Vice-Chancellor.
- 9.6 When a vacancy occurs or is about to occur in the Office of the Pro Vice-Chancellor, the Registrar shall notify the Council which shall cause to be advertised such vacancy and to invite applications from suitably qualified members of Convocation, that is, persons of professorial rank. A Search Committee shall be constituted by the Council as follows:
  - (a) Chairperson of the Committee to be appointed by the Council, not necessarily from its membership and preferably a former Vice-Chancellor or Pro-Vice Chancellor of a recognized University;
  - (b) two members of the Council who are not members of staff of the University;
  - (c) two members of the Academic Board one of whom shall be of Professorial status elected by the Academic Board; and
  - (d) a Pro-Vice Chancellor or a former Pro-Vice Chancellor of recognized University.
- 9.7 The Search Committee, after making such enquiries as it deems fit, including an interview and consultation of unionised groups, shall propose not more than three candidates for convocation elections and the results of the enquiry and elections communicated to the Council, which shall be bound by Convocation's

choice of the best candidate. The notification, application, selection and appointment processes shall commence, at least, six months before the expiration of the term of the incumbent.

- 9.8 The Pro Vice-Chancellor shall hold office for three years and is eligible for reappointment for another term only.
- 9.9 Should a vacancy, which is not more than six months, occur in the office of Pro Vice-Chancellor arising from incapacity, death, resignation or removal, the Council, on the recommendation of the Vice-Chancellor, shall appoint the most senior academic staff of Professorial rank as acting Pro Vice-Chancellor to finish the unexpired portion of the term until the Council is able to make a substantive appointment.
- 9.10 Where the vacancy exceeds six months, the procedure in Statute 9.6 shall apply notwithstanding that there is an Acting Pro Vice-Chancellor.
- 9.11 The Pro Vice-Chancellor shall, before assuming office, take and subscribe to the Oath of Office and Oath of Secrecy as specified in Schedule J of these statutes.
- 9.12 The Pro Vice-Chancellor may resign from his by writing to the Chairperson of the Council following a six months' notice of his/her intention.
- 9.13 The Pro Vice-Chancellor may be relieved of his post by the Council on grounds of incapacity, persistent absence, non-performance, conviction of a criminal offence involving dishonesty, fraud or moral turpitude, or for gross misconduct. The Council shall afford the Pro Vice-Chancellor a fair hearing and, at any such removal proceedings, the Pro Vice-Chancellor shall be entitled to know the grounds for removal and to attend with Counsel of his or her choice.

## **STATUTE 10 REGISTRAR**

- 10.1 There shall be a Registrar of the University, who shall be appointed by the Council as provided by the Act.
- 10.2 The Council shall appoint the Registrar in accordance with the provisions of these Statutes.
- 10.3 The Registrar shall hold office for a term of four years and is eligible for reappointment for another term only.

- 10.4 The Registrar shall hold office on the conditions specified in the letter of appointment and in accordance with the Statutes of the University.
- 10.5 The Registrar shall be a Senior Member with a postgraduate degree and shall have experience in university, educational, public sector or business administration or other requisite experience and qualifications as the Council shall deem sufficient.
- 10.6 The Registrar's functions shall include the following:
- (a) act as Secretary to the Chancellor, the Council and Academic Board and provide secretarial services to other boards and committees of the University;
  - (b) act as Chief Administrative Officer of the University and be responsible for general administration of the University and provide guidance for the, framework within which policies shall be made.
  - (c) be responsible to the Vice Chancellor for day-to-day administration of the affairs of the University.
  - (d) be responsible for custody of the University's seal and affixing it to documents in accordance with the directions of the Council.
  - (e) Cause to be published in the University Bulletin and/or Gazette at the end of each quarter all policy decisions of the Council and Academic Board.
- 10.6 The Registrar may be relieved of his/her post by the Council on grounds of incapacity, persistent absence without justification, non-performance, conviction of a criminal offence involving dishonesty, fraud or moral turpitude, or for gross misconduct. The Council shall afford the Registrar a fair hearing and, at any such removal proceedings, the Registrar shall be entitled to know the grounds for removal and to attend with counsel of his or her choice.
- 10.7 When a vacancy occurs or is about to occur in the Office of the Registrar, a Search Committee shall be constituted by the Council as follows:
- (a) Chairperson of the Committee to be appointed by the Council, not necessarily from its membership;
  - (b) two members of the Council who are not members or staff of the University;

- (c) two members of the Academic Board one of whom shall be of Professorial status elected by the Academic Board; and
  - (d) a Registrar or a former Registrar of a recognised University.
- 10.8 The Search Committee, after making such enquiries as it deems fit, including an interview, shall propose not more than three candidates to the Council to make a choice. The notification, application, selection and appointment processes shall, where practicable, commence, at least, six months before the expiration of the term of the incumbent.
- 10.9 The Registrar so appointed shall, before assuming office, take and subscribe to the Oath of Office and Oath of Secrecy as specified in Schedule J of these Statutes.
- 10.10 The Registrar may resign from his office by submitting six monthswrittennotice to the Chairperson of the Council.

## **STATUTE 11** **DIRECTOR OF FINANCE**

- 11.1 There shall be a Director of Finance appointed by the Council as provided by Act 1001.
- 11.2 The Director of Finance shall hold office for a term of four years on the conditions specified in the letter of appointment and is eligible for re-appointment for another term only.
- 11.3 Functions of the Director of Finance shall include the following:
- (a) Keep proper financial records of the University in accordance with the Public and Financial Management Act, 2016 (Act 921) and other relevant laws.
  - (b) Prepare budgets for each financial year for presentation to the Council through the Vice-Chancellor.
  - (c) Advise the Vice-Chancellor and other officers of the University on matters relating to accounts and funds of the University.
  - (d) Invest University funds as directed by the Council or Vice-Chancellor, as the case may be.

- (e) Perform such other functions relating to accounting, financial and treasury services as may be prescribed by the Council, Vice-Chancellor or Academic Board.
- 11.5 The Director of Finance shall head the Directorate of Finance of the University and be responsible to the Vice-Chancellor for the general administration of the Directorate.
- 11.6 The Director of Finance shall be a member of the Institute of Chartered Accountants (Ghana), possess a postgraduate degree in the relevant area and have had, at least, twelve years post-qualification experience as a professional accountant.
- 11.7 When a vacancy occurs or is about to occur, the Registrar shall notify the Council who shall cause to be advertised, such vacancy and to invite applications from suitably qualified candidates. A Search Committee shall be constituted by the Council as follows:
  - (a) Chairperson of the Committee to be appointed by the Council, not necessarily from its membership
  - (b) two members of the Council who are not members or staff of the University
  - (c) two members of the Academic Board one of whom shall be of Professorial status elected by the Academic Board
  - (d) a Director of Finance or a former Director of Finance of a recognised University.
- 11.8 The Search Committee after making such enquiries as it deems fit, including an interview, shall propose not more than three candidates to the Council to make a choice. The notification, application, selection and appointment processes shall commence, at least, six months before the expiration of the term of the incumbent.
- 11.9 The appointment shall be for four years renewable for another term only.
- 11.10 The Director of Finance may be relieved of his/her post by the Council on grounds of incapacity, persistent absence without justification, non-performance, conviction of a criminal offence involving dishonesty, fraud or moral turpitude, or for gross misconduct. The Council shall afford the Director of Finance a fair hearing and, at any such removal proceedings, the Director of Finance shall be

entitled to know the grounds for removal and to attend with counsel of his or her choice.

- 11.11 The Director of Finance may resign from his office by submitting six months written notice to the Chairperson of the Council.
- 11.12 The Director of Finance so appointed shall, before assuming office, take and subscribe to the Oath of Office and Oath of Secrecy as specified in Schedule J of these Statutes.

## **STATUTE 12    DIRECTOR OF INTERNAL AUDIT**

- 12.1 There shall be a Director of Internal Audit who shall be appointed by the Council in accordance with the Internal Audit Agency Act, 2003 (Act 658).
- 12.2 The Director of Internal Audit shall be the head of the Directorate of Internal Audit, which shall be established in accordance with the Public Financial Management Act, 2016 (Act 921).
- 12.3 The Director of Internal Audit is responsible for the internal audit of the University.
- 12.4 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 months:
  - (a) prepare and submit to the Council, a report on the internal audit carried out during the period of three months immediately preceding the preparation of the report; and
  - (b) make recommendations in each report with respect to matters which appear to the Internal Auditor as necessary for the conduct of the affairs of the University.
- 12.5 The Director of Internal Audit shall, in accordance with subsection (4) of section 16 of the Internal Audit Agency Act, 2003 (Act 658), submit a copy of each report to the Chairperson of the Council.
- 12.6 The Director of Internal Audit shall perform the following functions in addition:
  - (a) carry out a verification of assets;

- (b) recommend and ensure compliance with laid-down or appropriate cost-control and fraud-control procedures and regulations
  - (c) ensure that financial transactions have obtained the requisite authorisations;
  - (d) conduct investigations and issue queries as appropriate;
  - (e) report administratively to the Vice-Chancellor and functionally to the Audit Committee of the University; and
  - (f) perform such other related functions as may be prescribed by the Council, the Vice-Chancellor or the Academic Board.
- 12.7 The Director of Internal Audit shall be a member of the Institute of Chartered Accountants (Ghana) and shall possess a postgraduate degree in a relevant area. In addition, he or she shall have had, at least, twelve years post-qualification experience as a professional accountant with the requisite experience in auditing and controls.
- 12.8 The Internal Auditor may be relieved of his post by the Council on grounds of incapacity, persistent absence without justification, non-performance, conviction of a criminal offence involving dishonesty, fraud or moral turpitude, or for gross misconduct. The Council shall afford the Internal Auditor a fair hearing and, at any such removal proceedings, the Internal Auditor shall be entitled to know the grounds for removal and to attend with counsel of his or her choice.
- 12.8 When a vacancy occurs or is about to occur, the Registrar shall notify the Council who shall cause to be advertised such vacancy and to invite applications from suitably qualified candidates. A Search Committee shall be constituted by the Council as follows:
- (a) Chairperson of the Committee to be appointed by the Council, not necessarily from its membership;
  - (b) two members of the Council who are not members or staff of the University;
  - (c) two members of the Academic Board one of whom shall be of Professorial status elected by the Academic Board; and
  - (d) a Director of Internal Audit or a former Director of Internal Audit of a recognised University.

- 12.9 The Search Committee after making such enquiries as it deems fit, including an interview, shall propose not more than three candidates to the Council to make a choice. The notification, application, selection and appointment processes shall, where practicable, commence, at least, six months before the expiration of the term of the incumbent.
- 12.10 The appointment shall be for a four-year term which may be renewed for another term only.

## **STATUTE 13** **DIRECTOR OF UNIVERSITY HEALTH SERVICES**

- 13.1 There shall be a Director of University Health Services, who shall be appointed by the Council to head the Directorate of University Health Services and report to the Vice-Chancellor through the Registrar.
- 13.2 The Directorate of University Health Services shall be responsible for the provision of preventive, personal, environmental and public health services in the University and to the University community.
- 13.3 The Director shall possess a postgraduate degree and have, at least, ten years post-qualification experience as a licensed specialist in a health-related field.
- 13.4 When a vacancy occurs or is about to occur, the Registrar shall notify the Council who shall cause to be advertised such vacancy and to invite applications from suitably qualified candidates. A Search Committee shall be constituted by the Council as follows:
- (a) Chairperson of the Committee to be appointed by the Council, not necessarily from its membership;
  - (b) two members of the Council who are not members or staff of the University;
  - (c) two members of the Academic Board one of whom shall be of Professorial status elected by the Academic Board; and
  - (d) a Director of University Health Services or a former Director of University Health Services of a recognised University.
- 13.6 The Director of University Health Services may be relieved of his post by the Council on grounds of incapacity, persistent absence without justification, non-performance, conviction of a criminal offence involving dishonesty, fraud or moral turpitude, or for gross misconduct. The Council shall afford the Director of

University Health Services a fair hearing and, at any such removal proceedings, the Director of University Health Services shall be entitled to know the grounds for removal and to attend with counsel of his or her choice.

- 13.7 The Search Committee after making such enquiries as it deems fit, including an interview, shall propose not more than three candidates to the Council for the Council to make a choice. The notification, application, selection and appointment processes shall where practicable commence at least six months before the expiration of the term of the incumbent.
- 13.8 The appointment shall be for a four-year term which may be renewed for another term only.

## **STATUTE 14 OTHER OFFICERS**

The Council may appoint such other officers as it considers necessary for effective performance of the functions of the University on such terms and conditions as it shall determine.

## **PART E: MEMBERS**

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## **STATUTE 15 MEMBERS**

The University shall have two categories of members consisting of

- (a) Senior Members who shall comprise of Lecturers, Administrators and Professionals and shall be members of Convocation; and
- (b) Junior Members who shall comprise of students for the time being enrolled in the University.

## **STATUTE 16 SENIOR MEMBERS**

- 16.1 The terms of appointment of a Senior Member shall be specified in the letter of appointment and, in any event, shall not be less favourable than those prevailing at the time of appointment as stipulated in any agreement reached between the senior member and the employer.
- 16.2 Each Senior Member shall conform to such directives and regulations as have been or shall be given and adopted, as the case may be, and approved by the Council as to his duties.
- 16.3 Each Senior Member shall give to the work of the department to which he or she is assigned and its extension and development and to the general interest of the University such time and labour as shall be sufficient, and he or she shall not engage in any other gainful employment except with the written approval of the Vice-Chancellor.
- 16.4 Consultancy services may be rendered by a senior member provided that:
  - (a) the consultancy service is related to the research and teaching programmes of the various Faculties and Departments and regulated and controlled to ensure that there is no conflict between the private interests of a senior member and his or her official duties;
  - (b) the senior member has obtained the written permission of the Vice-Chancellor through his or her Head of Department before engaging in consultancy work;
  - (c) the Head of Department ensures that a Senior Member does not undertake any outside work that would disrupt the normal duties of that Senior Member; and
  - (d) the Senior Member pays appropriate overhead charges in accordance with the Regulations of the University.
- 16.5 Where abuse of the facility is proven, appropriate disciplinary action shall be taken by the Vice-Chancellor.
- 16.6 Except as may otherwise be provided by the Council, a Senior Member may resign from his appointment and thereby terminate engagement with the University by submitting six months written notice to the Vice-Chancellor, to take effect on the last day of the calendar month.

- 16.7 Except as may be otherwise provided in special cases by the Council, a Senior Member appointed to a full-time post in the University on a renewable contract shall retire from his or her appointment and all other offices held by him or her in the University by virtue of the appointment at the end of the academic year in which the contract expires.
- 16.8 Except as may be otherwise provided in special cases by the Council, a Senior Member shall retire from his or her appointment and all other offices held by virtue of the appointment at the end of the academic year in which he or she attains the retiring age of 60 years.
- 16.9 A retired senior member shall not hold office for more than two years from the effective date of that Senior Member's retirement date unless authorised by the Council and such authority shall be specified in writing.
- 16.10 Where a person appeals against notice of termination of his or her appointment, the Council shall consider the appeal, at least, two months before the date on which the termination is due to take effect. The Council's decision shall not be subject to further appeal within the University.

## **STATUTE 17 JUNIOR MEMBERS**

- 17.1 A Junior Member is a student enrolled for the time being into the University.
- 17.2 Junior Members shall be governed by the *Statutes* and all policies, rules and regulations as may be issued from time to time by the Council, Academic Board or any of its Committees, Vice-Chancellor, Dean of Students, Hall Master/Warden or such other authority as may govern any aspect of their stay in the University.

## **PART F: STAFF**

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### **STATUTE 18 STAFF**

Under the authority of the Council, the University may appoint such staff as its employees and designate them Senior Staff or Junior Staff, as the case may be.

The terms of appointment of members of staff shall be specified in their letters of appointment and signed by the Registrar for and on behalf of the Council.

## **PART G: DIVISIONS AND RANKS**

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### **STATUTE 19 ACADEMIC AND ADMINISTRATIVE DIVISIONS**

- 19.1 The University shall have such academic and administrative divisions as the Council may establish.
- 19.2 On the recommendation of the Academic Board, academic divisions of the University as may be established by the Council, shall comprise the following:
  - (a) Campuses;
  - (b) Faculties and Schools;
  - (c) Library;
  - (d) Directorates, Institutes, Departments and Centres; and
  - (e) Units.
- 19.3 The Administrative Divisions of the University, as may be established by the Council shall, comprise the following:
  - (a) The Office of the Registrar;
  - (b) Directorates;
  - (c) Sections; and
  - (d) Units.

### **STATUTE 20 ACADEMIC AND ADMINISTRATIVE RANKS**

- 20.1 There shall be five levels of rank for Academic Senior Members namely:
  - (a) Professor or Chief Research Fellow;
  - (b) Associate Professor or Principal Research Fellow;

- (c) Senior Lecturer or Senior Research Fellow;
  - (d) Lecturer or Research Fellow; and
  - (e) Assistant Lecturer or Assistant Research Fellow.
- 20.2 The Council, on the recommendation of the Academic Board shall determine, from time to time, the qualifications and criteria for appointment to any academic rank or for progression and promotion from one academic rank to another.
- 20.3 For the avoidance of doubt, the offices of Vice-Chancellor, Pro Vice-Chancellor, Dean, Vice-Dean, Head of Department, Director of an Institute or Centre, or Coordinator of a teaching unit are posts and not ranks, and are to be occupied for a renewable term, if applicable.
- 20.4 There shall be four levels of rank for Administrative Senior Members, namely:
- (a) Deputy Registrar or analogous rank;
  - (b) Senior Assistant Registrar or analogous rank;
  - (c) Assistant Registrar or analogous rank; and
  - (d) Junior Assistant Registrar or analogous rank.
- 20.5 The 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 analogous rank or for progression or promotion from one administrative/analogous rank to the other
- 20.6 For the avoidance of doubt, the following are posts to be occupied, and not ranks: Registrar, Administrative Director, Faculty Officer, Head of Section, Coordinator of a Unit, Campus Registrar and Campus Finance Officer.

## PART H: ACADEMIC DIVISION

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### **STATUTE 21** CAMPUSES, FACULTIES, SCHOOLS, INSTITUTES AND CENTRES

- 21.1 The Council, on the recommendation of the Academic Board, may establish a Campus, Faculty, School, Institute or Centre to be headed by a Principal, Dean, or Director, respectively.

## Office of the Principal

- 21.2 A Campus shall be headed by a Principal, who shall be appointed by the Council in accordance with the provisions in these Statutes.
- 21.3 The Principal of a Campus shall be responsible to the Vice-Chancellor for providing leadership to the Campus and maintaining and promoting efficiency and good order of the Campus in accordance with the policies and procedures prescribed by Law and the Statutes or as may be determined from time to time by the Council, Academic Board and Campus Board.
- 21.4 The Principal shall, on a trimester basis, present a report on the status of the Campus to the Vice-Chancellor.
- 21.5 The Principal of a Campus shall be of Professorial status.
- 21.6 The person appointed as Principal shall hold office for a term of three years and another term only.
- 21.7 Where a Principal is not of Professorial status, he or she shall hold office for two years and shall be eligible for re-appointment for another term only.
- 21.8 When a vacancy is about to occur in the Office of Principal, the Registrar shall notify the Council which shall cause to be openly advertised such vacancy and to invite applications from suitably qualified candidates, that is, persons of Professorial rank. Where there are no academic senior members of Professorial rank, Senior Lecturers are eligible to apply. A Search Committee shall be constituted by the Council as follows:
  - (a) Chairperson of the Committee to be appointed by the Council, not necessarily from its membership;
  - (b) two members of the Council who are not members or staff of the University;
  - (c) two members of the Academic Board one of whom shall be of Professorial status elected by the Academic Board; and
  - (d) a Principal or a former Principal of a recognised University.
- 21.9 The Search Committee after making such enquiries as it deems fit, including an interview, shall propose not more than three candidates to the Council for the Council to make a choice. The notification, application, selection and appointment processes shall where practicable commence at least six months before the expiration of the term of the incumbent.

- 21.10 In the event of a vacancy created before the expiration of tenure through resignation, death or any other cause or absence from office for a period of more than three (3) months, the Chairperson of the Council on the recommendation of the Vice-Chancellor shall appoint one academic member of professorial rank or not below the rank of Senior Lecturer to act for not more than one year within which time the Council shall have appointed a substantive Principal.

## **Office of the Dean**

- 21.11 A Dean shall be of Professorial rank and shall hold office for a period of three years. The Dean shall be eligible, upon completion of the term of office, for re-appointment for a second consecutive term only. A Dean shall not be reappointed for a third term of office unless at least three years have elapsed from the date that he/she last held that office.
- 21.12 A Dean who is not of Professorial status shall hold office for two years and shall be eligible for re-appointment for another term only.
- 21.13 When a vacancy is about to occur in the office of Dean, the Registrar shall notify the Council, which shall cause to be openly advertised such vacancy and to invite applications from suitably qualified candidates, that is, persons of Professorial rank. Where there are no academic senior members of Professorial rank, Senior Lecturers are eligible to apply. A Search Committee shall be constituted by the Council as follows:
- (a) Chairperson of the Committee to be appointed by the Council, not necessarily from its membership;
  - (b) two members of the Council who are not members or staff of the University;
  - (c) two members of the Academic Board one of whom shall be of Professorial status elected by the Academic Board; and
  - (d) a Dean or a former Dean of a recognised University.
- 21.14 The Search Committee, after making such enquiries as it deems fit, including an interview, shall propose not more than three candidates for elections among senior members of the Faculty and or School. Elections shall be contested among peers only, persons of professorial rank and senior lecturers in that order. The results of the enquiries and election results shall be presented to the Council for appointment and the Council shall be bound by the results.

- 21.15 Where specialised expertise is required, such as in the areas of Medicine, Pharmacy, ICT, Law and any other specialised field, the Council may cause the application of a search process only. The notification, application, selection and appointment processes shall commence, at least, six months before the expiration of the term of the incumbent.
- 21.16 The Council may, acting on the advice of the Academic Board, withdraw its approval of the appointment of a Dean for good cause, such as abuse of office or for any action which, in the opinion of the Council, seeks to bring that office into disrepute.
- 21.17 The Dean may be relieved of his or her post by the Council on grounds of incapacity, persistent absence without justification, non-performance, conviction of a criminal offence involving dishonesty, fraud or moral turpitude, or for gross misconduct. The Council shall afford the Dean a fair hearing and, at any such removal proceedings, the Dean shall be entitled to know the grounds for removal and to attend with counsel of his or her choice.

## **Functions and Powers of the Dean**

- 21.18 The functions and powers of a Dean of Faculty or School shall be as follows:
- (a) be responsible to the Vice-Chancellor (through the Principal or Provost where applicable) for providing leadership to the Faculty or School;
  - (b) maintaining and promoting efficiency and good order of the Faculty or School in accordance with policies and procedures prescribed by the Law, the *Statutes* or as may be determined from time to time by the Council, Academic Board and Faculty/School Board;
  - (c) act as the Chairperson of the Faculty/School Board;
  - (d) in consultation with the Heads of Department, be responsible for postgraduate training of the Faculty's own graduates and Lecturers on study leave; and
  - (e) co-ordinate the work of the Departments within the Faculty or School.

## **Vice-Dean**

- 21.19 There shall be a Vice-Dean for every Faculty or School. The Vice-Dean shall be deputy to and assist the Dean in the performance of his functions and shall

act as the Dean in the absence of the Dean. 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;
- (d) representation on the Board of the School of Graduate Studies and Research; and
- (e) any other duty assigned by the Dean.

21.20 A Vice-Dean shall normally be of Professorial rank. Where there is no person of Professorial rank, a Senior Lecturer may be appointed.

21.21 When a vacancy occurs or is about to occur in the Office of Vice-Dean, the Registrar shall cause to be advertised such vacancy internally and to invite applications from suitably qualified candidates. The Appointments and Promotions Board shall conduct inquiries as it deems necessary, interview the applicants, shortlist not more than three for elections among Senior Members and make recommendations for appointment by the Council. The contest should be among peers.

21.22 The Vice-Dean shall hold office for a period of two years and shall be eligible for re-appointment for a second term of two years only.

## **STATUTE 22** **CAMPUS, FACULTY / SCHOOL BOARDS**

### **Composition of Campus Board**

22.1. Each Campus shall have a Campus Board whose membership shall include the following:

- a) Principal as Chairperson;
- b) Deans of Faculties and Schools;
- c) Directors of Institutes/Centres on the campus;
- d) Vice Deans;
- e) Heads of Academic Departments and Units on the campus;

- f) one Senior Member of each Department elected by the members of that Department;
- g) one representative from each of the other Campuses elected by their campus boards;
- h) Deputy Librarian (Campus Librarian);
- i) Faculty Examinations Officers;
- j) Directorate of Academic Planning and Quality Assurance (DAPQA). Representative; and
- k) Such other persons as may be determined by the Campus; Board subject to the approval of the Academic Board.

### **In attendance:**

- a) Deputy Registrar at the Campus (Secretary)
  - b) Deputy Finance Officer/Senior Accountant/Accountant (Campus Accountant)
  - c) Deputy Director of Works, Physical Development and Municipal Services (Campus WPDMS Officer)
  - d) Deputy Director of ICT (Campus ICT Officer)
  - e) Deputy Internal Auditor (Campus Internal Auditor)
  - f) Deputy Director of Procurement (Campus Procurement Officer)
- 22.2 The elected members of the Campus Board shall serve for a period of two (2) years, shall be eligible for re-election for another two (2) years, and, thereafter, shall not be eligible for re-election until another two years has elapsed.
- 22.3 Each Campus Board shall meet at least two (2) times in a trimester (at the beginning and at the end of each trimester).
- 22.4 An emergency meeting of a Campus Board may be convened by the Principal provided that three days' notice is given to every member of the Board.
- 22.5 A special meeting of the Campus Board shall be convened by the Principal on the written request of one-third of the total membership of the Board, submitted to the Principal with a statement of the subject matter to be considered at such special meeting. In the event of such a request, the Principal shall convene a

special meeting within seven (7) days of receipt of the request but subject to the requirement of notice to every member.

## **Powers and Functions of Campus Boards**

22.6. Subject to the Act these Statutes and approval of the Academic Board and Council, the Board of each Campus shall have power to:

- a) direct the general growth and functions of the Campus and its programmes;
- b) regulate within the general policy approved by the Academic Board, the teaching and study of programme assigned to the Campus;
- c) ensure the provision of adequate instruction and facilities for research in Faculties, Schools, Centres, Institutes and Units in the Campus;
- d) recommend Examiners to the Academic Board for appointment;
- e) report to the Academic Board on regulations and syllabuses dealing with programmes of study and other questions related to the work of the Campus;
- f) make recommendations to the Academic Board for the award of degrees, diplomas certificates, scholarships and prizes within the Campus; and
- g) subject to the approval by the Academic Board, to promote co-operation with other Campuses, Faculties, Schools and Institutes within and outside the University in matters relating to the academic work of the Campus and its various components;
- h) deal with any matters referred or delegated to it by the Academic Board;
- i) make decisions on any matter relating to the Campus.

## **Composition of Faculty and School Board**

22.7 There shall be in each Faculty or School, other than the School of Graduate Studies and Research, a 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 or School

- (d) The Head of each Department, Institute, Centre, and Unit within the Faculty or School
- (e) one other member of each Department elected by the academic senior members of the Department
- (f) one representative from two cognate Faculties/Schools in the College and/or Campus
- (g) Such other persons as may be determined by the Faculty/School Board
- (h) The Faculty Officer who shall be the Secretary to the Board.
- (i) In the case of the School of Graduate Studies and the Board shall consist of the following persons:
  - (a) Dean of School of Graduate Studies and Research – Chairperson;
  - (b) Librarian;
  - (c) Vice-Deans;
  - (d) Faculty Coordinators of Postgraduate Studies;
  - (e) Deputy Registrar, Academic Affairs; and
  - (f) Deputy Registrar (SGSR) – Member / Secretary

22.8 The term of office of a member of a Faculty or School Board other than the Dean, Vice-Dean, Head of Department, Professor or Associate Professor in the Faculty or School, shall be two years renewable for a second term only.

## **Meetings of a Faculty or School Board**

22.9 Each Faculty or School Board shall meet, at least, twice each trimester.

22.10 A special meeting of the Board shall be called by the Dean on the written request of, at least, half of the members of the Board submitted to the Dean with a statement of the subject matter to be considered at the special meeting. The Dean shall convene a special meeting of the Board within seven days of receipt of the request.

22.11 Emergency meetings of a Faculty or School Board may be called by the Dean at any time by giving, at least, 24 hours written notice to members, stating the emergency that has arisen and the business to be transacted.

- 22.12 The quorum for a meeting of a Faculty or School Board shall be half of the total membership.
- 22.13 In the absence of the Dean and Vice-Dean, the Board's meeting shall be chaired by the most senior Head of Department in the Faculty. In the case of the Board of the School of Graduate Studies and Research, the meeting shall be chaired by the longest-serving member of the Board present.

## **Powers and Functions of Faculty and School Board**

- 22.14 Subject to the Law establishing the University, the *Statutes* and resolutions of Academic Board, the powers and functions of each Faculty/School Board shall include the following:
- (a) determine all matters relating to teaching and research in the subjects of the Faculty/School;
  - (b) determine, subject to the approval of Academic Board, the schemes of instruction and regulations for examinations in the subjects of the Faculty or School;
  - (c) determine, subject to approval of the Academic Board, all matters relating to the progress of students following schemes of instruction, study and research within the Faculty or School and to keep appropriate records on them;
  - (d) ensure the provision of adequate instruction and facilities for research in the subjects assigned to the Faculty or School and co-ordinate teaching and research programmes of the various Departments of the Faculty or School;
  - (e) determine a code of conduct, professional dress code, disciplinary process and other matters relating to or uniquely associated with the discipline or profession concerned;
  - (f) recommend External Examiners to the Academic Board through the College Board, for appointment;
  - (g) make recommendations, through the Campus Board, to the Academic Board for the award of degrees (other than honorary degrees), diplomas, certificates, fellowships, studentships, scholarships, prizes and other academic distinctions within the Faculty or School;

- (h) submit, through the Campus Board, proposals to the Academic Board for academic development within the Faculty or School;
- (i) make decision on any matter relating to the work of the Faculty or School and express an opinion, if it so desires, to the Academic Board through the College Board;
- (j) deal with and report on any matter referred to it by the Academic Board and the College Board;
- (k) appoint such other sub-committees as it may consider necessary in the discharge of its functions; and
- (l) constitute the Board of Examiners of the Faculty and to consider and approve results for consideration by Academic Board.

## **STATUTE 23** DEPARTMENTS

### **Head of Department**

- 23.1 A Department of the University shall be the primary academic division for teaching and research.

Each Department in a Faculty or School shall have an appointed Head.

A Head of Department shall be of Professorial rank unless there is no academic senior member of Professorial rank in the Department willing and competent to head the Department.

Where there is no member of Professorial rank, the headship of the Department shall move to the next lower rank. The title "Head of Department" shall be used whether the incumbent is of Professorial rank or not.

- 23.2 The Head of Department shall be considered for appointment by the Appointments and Promotions Board with the attendance of the Dean of Faculty.
- 23.3 The appointment of a Head of Department who is of Professorial rank shall be for a period of three years at a time and the Head shall be eligible for a further term of three years only.

- 23.4 A Head of Department of non-Professorial rank shall be appointed for two years and shall be eligible for re-appointment for another term only.
- 23.5 A person shall be eligible for re-appointment as Head of Department only after, at least, two years have elapsed from the date he/she last held that office, unless there are demonstrable exceptional circumstances.
- 23.6 When a vacancy occurs in the headship of a department, the Dean of the Faculty or School concerned shall present the names and curricula vitae of three most senior academic members of the Department with his or her recommendation(s) to the Vice-Chancellor for consideration after necessary consultations with the Department concerned. The Vice-Chancellor shall convene an Appointments and Promotions Board Meeting during which the Board shall make a choice for appointment of one of them as the Head.
- 23.7 In the absence of a Head of Department for a period exceeding three months, the Vice-Chancellor shall, in consultation with the Dean of the Faculty/School, appoint another member of the Department to act for a period as the Vice-Chancellor may determine.
- 23.8 The responsibilities of the Head of Department shall include the following:
- (a) organise the teaching programme, maintain acceptable standards of teaching and ensure that adequate facilities are available for research in their respective disciplines with the approval of the Faculty Board
  - (b) in consultation with members of the Department, recommend to the Faculty Board, programmes, syllabi and courses as well as ways of promoting research in the Department;
  - (c) be responsible for the maintenance of discipline in the Department;
  - (d) liaise with other academic divisions of the University and other universities, industry, professional bodies, associations and similar bodies on matters affecting the Department after consultation with the Departmental Board;
  - (e) consult with the Dean on matters affecting the Department and the Faculty; and
  - (f) conduct examinations and or supervise the conduct of examinations at the Departmental level.

## **STATUTE 24** **DEPARTMENTAL BOARDS**

- 24.1 A Department shall have a Departmental Board comprising all senior members of the Department. The Board shall meet, at least, twice each trimester to:
- (a) discuss ways of promoting the discipline (i.e. field of study);
  - (b) review existing programmes and develop new ones;
  - (c) consider issues relating to quality assurance and the maintenance of ethical standards in the delivery of teaching and research activities;
  - (d) consider the general organisation and regulation of courses and research in the Department;
  - (e) consider the Departmental budget;
  - (f) consider matters referred to it by the Academic Board or the Faculty Board and any other matter relating to the department; and
  - (g) Plan and evaluate the work of the Department.
- 24.2 Meetings of the Departmental Board shall be convened by the Head of Department at such times as he or she may decide, but the Head shall convene a special meeting at the written request of, at least, one-third of the senior members of the Department submitted with a statement of the subject matter to be discussed. Such a meeting shall be convened within seven days of receipt of the request.
- 24.3 The quorum for the transaction of any business of the Departmental Board shall be half of the total number of members.
- 24.4 A Departmental Board may be constituted into a Committee on Graduate Studies for the purpose of considering matters relating to postgraduate studies in the disciplines of the Department and, for this purpose, members from cognate Departments may serve on the Committee.
- 24.5 A copy of the minutes of the Departmental Board meetings shall be sent to the Dean of the Faculty/School.

## **STATUTE 25 INSTITUTES AND CENTRES**

- 25.1 Directors of Institutes shall be at the level of a Dean. All Directors of Centres shall be at the level of a Head of Department, unless otherwise stated.
- 25.2 Directors shall be required to constitute Boards and hold meetings in the same manner as Departmental Boards.
- 25.3 The Governing Boards of Institutes and Centres shall be determined or approved, in each case, by the Academic Board.

## **STATUTE 26 OFFICE OF THE DEAN OF STUDENTS**

- 26.1 There shall be Dean of Students appointed by the Vice-Chancellor on behalf of the Council.
- 26.2 The Dean appointed under Statute 26.1 shall be of Professorial rank and/or, at least, rank of a Senior Lecturer who shall have the status of a Dean of Faculty. The Dean of Students shall hold office for a three-year term if he/she is a Professor and two years if he/she is not a Professor and shall be eligible for re-appointment for a further consecutive term only.
- 26.3 The Dean of Students shall have responsibility for the welfare of Junior Members of the University in relation to academic, residential and social matters.

The Dean of Students shall exercise this responsibility under the direction of the Academic Board.

The Dean of Students shall liaise with the Vice-Chancellor, Pro Vice-Chancellor, Registrar, Heads of Department, Hall Masters/Warden, Residence Committee, Chaplaincy Board, Sports and Recreation Committee, Students' Representative Council and Graduate Students' Association of Ghana (UBIDS) on all matters affecting the welfare of students. In particular, the Office of the Dean of Students shall be responsible for and or promote the following matters relating to Junior Members:

- (a) the accommodation of students in halls of residence and hostels on campus and off campus;
- (b) procure chaplaincy services that shall be of a circular nature;

- (c) procure guidance and counselling services for Junior Members;
  - (d) arrange for sports and recreation intra-university, inter-university and international student competitions or meetings; and
  - (e) student governing bodies, organisations, clubs and societies.
- 26.4 The Dean of Students shall exercise his or her responsibility under the direction of the Academic Board and with the assistance of the Board of Students Affairs comprising:
- (a) Dean of Students – Chairperson
  - (b) Vice-Dean of Students
  - (c) One representative of the Academic Board
  - (d) Senior Hall Masters/Tutors
  - (e) Head of the Chaplaincy
  - (f) Head of Counselling Unit
  - (g) Chairperson, Sports and Recreation Committee
  - (h) One representative of graduate students
  - (i) One representative of undergraduate students
  - (j) Assistant/Senior Assistant Registrar – Secretary
- 26.5 When a vacancy occurs or is about to occur in the Office of Dean of Students and Office of the Vice-Dean of Students, the Registrar shall cause to be advertised such vacancy internally and invite applications from suitably qualified candidates. The Appointments and Promotions Board shall conduct inquiries as it deems necessary, interview the applicants and make recommendations for appointment by the Council.
- 26.6 The Dean of Students may be relieved of his/her post by the Council on grounds of incapacity, persistent absence without justification, non-performance, conviction of a criminal offence involving dishonesty, fraud or moral turpitude, or for gross misconduct. The Council shall afford the Dean of Students a fair hearing and, at any such removal proceedings, the Dean of Students shall be entitled to know the grounds for removal and to attend with counsel of his or her choice.

- 26.7 There shall be a Vice-Dean of Students who shall hold office for a term of two years and shall be eligible for re-appointment for only one further consecutive term. The Vice-Dean shall assist the Dean in the performance of his or her duties and shall act as Dean in the absence of the Dean.
- 26.8 The Vice-Dean of Students shall, in addition to his/her duties in assisting the Dean of Students, head a Non-Residence Students' Unit for ensuring standardisation of services, safety and management of private hostel accommodation for students off campus. The Unit shall work with the Vice-Dean of Students to submit a policy framework for the consideration of Academic Board and approval of the Council. The unit shall have an administrator not below the rank of an Assistant Registrar for supporting documentation and the work of the unit.
- 26.9 The Vice-Dean of Students shall be appointed in the manner in which a Dean of Students is appointed as provided for in Statute 26.5.

## **STATUTE 27 OFFICE OF THE UNIVERSITY LIBRARIAN**

- 27.1 The University Librarian shall provide the requisite resources to support research, teaching and learning activities of especially senior and junior members as well as the University community and the wider public. In this regard, the Library shall be adequately stocked with learning materials and literature including electronic resources for all manner of users, including those physically or intellectually challenged.
- 27.2 In order to fully and effectively carry out its functions, the Library may operate a library or reading room in any Faculty, School, Department, Institute, Centre, Hall of Residence or Hostel, and on such terms and conditions as it deems necessary; and liaise with other libraries and agencies.
- 27.3 The Library shall be headed by the Librarian who shall be a senior member with a research postgraduate degree, the requisite qualifications and, at least, ten years' experience in librarianship as a senior level librarian, preferably at a tertiary institution. The University Librarian shall ensure that the Library fully and effectively carries out its functions as spelt out in this statute.
- 27.4 Senior Members of the Library shall be academic staff. The conditions of service of the University Librarian shall be equivalent to those of a Professor and same

shall apply to other Senior Member ranks whose conditions of service shall be same as the equivalences of other academic staff.

- 27.5 When a vacancy occurs or is about to occur in the office of the Librarian, the Registrar shall notify the Council, which shall cause to be advertised such vacancy and invite applications from suitably qualified candidates. A Search Committee shall be constituted by the Council as follows:
- (a) Chairperson of the Committee to be appointed by the Council, not necessarily from its membership;
  - (b) two members of the Council who are not members or staff of the University;
  - (c) two members of the Academic Board, one of whom shall be of Professorial status elected by the Academic Board; and
  - (d) a University Librarian or a former University Librarian of a recognised University.
- 27.6 The Search Committee after making such enquiries as it deems fit, including an interview, shall propose not more than three candidates to the Council to make a choice. The notification, application, selection and appointment processes shall commence where practicable, at least, six months before the expiration of the term of the incumbent. The person shall be formally appointed by the Council to assume office on the first day of September of that year. The appointment of the Librarian shall be by tenure.
- 27.7 There shall be a Library Board, which shall supervise and direct the operations of the Library. The Board shall be composed as follows:
- (a) The Vice Chancellor or a representative as Chairperson
  - (b) Librarian, who shall not be a voting member
  - (c) Dean of Students
  - (d) one senior member from each Campus
  - (e) One senior member representing the Directorate of Finance
  - (f) one representative of undergraduate students
  - (g) one representative of postgraduate students
  - (h) the Bookshop Manager
  - (i) Assistant/Senior Assistant Registrar (Library) as Secretary

## Functions Of The University Librarian

There shall be a University Librarian who shall be the he Head of the University Library and whose functions shall functions include:

- a) with the assistance of such deputies as may be appointed from time to time, responsibility for the general management of all libraries within the University;
- b) implementing the decisions of the Library Board approved previously by the Academic Board and shall ensuring that the libraries are managed in accordance with the rules and regulations approved by the Academic Board., and
- c) responsibility for the provision of adequate reading and learning materials to support teaching, research, and extension functions of the Library.
- d) collaborating with the Registrar to ensure that the required administrative and professional staff are employed, assigned, transferred or relocated in the Library to support work;
- e) ensuring the maintenance of good environment for reading and learning in all libraries of the University;
- f) responsibility for maintaining linkages with local and international organisations involved in library work;
- g) formulating policies for maximum development and utilisation of all the libraries in the University in conjunction with the Library Board and approval of the Academic Board;
- h) exercise professional and administrative supervision over the staff to ensure efficient and effective functioning of libraries in the University;
- i) performing any other functions as may be assigned to him or her by the Vice-Chancellor;
- j) The University Librarian may resign his/her office by submitting a letter addressed to the Chairperson of the Council through the Vice-Chancellor;
- k) The University Librarian may be relieved of his/her post by the Council on grounds of incapacity, persistent absence without justification, non-performance, conviction of a criminal offence involving dishonesty, fraud or moral turpitude, or for gross misconduct. The Council shall afford the University Librarian a fair hearing and, at any such removal proceedings, the University Librarian shall

be entitled to know the grounds for removal and to attend with counsel of his or her choice.

- l) The University Librarian is responsible to the Vice-Chancellor

## **STATUTE 28** **DIRECTORATE OF INTERNATIONAL COLLABORATIONS**

- 28.1. There shall be established under the Vice-Chancellor's Office, a Directorate of International Collaborations.
- 28.2. The Director shall be the head of the Directorate and shall be of professorial rank or, at least, a Senior Lecturer or equivalent. He/she shall have the status of a Dean of a Faculty/School.
- 28.3. He/she shall be appointed by the Council on the recommendation of the Vice-Chancellor.
- 28.4. The Director of International Collaborations shall hold office for a term of three years and may be eligible for re-appointment for another term of three years only.
- 28.5. The functions of the Director of International Collaborations shall include:
- a) collaborating with the Principals of Campuses and Deans of Faculties or Schools;
  - b) establishing collaborations with international institutions, and regularly updating the database on the University's collaborators or partners in respect of international academic programmes;
  - c) handling matters involving both staff and student visits and exchange programmes;
  - d) In conjunction with the Registrar's Office, the Director shall handle all agreements involving the University and its collaborators or partners in respect of external academic programmes; and
  - e) The Directorate shall serve as an advisory unit to all academic departments on exchange programmes and collaborations. The Directorate shall also be responsible for developing memoranda of understanding with institutions

in and outside Ghana and organising international workshops, seminars and conferences.

- f) The Director shall perform any other relevant functions as may be assigned by the Vice-Chancellor.

28.7 When a vacancy occurs or is about to occur in the office of the Director of International Collaborations, the Registrar shall notify the Council which shall cause to be advertised such vacancy and to invite applications from suitably qualified candidates. A Search Committee shall be constituted by the Council as follows:

- (a) Chairperson of the Committee to be appointed by the Council, not necessarily from its membership;
- (b) two members of the Council who are not members or staff of the University;
- (c) two members of the Academic Board one of whom shall be of Professorial status elected by the Academic Board; and
- (d) a Director or a Dean or a former Director or a former Dean of a recognised University.

28.8 The Director of International Collaborations may be relieved of his/her post by the Council on grounds of incapacity, persistent absence without justification, non-performance, conviction of a criminal offence involving dishonesty, fraud or moral turpitude, or for gross misconduct. The Council shall afford the Director of International Collaborations a fair hearing and, at any such removal proceedings, the Director of International Collaborations shall be entitled to know the grounds for removal and to attend with counsel of his or her choice.

28.8 The Search Committee, after making such enquiries as it deems fit, including an interview, shall propose not more than three candidates to the Council to make a choice. The notification, application, selection and appointment processes shall commence, at least, six months before the expiration of the term of the incumbent. The person shall be formally appointed by the Council to assume office.

## **STATUTE 29** **DIRECTORATE OF RESEARCH, INNOVATION AND CONSULTANCY (DRIC)**

- 29.1 The Council shall establish a Directorate of Research, Innovation and Consultancy, which shall manage all matters relating to research, innovation and consultancy.
- 29.2 The Directorate shall perform the following functions:
- (a) coordinate the university-wide research agenda;
  - (b) source and manage funding for research;
  - (c) develop and advise Academic Board on (i) criteria for the research component of assessments for promotion, (ii) motivating research effort of Faculties/Schools, and (iii) sponsoring research and conferences;
  - (d) ensure standard/quality research by writing out research proposals that can sell and be executed to register the University's presence in the Ghanaian economy and the international domain;
  - (e) coordinate and support publication of journals and books in the University; and
  - (f) liaise with the Directorate of Academic Planning and Quality Assurance to advise management on procedures that promote research-based teaching.
- 29.3 There shall be a Director of the Directorate of Research, Innovation and Consultancy who shall be of Professorial rank and appointed by the Council.
- 29.4 The Director shall be of the status of a Dean of Faculty/School and, under the Vice-Chancellor, be responsible for the effective management of the DRIC.
- 29.5 The Director shall hold office for three years, renewable for another term only.
- 29.6 When the position of the Director becomes vacant or is about to become vacant, the Registrar shall notify the Vice-Chancellor who shall cause to be advertised such vacancy and to invite applications from suitably qualified candidates. A Search Committee shall be constituted by the Council as follows:
- (a) Chairperson of the Committee to be appointed by the Council, not necessarily from its membership;
  - (b) two members of the Council who are not members or staff of the University;

- (c) two members of the Academic Board one of whom shall be of Professorial status elected by the Academic Board;
  - (d) a Director or a Dean or a former Director or a former Dean of a recognised University.
- 29.7 The Director of International Collaborations may be relieved of his/her post by the Council on grounds of incapacity, persistent absence without justification, non-performance, conviction of a criminal offence involving dishonesty, fraud or moral turpitude, or for gross misconduct. The Council shall afford the Director of International Collaborations a fair hearing and, at any such removal proceedings, the Director of International Collaborations shall be entitled to know the grounds for removal and to attend with counsel of his or her choice.
- 29.8 The Search Committee after making such enquiries as it deems fit, including an interview, shall propose not more than three candidates to the Council to make a choice. The notification, application, selection and appointment processes shall commence, at least, six months before the expiration of the term of the incumbent. The person shall be formally appointed by the Council to assume office on the first day of September of that year.

## **STATUTE 30** **DIRECTORATE OF COMMUNITY OUTREACH AND BUSINESS INCUBATION**

- 30.1 There shall be a Directorate of Community Outreach and Business Incubation (DCOBI), which shall manage all matters relating to the practical training of students and community-based student outreach programmes, industrial attachments, workshops and studio works during the Third Trimester in particular, but also the other trimesters, as may be required.

The Directorate shall perform the following functions:

- (a) coordinate the university-wide community outreach programme;
- (b) identify innovative sources of funding for supporting and sustaining community outreach programmes for the consideration of Academic Board;
- (c) develop and advise the Academic Board on (i) curricular for university-wide and Faculty/School specific community outreach programmes in collaboration with Faculties and Schools,(ii) innovations on how the

community-outreach programme can promote business incubation through the joint efforts of students and Faculty, and (iii) how these business ideas can benefit the business and private sector and promote economic growth and equity in development;

- (d) develop and advise Academic board on how the Directorate can build on the community-outreach programme for supporting the research agenda of the University, and in particular, enable joint Faculty and student research and publications;
  - (e) liaise with the Directorate of Academic Planning and Quality Assurance to advise management on how to ensure standards and integrity in practical training of students;
  - (f) promote policy advocacy and consultancy Services in conjunction with the Directorate of Research, Innovation and Consultancy.
  - (g) The Directorate shall design a system for data capturing, updating and management on businesses and development in collaboration with the Directorate of Information, Communication and Technology to support development of extension activities of the University and support the provision of consultancy services to the private sector, international development agencies, non-governmental organisations and the Local Government Service (District and Municipal Assemblies).
- 30.2 There shall be a Director of the Directorate of Community Outreach and Business Incubation who shall be of Professorial rank or not less than the rank of Senior Lecturer and appointed by the Council.
- 30.3 The Director of the Directorate shall be of the status of a Dean of Faculty/School and, under the Vice-Chancellor, be responsible for the effective management of the DCOBI.
- 30.4 The Director shall hold office for three years, renewable for another term only.
- 30.5 When the position of the Director becomes vacant or is about to become vacant, the Registrar shall notify the Council which shall cause to be advertised such vacancy and to invite applications from suitably qualified candidates. A Search Committee shall be constituted by the Council as follows:
- (a) the Chairperson of the Committee to be appointed by the Council, which may not necessarily from its membership;

- (b) two members of the Council who are not members or staff of the University;
  - (c) two members of the Academic Board one of whom shall be of Professorial status elected by the Academic Board; and
  - (d) a Director or a former Director of a recognised University.
- 30.6 The Director of Community Outreach and Business Incubation may be relieved of his/her post by the Council on grounds of incapacity, persistent absence without justification, non-performance, conviction of a criminal offence involving dishonesty, fraud or moral turpitude, or for gross misconduct. The Council shall afford the Director of International Collaborations a fair hearing and, at any such removal proceedings, the Director of Community Outreach and Business Incubation shall be entitled to know the grounds for removal and to attend with counsel of his or her choice.
- 30.6 The Search Committee, after making such enquiries as it deems fit, including an interview, shall propose not more than three candidates to the Council to make a choice. The notification, application, selection and appointment processes shall commence, at least, six months before the expiration of the term of the incumbent. The person shall be formally appointed by the Council to assume office on the first day of September of that year. The person shall be formally appointed by the Council to assume office on the first day of September of that year.

## **STATUTE 31 ENVIRONMENTAL CHANGE AND SUSTAINABILITY INSTITUTE**

- 31.1 There shall be established an Environmental Change and Sustainability Institute (ECSI), which shall serve as a special purpose vehicle for sustainability and development research targeted at addressing wider environmental and socio-economic challenges, including climate change, land degradation, desertification, and poverty confronting the Upper West Region, in particular, and the Savannah areas of Ghana, in general.
- 31.2 The Institute shall, among others perform the following functions:
- (a) serve as a first Class Centre of Excellence for research, policy influencing and capacity building for addressing critical development challenges to accelerate the development and socio-economic transformation of the

Upper West Region, in particular, and Savannah areas of Ghana and the sub-region, in general.

- (b) develop research proposals to attract research grants for promoting sustainability research in the university;
  - (c) build capacity in the areas of rural and urban sustainability research and science through the development and running of specialised postgraduate programmes in line with the research agenda of the University;
  - (d) harmonize research expertise in the University for promoting sustainability science research and academic work;
  - (e) promote evidenced-based policy advocacy and influencing as part of development extension activities of the University to accelerate the development of the Upper West Region in particular and other deprived areas of Ghana and the sub-region as whole.
- 31.3 There shall be a Director of the Environmental Change and Sustainability Institute who shall be of Professorial rank or not less than the rank of Senior Lecturer and appointed by the Council.
- 31.4 The Director of the Institute shall be of the status of a Dean of Faculty/School and, under the Vice-Chancellor, be responsible for the effective management of the institute.
- 31.5 The Director shall hold office for three years, which is renewable for a further three years only.
- 31.6 Where the position of the Director becomes vacant or is about to become vacant, the Registrar shall notify the Council who shall cause to be advertised such vacancy and to invite applications from suitably qualified candidates. A Search Committee shall be constituted by the Council as follows:
- (a) Chairperson of the Committee to be appointed by the Council, not necessarily from its membership;
  - (b) two members of the Council who are not members or staff of the University;
  - (c) two members of the Academic Board one of whom shall be of Professorial status elected by the Academic Board; and
  - (g) a Director or a Dean or a former Director or former Dean of a recognised University.

- 31.6 The Director of Environmental Change and Sustainability Institute may be relieved of the post by the Council on grounds of incapacity, persistent absence without justification, non-performance, conviction of a criminal offence involving dishonesty, fraud or moral turpitude, or for gross misconduct. The Council shall afford the Director of Environmental Change and Sustainability Institute a fair hearing and, at any such removal proceedings, the Director of Environmental Change and Sustainability Institute shall be entitled to know the grounds for removal and to attend with counsel of his choice.
- 31.6 The Search Committee, after making such enquiries as it deems fit, including an interview, shall propose not more than three candidates to the Council for the Council to make a choice. The notification, application, selection and appointment processes shall commence where practicable, at least, six months before the expiration of the term of the incumbent. The person shall be formally appointed by the Council.

## **STATUTE 32** **DIRECTORATE OF WORKS AND MUNICIPAL SERVICES**

- 32.1 There shall be a Directorate of Works and Municipal Services responsible for providing and maintaining physical infrastructure, including buildings, plant, machinery, utilities, roads, byways, grounds and gardens of the University, whether owned, leased or otherwise controlled or possessed by the University, wherever situated.
- 32.2 The Director of Works and Municipal Services shall head the Directorate of the University and be responsible to the Vice-Chancellor.
- 32.3 The Director of DWMS shall possess a postgraduate degree and be licensed by the relevant professional body in Ghana.
- 32.4 When a vacancy occurs or is about to occur, the Registrar shall notify the Council who shall cause to be advertised such vacancy and to invite applications from suitably qualified candidates. A Search Committee shall be constituted by the Council as follows:
- (a) Chairperson of the Committee to be appointed by the Council, not necessarily from its membership;
  - (b) two members of the Council who are not members or staff of the University;

- (c) two members of the Academic Board one of whom shall be of Professorial status elected by the Academic Board; and
  - (h) a Director or a former Director of a recognised University.
- 32.5 The Director of Works and Municipal Services may be relieved of his/her post by the Council on grounds of incapacity, persistent absence without justification, non-performance, conviction of a criminal offence involving dishonesty, fraud or moral turpitude, or for gross misconduct. The Council shall afford the Director of Works and Municipal Services a fair hearing and, at any such removal proceedings, the Director of Works and Municipal Services shall be entitled to know the grounds for removal and to attend with counsel of his or her choice.
- 32.6 The Search Committee after making such enquiries as it deems fit, including an interview, shall propose not more than three candidates to the Council for the Council to make a choice. The notification, application, selection and appointment processes shall commence, at least, six months before the expiration of the term of the incumbent. The person shall be formally appointed by the Council.
- 32.6 The appointment shall be for four years, which may be renewed for another term only.

## PART I: ADMINISTRATIVE DIVISION

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### **STATUTE 33** OFFICE OF THE REGISTRAR

- 33.1 The Office of the Registrar shall be divided into the directorates that the Council shall approve for the management of administrative support, secretarial services and custody of records.
- 33.2 The Registrar shall be assisted in the performance of his duties by Directors who shall be Category B Directors at the rank of Deputy Registrars and appointed by the Council through open advertisement and interviews.
- 33.3 The following Officers shall operate under and be responsible to the Registrar in the performance of the duties and responsibilities of the position and, together with the Registrar, shall constitute the Registry comprising the following staff:

- (a) Director of Human Resource Management
- (b) Director of Academic Affairs
- (c) Director, General Administration
- (d) Director of University Relations
- (e) Director of Legal Services
- (f) Director of Information Management Services
- (g) Director of Procurement
- (h) Director of Sports
- (i) Head of Transportation Section
- (j) Head of Security Section

## **STATUTE 34** **DIRECTORATE OF ACADEMIC AFFAIRS**

- 34.1 The Directorate of Academic Affairs shall be responsible for implementing the academic policies and managing the general academic programmes of the University.
- 34.2 The Directorate shall be headed by a Director who shall be responsible to the Registrar.
- 34.3 The Director of Academic Affairs must possess a postgraduate degree in the relevant area with relevant post-qualification experience.
- 34.4 The position of the Director of Academic Affairs shall be at the level of Deputy Registrar and shall be answerable to the Registrar.
- 34.5 When a vacancy occurs or is about to occur, the Registrar shall notify the Council who shall cause to be advertised, such vacancy and to invite applications from suitably qualified candidates. The Appointments and Promotions Board shall conduct inquiries as it deems necessary, interview the applicants and make recommendations for appointment by the Council. The person shall be formally appointed by the Council.
- 34.6 The Director of Academic Affairs may be relieved of his post by the Council on grounds of incapacity, persistent absence without justification, non-

performance, conviction of a criminal offence involving dishonesty, fraud or moral turpitude, or for gross misconduct. The Council shall afford the Director of Academic Affairs a fair hearing and, at any such removal proceedings, the Director of Academic Affairs shall be entitled to know the grounds for removal and to attend with counsel of his or her choice.

- 34.7 The appointment shall be for four years which may be renewed for another term only subject to the retirement not being exceeded.

## **STATUTE 35** **DIRECTORATE OF HUMAN RESOURCE MANAGEMENT**

- 35.1 The Directorate of Human Resource Management shall be responsible for the strategic management and development of the University's human resource.
- 35.2 The Directorate shall be headed by a Director who shall be responsible to the Registrar.
- 35.3 The Director of Human Resource Management must possess a postgraduate degree in Human Resource Management or any relevant post-qualification experience.
- 35.4 The position of the Director of Human Resource shall be at the level of Deputy Registrar and shall be answerable to the Registrar.
- 35.5 When a vacancy occurs or is about to occur, the Registrar shall notify the Council who shall cause to be advertised, such vacancy and to invite applications from suitably qualified candidates. The Appointments and Promotions Board shall conduct inquiries as it deems necessary, interview the applicants and make recommendations for appointment by the Council. The person shall be formally appointed by the Council to assume office on the first day of September of that year.
- 35.6 The Director of Human Resource Management may be relieved of his/her post by the Council on grounds of incapacity, persistent absence without justification, non-performance, conviction of a criminal offence involving dishonesty, fraud or moral turpitude, or for gross misconduct. The Council shall afford the Director of Human Resource Management a fair hearing and, at any such removal proceedings, the Director of Human Resource Management shall be entitled to know the grounds for removal and to attend with counsel of his or her choice.

- 35.7 The appointment shall be for four years which may be renewed for one term only subject to performance appraisal and provided that the statutory retirement age shall not be exceeded. The terms and conditions shall be determined by the Council.

## **STATUTE 36** **DIRECTORATE OF UNIVERSITY RELATIONS**

- 36.1 The Directorate of University Relations shall be responsible for building and maintaining corporate image of the University and its relationship with key public institutions, including managing events and communicating with stakeholders of the University.
- 36.2 The Directorate shall be headed by a Director who shall be responsible to the Registrar.
- 36.3 The Director of University Relations must possess a postgraduate degree in the relevant area with relevant post-qualification experience.
- 36.4 The position of the Director of University Relations shall be at the level of Deputy Registrar and shall be answerable to the Registrar.
- 36.5 When a vacancy occurs or is about to occur, the Registrar shall notify the Council who shall cause to be advertised, such vacancy and to invite applications from suitably qualified candidates. The Appointments and Promotions Board shall conduct inquiries as it deems necessary, interview the applicants and make recommendations for appointment by the Council. The person shall be formally appointed by the Council.
- 36.6 The Director of University Relations may be relieved of his post by the Council on grounds of incapacity, persistent absence without justification, non-performance, conviction of a criminal offence involving dishonesty, fraud or moral turpitude, or for gross misconduct. The Council shall afford the Director of University Relations a fair hearing and, at any such removal proceedings, the Director of University Relations shall be entitled to know the grounds for removal and to attend with counsel of his or her choice.
- 36.7 The appointment shall be for four years, which may be renewed for another term only.

## **STATUTE 37** **DIRECTORATE OF LEGAL SERVICES**

- 37.1 The Directorate of Legal Services shall provide legal services and other specialised services to the University.
- 37.2 The Directorate shall be headed by a Director who shall be responsible to the Registrar.
- 37.3 The Director of Legal Services must possess a professional practising certificate and postgraduate degree in Law with relevant post-qualification experience.
- 37.4 The position of the Director of Legal Services shall be at the level of Deputy Registrar and shall be answerable to the Registrar.
- 37.5 When a vacancy occurs or is about to occur, the Registrar shall notify the Council who shall cause to be advertised, such vacancy and to invite applications from suitably qualified candidates. The Appointments and Promotions Board shall conduct inquiries as it deems necessary, interview the applicants and make recommendations for appointment by the Council. The person shall be formally appointed by the Council to assume office on the first day of September of that year.
- 37.6 The Director of Legal Services may be relieved of his post by the Council on grounds of incapacity, persistent absence without justification, non-performance, conviction of a criminal offence involving dishonesty, fraud or moral turpitude, or for gross misconduct. The Council shall afford the Director of Legal Services a fair hearing and, at any such removal proceedings, the Director of Legal Services shall be entitled to know the grounds for removal and to attend with counsel of his or her choice.
- 37.7 The appointment shall be for four years, which may be renewed for another term only.

## **STATUTE 38** **DIRECTORATE OF INFORMATION MANAGEMENT SERVICES**

- 38.1 The Directorate of Information Management Services shall be responsible for providing and maintaining the ICT infrastructure of the University, wherever situated. The Directorate shall:

- (k) provide leadership for the development of a progressive IMS environment within the University and all distance learning centres;
  - (l) develop 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;
  - (m) develop, direct and manage all computing and IMS strategic plans of the University;
  - (n) oversee the development of the University's investments in IT;
  - (o) oversee the design and facilitate the integration of sound ICT architecture, technology standards and best practices for the University;
  - (p) ensure the identification and installation of appropriate and progressive IT infrastructure that can support administration, and enhance teaching and research;
  - (q) oversee the development, design and implementation of new applications and changes to existing computer systems and software packages; and
  - (r) advise senior management on strategic systems conversions and integration in support of institutional goals and objectives.
- 38.2 The Director of Information Management Services shall be headed by a Director who shall be responsible to the Registrar in the discharge of his/her duties.
- 38.3 The Director of Information Management Services shall work closely with the Registry and the Directorate of Academic Planning and Quality Assurance (DAPQA) to ensure that the needs of the IMS for general administration and DAPQA are adequately addressed.
- 38.4 The Director of Information Management Services shall possess a postgraduate degree in ICT or relevant qualification.
- 38.5 When a vacancy occurs or is about to occur in the Office of Director, Information Management Services, the Registrar shall notify the Council who shall cause to be advertised, such vacancy and to invite applications from suitably qualified candidates. The Appointments and Promotions Board shall conduct inquiries as it deems necessary, interview the applicants and make recommendations for appointment by the Council. The person shall be formally appointed by the Council.

- 38.6 The Director of Information Management Services may be relieved of his/her post by the Council on grounds of incapacity, persistent absence without justification, non-performance, conviction of a criminal offence involving dishonesty, fraud or moral turpitude, or for gross misconduct. The Council shall afford the Director of Information Management Services a fair hearing and, at any such removal proceedings, the Director of Information Management Services shall be entitled to know the grounds for removal and to attend with counsel of his or her choice.
- 38.8 The appointment shall be for four years, which may be renewed for another term only.

## **STATUTE 39** **DIRECTORATE OF SPORTS**

- 39.1 There shall be a Director of Sports to head the Sports Directorate of the University who shall be appointed by the University Council.
- 39.2 The position of Director of Sports shall be at the level of Deputy Registrar and shall be answerable to the Registrar.
- 39.3 The Director of Sports shall exercise supervision over the staff under him or her to ensure the efficient and effective functioning of the Sports Directorate.
- 39.4 The Director of Sports shall exercise oversight responsibility of the operations of all sports centres and sports facilities on all Campuses of the University.
- 39.5 In collaboration with the Pro Vice-Chancellor and the Registrar, the Director of Sports shall draw up and review, from time to time, the sports policy of the University.
- 39.6 The Director of Sports shall be responsible for procuring funds to support University sports and research in the field of sports, recreation and games in the context of community and national development.
- 39.7 When a vacancy occurs or is about to occur in the Office of Director of Sports, the Registrar shall notify the Council who shall cause to be advertised, such vacancy and to invite applications from suitably qualified candidates. The Appointments and Promotions Board shall conduct inquiries as it deems necessary, interview the applicants and make recommendations for appointment by the Council. The person shall be formally appointed by the Council.

- 38.8 The Director of Sports may be relieved of his/her post by the Council on grounds of incapacity, persistent absence without justification, non-performance, conviction of a criminal offence involving dishonesty, fraud or moral turpitude, or for gross misconduct. The Council shall afford the Director of Sports a fair hearing and, at any such removal proceedings, the Director of Sports shall be entitled to know the grounds for removal and to attend with counsel of his or her choice.
- 39.8 The Director of Sports may resign his or her office by a letter addressed to the Chairperson of the Council through the Registrar and the Vice-Chancellor.
- 39.9 The appointment shall be for four years, which may be renewed for another term only.

## **STATUTE 40** **DIRECTORATE OF PROCUREMENT**

- 40.1 There shall be a Director of Procurement to head the Procurement Directorate of the University who shall be appointed by the Council.
- 40.2 The position of the Director of Procurement shall be at the level of Deputy Registrar and shall be answerable to the Registrar.
- 40.3 The Director of Procurement shall exercise supervision over the staff under him or her to ensure the efficient and effective functioning of the Procurement Directorate.
- 40.4. The Director of Procurement shall exercise oversight responsibility over the entire procurement operations of the University, and keep proper records of all the procurement operations of the Directorate.
- 40.5. The Director of Procurement shall, in collaboration with the Registrar, ensure that all correspondences in relation to the Tender Committee are done timely.
- 40.6 In collaboration with the Registrar, the Director of Procurement shall be responsible for the advertisement of tenders and correspondence relating to same.
- 40.7 When a vacancy occurs or is about to occur in the Office of Director of Procurement, the Registrar shall notify the Council who shall cause to be advertised, such vacancy and to invite applications from suitably qualified candidates. The Appointments and Promotions Board shall conduct inquiries

as it deems necessary, interview the applicants and make recommendations for appointment by the Council. The person shall be formally appointed by the Council.

- 40.8 The Director of Procurement may be relieved of his/her post by the Council on grounds of incapacity, persistent absence without justification, non-performance, conviction of a criminal offence involving dishonesty, fraud or moral turpitude, or for gross misconduct. The Council shall afford the Director of Procurement a fair hearing and, at any such removal proceedings, the Director of Procurement shall be entitled to know the grounds for removal and to attend with counsel of his or her choice.
- 40.9 The Director of Procurement may resign from his office by a letter addressed to the Chairperson of the Council through the Registrar and the Vice-Chancellor.

## **STATUTE 41** **TRANSPORT UNIT**

- 41.1 There shall be a Head of the Transport Unit who shall be a Transport Officer.
- 41.2 The Transport Unit shall be under the Registry and the Head of the Section shall report to the Registrar.
- 41.3 The Transport Officer shall exercise supervision over the staff under him or her to ensure the efficient and effective functioning of the Transport Section.
- 41.4 The Transport Officer shall exercise oversight responsibility over the operation of all University vehicles, and ensure that proper records of all the University vehicles are kept, and shall provide these records regularly to the Registrar.
- 41.5 In collaboration with the Registrar and the Transport Committee, the Transport Officer shall draw up and review, from time to time, the Transport Policy of the University;
- 41.6 The Transport Officer shall advise the Registrar on the purchase and allocation of University vehicles.
- 41.7 When a vacancy occurs or is about to occur in the Office of Head of Transport, the Registrar shall notify the Council who shall cause to be advertised, such vacancy and to invite applications from suitably qualified candidates. The Appointments and Promotions Board shall conduct inquiries as it deems necessary, interview

the applicants and make recommendations for appointment by the Council. The person shall be formally appointed by the Council.

- 41.8 The Head of Transport may be relieved of his/her post by the Council on grounds of incapacity, persistent absence without justification, non-performance, conviction of a criminal offence involving dishonesty, fraud or moral turpitude, or for gross misconduct. The Council shall afford the Head of Transport a fair hearing and, at any such removal proceedings, the Head of Transport shall be entitled to know the grounds for removal and to attend with counsel of his choice.
- 41.9 The Transport Officer may resign his or her office by a letter addressed to the Registrar, provided that he or she gives a minimum of three (3) months' prior notice of his or her intention to resign.

## **STATUTE 42 OFFICE OF UNIVERSITY SECURITY**

- 42.1 There shall be a Head of University Security who shall be the Chief Security Officer.
- 42.2 The Office of the University Security shall be under the Registry, and the Head of the Office of University Security shall report to the Registrar.
- 42.3 The Chief Security Officer shall exercise supervision over the entire security staff under him or her to ensure the efficient and effective functioning of the Security Section.
- 42.4 Chief Security Officer shall exercise oversight responsibility over the function and operations of the Security System of the University.
- 42.5 In collaboration with the Registrar and the Security Committee, he or she shall draw up and review, from time to time, the Security Policy of the University.
- 42.6 When a vacancy occurs or is about to occur in the Office of Head of Security, the Registrar shall notify the Council who shall cause to be advertised, such vacancy and to invite applications from suitably qualified candidates. The Appointments and Promotions Board shall conduct inquiries as it deems necessary, interview the applicants and make recommendations for appointment by the Council. The person shall be formally appointed by the Council.

- 42.7 The Head of University Security may be relieved of his/her post by the Council on grounds of incapacity, persistent absence without justification, non-performance, conviction of a criminal offence involving dishonesty, fraud or moral turpitude, or for gross misconduct. The Council shall afford the Head of University Security a fair hearing and, at any such removal proceedings, the Head of University Security shall be entitled to know the grounds for removal and to attend with counsel of his or her choice.
- 42.8 He or she may resign his or her office by a letter addressed to the Registrar, provided that he/she gives a minimum of three (3) months' prior notice of his or her intention to resign.

## **PART J: ACADEMIC PLANNING AND QUALITY ASSURANCE**

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### **STATUTES 43** **DIRECTORATE OF ACADEMIC PLANNING AND QUALITY ASSURANCE**

- 43.1 The Directorate of Academic Planning and Quality Assurance (DAPQA) shall be responsible for coordinating the planning and monitoring of 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.
- 43.2 The Directorate of Academic Planning and Quality Assurance shall be headed by a Director who shall report 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 quality assurance and quality improvement.
- 43.3 When a vacancy occurs or is about to occur, the Registrar shall notify the Council who shall cause to be advertised such vacancy and to invite applications from suitably qualified candidates. A Search Committee shall be constituted by the Council as follows:
- (a) Chairperson of the Committee to be appointed by the Council, not necessarily from its membership;

- (b) two members of the Council who are not members or staff of the University;
  - (c) two members of the Academic Board one of whom shall be of Professorial status elected by the Academic Board; and
  - (e) a Director or a former Director of a recognised University.
- 43.5 The Director of Academic Planning and Quality Assurance may be relieved of his/her post by the Council on grounds of incapacity, persistent absence without justification, non-performance, conviction of a criminal offence involving dishonesty, fraud or moral turpitude, or for gross misconduct. The Council shall afford the Director of Academic Planning and Quality Assurance a fair hearing and, at any such removal proceedings, the Director of Academic Planning and Quality Assurance shall be entitled to know the grounds for removal and to attend with counsel of his or her choice.
- 43.4 The Search Committee after making such enquiries as it deems fit, including an interview, shall propose not more than three candidates to the Council for the Council to make a choice. The notification, application, selection and appointment processes shall commence at least six months before the expiration of the term of the incumbent. The person shall be formally appointed by the Council.
- 43.5 The appointment shall be for three years, which may be renewed for another term only.

## PART K: CONVOCATION

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### **STATUTE 44** COMPOSITION AND FUNCTIONS OF CONVOCATION

#### **Composition**

- 44.1 A Convocation of the University shall be composed of the Senior Members.

#### **Functions**

- 44.2 The Convocation shall perform the following functions:

- (a) express opinion on any matter affecting the University;
  - (b) refer any relevant matter to any University body for consideration;
  - (c) appoint scrutineers for any election the Academic Board may authorise;
  - (d) elect Convocation representatives on the Council;
  - (e) receive reports from its representatives on the activities of the respective committees to which they have been appointed; and
  - (f) receive a report from the Vice-Chancellor towards the end of each trimester on the state of the University, including academic, human resource, financial and infrastructural matters, and the future plans of the University. 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 programmes
    - (iii) Staff and students' welfare
    - (iv) External relations and affiliations
    - (v) Physical development, funds required to complete each project, and expected completion date
    - (vi) Statement of income and expenditure
  - (g) Elect the Pro Vice-Chancellor
- 44.3 The Registrar shall be responsible for the maintenance of a register of members of Convocation, which shall be published annually, before December.

## **Meetings of Convocation**

- 44.4 The Convocation shall meet, at least, once every trimester and such regular meetings shall take place at such time as the Vice-Chancellor shall determine. Convocation shall elect a Chairperson at the beginning of a regular meeting of Convocation. The Chairperson so elected shall preside over proceedings during a regular or special meeting of Convocation.
- 44.5 A special meeting of Convocation shall be called by the Vice-Chancellor on written request of, at least, 25 percent of members submitted with a statement of the subject matter to be considered at the special meeting. The Chairperson

of Convocation shall convene the special meeting within 21 days of receipt of the request.

- 44.6 A special meeting shall not be called within three 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.
- 44.7 Should any question arise as to whether or not the purpose of the two meetings is the same or substantially the same, the decision of the Vice-Chancellor thereon shall be final.
- 44.8 The quorum for meetings of Convocation shall be fifty percent of members, including a Chairperson, Vice-Chancellor and the Secretary.

### **Election of Convocation Representatives on the Council**

- 44.9 The Convocation shall elect from its members persons to serve on the Council as prescribed by Act 1001. The term of office of a Convocation Representative on the Council shall be three academic years, but such a person shall be eligible for a further term only.
- 44.10 A member of the Convocation may vote by proxy in which case he/she shall communicate the name of such proxy to the Registrar not later than twenty-four hours prior to the election.
- 44.11 The Registrar shall be the Returning Officer and shall conduct the election by secret ballot. He/she shall be assisted by three scrutineers appointed by Convocation. No election shall be valid unless and until the scrutineers have unanimously certified in writing to the Academic Board that the counting of the votes and the declaration of the candidates elected have been correctly carried out.
- 44.12 A candidate for election must be proposed by a member of Convocation, and seconded in writing to the Registrar by two other members of Convocation. The candidate must indicate in writing his/her willingness to contest the elections.
- 44.13 It shall be the duty of the Registrar to notify all members of Convocation of the existence of vacancies on the University Council, and shall at the same time call for nominations allowing two weeks for these to be received. He/she shall then notify all members of Convocation of the date of the election which shall not be later than two weeks after the date on which nominations closed.

- 44.14 If a vacancy occurs in the Convocation representation on the Council during the year through death, resignation, or any other cause, the Registrar shall immediately notify members of Convocation of such vacancy and shall conduct a by-election. Such a by-election shall be conducted in the same way as regular elections, and the person so elected shall hold office for the residue of the term for which the member whom he replaces was elected and start his/her own term provided that the remaining term is less than half of the full term.

## **PART L: SPECIAL EVENTS AND DEGREES**

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### **STATUTE 45 MATRICULATION**

- 45.1 A person shall not be matriculated into the University unless he or she has fulfilled conditions prescribed by the Academic Board and has been accepted for admission.
- 45.2 Decisions on admission of students into the University shall be the exclusive responsibility of the Joint Admissions Committee.
- 45.3 The Committee shall act in accordance with criteria approved by the Academic Board.
- 45.4 A person shall be matriculated on the day when, after having been properly and lawfully admitted into the University, that person attends a matriculation ceremony, swears the matriculation oath or makes a solemn declaration to that effect, and enters his or her name and p signs the Register of Matriculants which is kept by the Registrar.
- 45.5 The Vice-Chancellor shall preside over the Matriculation ceremony. The matriculation oath and solemn declaration shall be administered by the Registrar. All prospective matriculants shall be present and members of Convocation shall be in attendance.

## **STATUTE 46 CONGREGATION**

A Congregation shall be convened at least once every year at such time and place as shall be determined by the Chairperson of the Council in consultation with the Vice-Chancellor and the Council.

The Chairperson of the Council shall preside over congregations but this shall be deferred to the Chancellor should he/she be present. In the absence of both, the Vice-Chancellor shall preside.

The Council may permit the Congregation to be convened as recommended by the Academic Board as and when the Academic Board approves the final results of Campuses, Faculties and Schools and the list of graduands from those Campuses, Colleges, Faculties and Schools.

## **STATUTE 47 AEGROTAT DEGREES**

The University may confer an Aegrotat Bachelor's degree in a programme on any person who has been unable to complete all the requirements for graduation on account of substantial or long-term ill-health or incapacity provided that that person has satisfactorily completed, at least, three-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.

## **STATUTE 48 HONORARY DEGREES**

48.1 The University may confer an honorary Masters or Doctorate degree in any discipline on any person it may consider worthy of such a distinction.

A special Congregation for the conferment of honorary degrees shall be convened as and when the University Council shall determine.

A person on whom an honorary degree has been conferred shall be granted all the rights and privileges associated with a degree of its class from the University.

48.2 The Vice-Chancellor shall cause the Registrar to invite nominations from members of the 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.

48.3 The Committee of the Council responsible for the selection of persons for the award of honorary degrees shall be composed of the Chairperson of the Council as Chairperson, the Vice-Chancellor, the Pro Vice-Chancellor, two members of the Council and two members elected by the Academic Board.

The Committee shall report to the Council the names of persons selected for honorary degrees together with a statement of their careers and the grounds for their selection. The Council shall approve the recommendation of the Committee before the persons concerned are notified in writing.

All proceedings concerning the award of honorary degree shall be confidential and on no account shall the nominee be privy to the process.

48.4 Processes for nomination including the final decision by the Council shall be completed before the end of the first trimester in each academic year.

48.5 Honorary degrees shall not be conferred in absentia unless the Council, for reasons to be reflected in its minutes, otherwise decides.

## **PART M: COLLEGE OF PROFESSORS, ADJUNCT AND EMERITUS PROFESSORS AND ENDOWED CHAIRS**

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### **STATUTE 49 COLLEGE OF PROFESSORS**

49.1 There shall be a College of Professors which shall advise the University on academic and related issues. The College shall be chaired by the most senior Professor.

## Functions of the College of Professors

49.2 The functions of the College of Professors shall be as follows:

- (a) consider nominations for appointment of Emeritus Professors and make recommendations to the Appointments and Promotions Board;
- (b) support mentoring in the Colleges, Faculties/Schools and Departments;
- (c) provide advice for the development and review of academic programmes
- (d) advise the University, through the appropriate bodies, on research and graduate studies; and
- (e) assist the Appointments and Promotions Board with the processing of appointments and promotions to the rank of Professor.

## STATUTE 50 ADJUNCT PROFESSORS

50.1 The Vice-Chancellor, on the recommendation of the Board of the associated Faculty or School, may appoint an Adjunct Professor.

The position of an Adjunct Professor shall be of Professorial rank from a recognised University and shall have a demonstrable track record of significant contribution to scholarship in the discipline concerned. In exceptional cases, a person from industry, commerce, public administration or professional practice with vast and relevant experience and having made significant contributions to his or her discipline or sector may be considered for appointment.

The Adjunct Professor shall maintain a continued commitment to the University and demonstrate the ability, during the period of Adjunct Professorship, of making distinctive contributions to the University.

50.2 An Adjunct Professor who is invited to visit the University may be required to give lectures in the subject area of that Adjunct Professor's interest.

50.3 Where an Adjunct Professor is at post and is engaged by the University in teaching, research or for other academic purposes, he or she shall receive all remuneration that he or she shall be entitled to by virtue of such full or part-time employment.

## **STATUTE 51** **EMERITUS PROFESSORS**

- 51.1 The Council may, on the recommendation of the Academic Board, confer the title of Emeritus Professor on a Professor who has retired from the University.
- 51.2 The person shall have a demonstrable track record of significant contribution to scholarship in the discipline concerned. The person shall maintain a continued commitment to the University and demonstrate the ability, during the period of emeritus professorship, of making distinctive contributions to the University.
- 51.3 A Faculty or School wishing to have an Emeritus Professor appointed shall present the candidate's curriculum vitae and a supporting statement to the Registrar for consideration by the College of Professors.
- 51.4 The recommendation of the College of Professors shall be submitted to the Academic Board. Any appointment shall be by the Council.
- 51.5 An Emeritus Professor shall be an automatic member of Convocation and shall be entitled to the same privileges as a serving Professor at Congregations and Matriculations, but shall not be an ex-officio member of the Academic Board or of any Faculty. An Emeritus Professor may be invited to give lectures in his or her subject area.
- 51.6 Where an Emeritus Professor is engaged by the University for teaching or research purposes, he or she shall receive all remuneration that he or she would be entitled to by virtue of such full or part-time employment.

## **STATUTE 52** **ENDOWED CHAIRS**

- 52.1 Subject to financial and scholarly criteria that the Academic Board may prescribe from time to time and the Council may approve, a Faculty or School may create an endowed Chair in any of its disciplines, Departments, Institutes or Centres. Funds to support the Chair shall not be taken from government subvention or from tuition fees but may be received from research foundations or individual or corporate donations and benefactions.
- 52.2 The occupant of an endowed chair shall be a Professor or Associate Professor. He or she shall occupy the position for a period of not less than one academic year and not more than three academic years at a time or for a period so required by the sources of funding.

The occupant shall receive a grant as prescribed or agreed upon and shall carry out the research, product development, publication or extension service for which he or she was appointed to occupy the endowed chair. The occupant shall be required to mentor faculty members and, where appropriate, lead, at least, one graduate level seminar.

## **PART N: STUDENTS MATTERS**

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### **STATUTE 53 ACADEMIC PROGRAMMES**

- 53.1 A person shall not qualify to graduate from the University with a degree, diploma, certificate or other academic distinction without having pursued a programme of study approved by the Academic Board in a Faculty or School of the University.
- 53.2 A 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 Board, may, with the approval of the Academic Board, be deemed part of a qualifying scheme for a degree, diploma, certificate or other academic distinction in the University provided that a candidate for the award of such a degree should have been registered in the University for, at least, a period of two consecutive academic years including the final year for undergraduate students, and one year in the case of postgraduate students.

### **STATUTE 54 HALLS OF RESIDENCE AND HOSTELS**

- 54.1 There shall be halls of residence and hostels of the University for students in the University which shall bear such names as the Council may determine.
- 54.2 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 Residence Committee may determine. Every senior member shall be assigned to a hall of residence as a Fellow.
- 54.3 Each hall of residence, hostel or other residential facility shall, where conditions permit, be managed, subject to the *Statutes*, by a Hall Council or Hostel Council,

consisting of the Hall Master or Hall Warden, six Hall Tutors and six junior members including the President, Secretary and Treasurer of the Junior Common Room Committee.

- 55.4 The Hall or Hostel Council responsible for the management of each hall, hostel or residential facility shall also be responsible for recommending disciplinary action against any Junior Member with respect to a breach of discipline of the hall, hostel or facility, provided always that 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 Academic Board through the Vice-Chancellor.

## **STATUTE 55 STUDENTS' REPRESENTATIVE THE COUNCIL**

- 55.1 There shall be a Students' Representative Council (SRC) elected by and representing the Junior Members of the University.

The SRC shall be the official organ of the Junior Members of the University and shall be responsible for:

- (a) promoting the general welfare and interest of students by co-ordinating the social, cultural, intellectual and recreational activities of students in the University;
- (b) presenting the views of the students of the University to the appropriate body or bodies depending upon the nature of the matter;
- (c) establishing links and maintaining cordial relationships with students of other universities, educational and voluntary institutions within and outside Ghana;
- (d) nominating student representatives to serve on appropriate University bodies and committees;
- (e) promoting cordial relationships among all sections of the University community and maintaining a good relationship with past students of the University; and
- (f) publishing records of students' activities.

## PART O: DISCIPLINE

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### **STATUTE 56** DISCIPLINE AND PENALTIES

56.1 The Vice-Chancellor shall be responsible for discipline within the University and, in this connection, shall act in accordance with rules formulated by the Council.

The Vice-Chancellor may delegate any part of his authority in respect of discipline as he/she shall deem appropriate.

56.2 The following major penalties may be imposed by the Vice-Chancellor, the Academic Board or the Council, for breaches of discipline:

- (a) dismissal;
- (b) termination of Appointment;
- (c) suspension for a maximum period of three months;
- (d) reduction in rank or grade;
- (e) deferment of increment, i.e. postponement of the date on which the next increment is due, with corresponding postponement in subsequent years;
- (f) stoppage of increment i.e. non-payment for a specified period of an increment otherwise due;
- (g) forfeiture of pay for a stated period;
- (h) rustication;
- (i) withholding of certificates for a period not exceeding four years; or
- (j) cancellation of certificate.

56.3 Only the Council has the power to dismiss or terminate the appointment of senior members.

56.4 The following minor penalties may be imposed by the appropriate authority for breaches of discipline:

- (a) reprimand
- (b) caution, or
- (c) a warning.

- 56.5 A person affected by a decision of the Vice-Chancellor or the person or body to whom the Vice-Chancellor has delegated authority shall have the right of appeal to the Vice-Chancellor or to the Council.
- 56.6 The Council may, by rules or regulations, make further provisions relating to disciplinary matters of the University.

## **STATUTE 57 DISCIPLINE OF SENIOR MEMBERS**

- 57.1 In furtherance of the Vice-Chancellor's disciplinary authority, disciplinary proceedings may be instituted against a Senior Member in accordance with Statutes 55.2, 55.3 or 55.4.
- 57.2 A Senior Member against whom a disciplinary proceeding is instituted shall be informed in writing prior of the complaint or charges against him.
- 57.3 The Vice-Chancellor shall refer the complaint or charge to the Disciplinary Committee to investigate and to report its findings and recommendations as soon as practicable to the Vice-Chancellor.

The Disciplinary Committee shall be at liberty to co-opt up to two members to assist with its investigation.

- 57.4 In the course of the investigation for a disciplinary proceeding of a Senior Member that Senior Member shall have the right to:
- (a) be present when any complainant or witness is being interviewed by the Disciplinary Committee;
  - (b) ask such person any question as is relevant to the matter(s) under investigation;
  - (c) inspect any document that will be tendered and comment on it;
  - (d) bring and examine a witness;
  - (e) tender any document or evidence;
  - (f) to make any submission or statement in support of or one's case; and
  - (g) appear with Counsel of his or her choice at the senior member's expense.

57.5 A Senior Member adversely affected by any decision before the Disciplinary Committee shall be entitled to, within fourteen days of receipt of the Committee's decision, appeal to the Council.

57.6 Any Senior Member of the University may be removed or dismissed for a good cause by the Council.

Despite Statute 56.6 and for the avoidance of doubt, a Senior Member shall not be removed or dismissed unless:

- (a) there has been an investigation relating to Statute 52 and the person concerned has been permitted to appear before the Disciplinary Committee and the report of the Committee has been approved by the Council; and
- (b) the Senior Member has been notified in writing of the grounds on which approval is given for his/her removal/dismissal.

57.7 The decision of the Council on removal or dismissal shall not be subject to further appeal within the University.

57.8 For the purpose of discipline, "good cause" shall include the following:

- (a) where a senior member has been charged with a disciplinary offence which, in the opinion of the Disciplinary Committee, 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 Committee, may in pursuance of his/her powers under the *Statutes*, interdict him/ her pending the determination of the case by the Disciplinary Committee.
- (b) The Vice-Chancellor shall report to the Academic Board and the Council at their next meeting circumstances leading to the decision.

## **STATUTE 58 DISCIPLINE OF JUNIOR MEMBERS**

58.1 Without prejudice to the University's right to take appropriate legal measures as it deems necessary or to lodge a criminal complaint culminating in the prosecution of any person, the following shall be major offences which shall lead to the dismissal of a Junior Member:

- (a) gaining admission into the University or a Hall of Residence or Hostel through falsified records, fraud, deceit or impersonation; or

- (b) any individual or collective action which threatens to disrupt or disrupts the academic or normal life on campus or which brings the University into disrepute.
- 58.2 It shall be the responsibility of the Vice-Chancellor in consultation with the relevant Provost, Dean of Faculty or School, and Head of Department or Director of Institute or Centre or Dean of Students and the relevant Hall Council and subject to the *Statutes* and regulations, to provide for the discipline of Junior Members of the University.
- 58.3 The Vice-Chancellor may delegate his authority, subject to such review procedures, as shall seem appropriate. In furtherance of the foregoing:
- (a) each Hall Council shall be responsible for recommending to the Vice-Chancellor the necessary disciplinary action against a junior member of such Hall for any breach of Hall discipline except those breaches that might result in dismissal;
  - (b) where a breach other than those stated under (a) above might result in dismissal, such matter shall be referred to the Vice-Chancellor who shall refer same to the Academic Board for decision. The person concerned must 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 himself/herself before a five-member Disciplinary Committee set up by the Academic Board.

## **STATUTE 59 DISCIPLINE OF STAFF**

- 59.1 The appointment of a Senior or Junior staff may be terminated for good cause by the Vice-Chancellor provided that:
- (a) the Vice-Chancellor shall be advised by, or shall consult with, the relevant Head(s) concerned for the discipline of staff;
  - (b) the Vice-Chancellor may delegate his/her authority, subject to such review procedures as shall seem appropriate; and
  - (c) the person concerned has been notified in writing of the grounds on which consideration is being given for the termination of his/her appointment, and has been given a reasonable opportunity to defend himself/herself

before a Disciplinary Committee constituted by the Vice-Chancellor as set out in Schedule F1 or the Appeals Board as set out in Schedule F2.

## **STATUTE 60** ABSENCE FROM WORK AND VACATION OF POST

60.1 A Senior Member or Staff who absents himself from duty for a period of three working days or more, but less than ten, without prior permission where it was reasonable to have obtained prior permission, or without reasonable cause or explanation where prior permission was unreasonable or impracticable under the circumstances to obtain, shall be cautioned for a first offence and have the pay and emoluments for the period concerned calculated and deducted from the monthly entitlements.

A second offence within a period of three months shall attract a warning and the pay and emoluments for the period concerned shall be calculated and deducted from the monthly entitlements. A third offence within a period of six months shall be considered as vacation of post and the person's appointment may forthwith be terminated.

60.2 A senior member or staff who absents himself/herself from duty for a period of ten consecutive working days or more without prior permission where it was reasonable to have obtained prior permission, or without reasonable cause or explanation where prior permission was unreasonable or impracticable under the circumstances to obtain, shall be deemed to have vacated his or her post and his/her appointment may forthwith be terminated.

60.3 Permission shall be obtained from the Vice-Chancellor through the applicant's immediate head and/or Dean for any travel abroad by a senior member or senior or junior staff.

## **PART P: MISCELLANEOUS**

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## **STATUTE 61** EXTERNAL AUDITORS

61.1 The books and accounts of the University shall be audited each year by the Auditor-General.

- 61.2 The Council shall pay audit fees (if any) as the Auditor-General and the Council may agree, or, in case of failure to agree, such fees as the Chancellor may determine.

## **STATUTE 62 MEMBERSHIP AND MEETINGS OF COMMITTEES**

- 62.1 All members of committees of the Academic Board shall be elected except the ex-officio members.

All elected members of Boards and Committees of the University shall hold office for a term of two years and shall be eligible for re-election for a second consecutive term only.

- 62.2 Unless as otherwise provided by the Law, the *Statutes* or regulations adopted pursuant thereto, the quorum for the transaction of business of any University body shall not be less than fifty percent of the total membership of that body or if such one-half is not a whole number, then the next higher whole number.

If any Committee is unable to raise a quorum within thirty minutes after the time stipulated for the commencement of the meeting for two successive meetings, the Chairperson of that Committee shall report to the Vice-Chancellor for advice.

- 62.3 No decision reached at a meeting of any University body shall be valid unless it receives the approval of not less than fifty percent of the members present and voting (where voting is necessary) at that meeting. If there is an equality of votes in respect of any decision reached at any meeting, the Chairperson of the meeting shall have, in addition to his/her original vote, a casting vote.

- 62.4 Subject to such regulations as may be made under the *Statutes*, any question as to the procedure to be observed in respect of any matter arising at a meeting of any University body or Committee shall be determined by the entire members present at such a meeting.

- 62.5 Unless otherwise provided, all committees and boards of the University shall meet, at least, twice every trimester.

- 62.6 The Secretary to any committee of the Council or the Academic Board shall submit minutes or a summary of decisions of the meeting to members of the committee within two weeks of the meeting.

- 62.7 Except for confidential matters, members of boards and committees who represent various bodies shall be required to report the decisions taken at the various meetings that they attend to the bodies that they represent within two weeks of receipt of the approved minutes or summary of decisions, as the case may be.
- 62.8 The Council shall determine the remuneration, allowances and honoraria of chairpersons, members and secretaries of all boards and committees from time to time.
- 62.9 No act or decision of any University body shall be invalid by reason of the existence of any vacancy among its members or defect in the appointment of any of its members.

## **STATUTE 63 OFFICIAL ORGANS OF COMMUNICATION**

- 63.1 There shall be a Calendar of the University which shall be published annually and which shall consist of:
- (a) a Gazette, published quarterly; and
  - (b) a Bulletin, published monthly.
- An announcement in any of these publications shall be sufficient or shall be deemed to be sufficient official notification to all members of the University.
- 63.2 The Chairperson of a Committee shall be responsible for furnishing the Registrar, for publication in the appropriate University organs, a summary of all decisions taken at each meeting on matters of general interest to the University.

## **STATUTE 64 ANNUAL REPORTS**

- 64.1 The Vice-Chancellor shall submit an annual report to the Council within six months after the end of each academic year for publication, taking into account reports from the various sections of the University. It shall be the responsibility of Principals, Provosts of Colleges, Deans of Faculty/School, Heads of Department or Section, and Chairpersons of Statutory Committees to submit reports on the activities of their Faculties, Departments, Sections and Committees to the Vice Chancellor for inclusion in the annual report.

- 64.2 Committees of the Academic Board shall report and speak to the report, at least, once every academic year to the Academic Board.

## **STATUTE 65** APPOINTMENTS

- 65.1 Unless otherwise provided in these *Statutes*, appointments to the offices of Vice-Chancellor, Registrar, Principal, Dean and Director, shall be procured open advertisement.

Appointments to the offices of Pro-Vice Chancellor and Vice-Dean shall be by internal advertisement.

- 65.2 Subject to the Act, an appointment to the position of Senior Member Status shall be the responsibility of the Appointments and Promotions Board acting on behalf of the Council, save that no appointment to a Professorial status may be made without approval of the Council.
- 65.3 The procedure for such appointments shall be made in accordance with the provisions in these Statutes.
- 65.4 All other appointments shall be made by the Vice-Chancellor subject to the Unified Conditions of Service and such collective agreement terms as may be in existence under the appropriate law and in accordance with the provisions in these statutes.
- 65.5 Whenever a vacancy within any office of the University occurs, the Vice-Chancellor may after making such consultation with the Chairperson of the Council and as he or she deems fit, make a temporary appointment to that post for a period not exceeding one year or assign a person to that office in an acting capacity for a term not exceeding one year, which may be renewed for only another period of a year.

## **STATUTE 66** SEAL OF THE UNIVERSITY

The Registrar shall be responsible for the custody of the Seal of the University.

The seal shall be affixed to any document pursuant to a resolution of the Council directing the affixing of the Seal by the Registrar or an authorised Member of the

University Staff in the presence of the Vice-Chancellor or in his or her absence, the Pro Vice-Chancellor. This clause shall not apply to the sealing of Diplomas and Certificates awarded under the authority of the Academic Board.

## **STATUTE 67 REGULATIONS**

- 67.1 The Academic Board shall make Regulations for its procedures and for the exercise of its powers under the *Statutes*.
- 67.2 The Academic Board shall not make or ratify any Law altering, revoking or adding to the Regulations for the time being in force except at a regular meeting of the Board concerned and unless notice of the proposed regulation has been circulated to Members of the Board as part of the agenda for the meeting.
- 67.3 Statutory Committees and Faculty or School Boards may, subject in each case to review by the Academic Board, make rules for their own procedures and for the exercise of the powers assigned or delegated to them by or under any regulations of the Academic Board.
- 67.4 All regulations approved by the Academic Board and approved amendments to them shall be codified and numbered serially and published by the Registrar.
- 67.5 The Academic Board shall, in approving or ratifying or making or altering or removing regulations, observe the following conditions:
  - (a) No regulation shall be repugnant to the existing laws of Ghana
  - (b) No regulation shall conflict with the *Statutes* of the University for the time being in force.
  - (c) No person shall be allowed to take any degree other than an honorary degree, without examination or other adequate test except an aegrotat degree.
  - (d) Where any Law or statute conflicts with any Law of Ghana, the latter shall prevail.
- 67.6 If any question arises as to the validity of any regulation made by the Academic Board under the *Statutes*, the question shall be referred to the Council for determination, and the Council shall be at liberty to seek legal opinion in making its determination.

- 67.7 Matters not expressly covered in the Law or in the *Statutes* or in regulations, may be determined by the Vice-Chancellor in consultation with the Academic Board and subject to the approval of the Council.

## **STATUTE 68** **INDUSTRIAL ACTION BY UNIONISED EMPLOYEES**

- 68.1 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.
- 68.2 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.
- 68.3 No industrial action taken or purported to be taken shall deliberately disrupt work of other unionised staff not on strike or the provision of essential services to campus.
- 68.4 For the purposes of this Statute, essential services shall have the same meaning as in the Labour Act, 2003 (Act 651) or in the collective agreement reached between Management and the Unions from time to time.

## **STATUTE 69** **AMENDMENT TO THE STATUTES**

- 69.1 Subject to Section 32 of Act 1001, the Academic Board may recommend to the Council amendments to the *Statutes* and the Schedule(s) to the *Statutes*. Any such proposals for amendments to the *Statutes* or Schedules shall be made at a meeting of the Academic Board provided that:
- (a) The quorum for the transaction of any business to amend the *Statutes* or a statute or Schedule(s) shall be two-thirds of the total number of members.
  - (b) A majority of the members present vote in the affirmative.

- (c) Prior to the date of the meeting, each member is given fourteen clear days' notice setting out the specific subject matter of the proposed amendments and the particular feature of the statute to which they relate. The notice shall be included in the agenda.
- (d) Any draft amendment of the *Statutes* or Schedule by the Academic Board shall be circulated to the members of the Council, at least, fourteen days before the date of the meeting at which the proposed amendment is to be considered.
- (e) The Council shall, on the appointed date or any other date, consider the draft *Statutes* or Schedule(s) and may approve the draft provisionally either with or without amendment of which written notice has been circulated to the members, at least, three days before the date of the meeting
- (f) The amended *Statutes* or Schedule(s) as provisionally approved shall be circulated to the members of the Council, and where, in the opinion of the Council it affects academic matters, to the Academic Board, at least, seven days before the meeting at which it is intended to confirm the amended *Statutes* or Schedule(s).
- (g) Within a period of not more than three months from the date of the meeting at which the *Statutes* or Schedule(s) was provisionally approved, the Council shall hold a meeting and confirm the *Statutes* or Schedule(s) without amendment.

## SCHEDULES

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### **SCHEDULE A** Statutory Committees of the Council

#### **a) Finance Committee**

##### **Membership**

- Chairperson of the Council;
- Vice- Chancellor;
- Pro Vice-Chancellor;

- Principals of Campuses
- Two members appointed by the Council; and
- Two members elected by Academic Board from its membership (to serve for two years only).

### **In Attendance**

- Registrar/Secretary;
- Director of Finance;
- Director of Audit;
- Director of Works; and Municipal Services; and
- Deputy Registrar (Recorder)

### **Quorum**

Fifty percent, including the Chairperson of the Council or Representative, Vice-Chancellor or Pro-Vice-Chancellor.

Elected members shall serve only a term for a period of two (2) years

### **Functions**

To manage the finances and property of the University including investments, except where such functions have been committed by the Council to another person or body;

- To cause to be prepared for the approval of the Academic Board a yearly statement of the estimates and accounts of the University;
- To do such other acts as the Council or Academic Board may authorise.

## **b) Development Committee**

### **Membership**

- Vice-Chancellor as Chairperson;
- Pro-Vice-Chancellor;
- Principals of Campuses;
- Two (2) persons appointed by the Council;

- Two persons elected by the Academic Board from its membership to serve for two years only.

### **In Attendance**

- Registrar/Secretary;
- Director of Finance;
- Director of Works and Municipal Services;
- Director of Legal Services; and
- Deputy Registrar/Recorder;

### **Quorum**

Fifty percent, including the Vice-Chancellor or Pro-Vice-Chancellor.

### **Functions**

- Formulate the Physical Development Policy of the University.
- Recommend to the Council annual physical development projects within the University.
- Determine building programmes and approve plans for physical development of the University.
- Recommend the appointment of such architects, consultants and other professional persons as, in its view, are required for the best implementation of such plans.
- Control all design matters.
- Take all steps as it thinks fit for the development, care and maintenance of the properties of the University.
- Advise and exercise supervision over development projects within the University.

### **c) Entity Tender Committee**

It shall be constituted in accordance with the Public Procurement Act, 2003 (Act 663) as amended by Public Procurement (Amendment), 2016 (Act 914) and Public Financial Management Act.

## **Membership**

- Vice-Chancellor– Chairperson;
- Registrar;
- Director of Finance;
- A lawyer appointed by the Council;
- Three Heads of Department, including user Department;
- One member appointed by the Ghana; Tertiary Education Commission;
- One member of a professional body; and
- Director of Procurement – Secretary.

## **In attendance**

The Committee may co-opt any person(s) relevant to its functions except that such person(s) shall be in attendance.

## **Quorum**

The quorum shall be five members including the Chairperson

## **Functions**

- i. Consider contract awards and advise the Development Committee.
- ii. Review procurement plans in order to ensure that they support the objectives and operations of Faculties/Schools, Institutes and Departments/Units.
- iii. Confirm the range of acceptable costs of items to be procured and match these with the available funds in the approved budget.
- iv. 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.
- v. Ensure that the necessary concurrent approval is secured from the relevant Tender Review Board, in terms of the applicable threshold in Schedule 3 of the Procurement Act, prior to the award of the contract.

## **d) Audit Committee**

It shall be constituted in accordance with the Public Financial Management Act 2016, Act 921.

### **Membership**

The Audit Committee shall consist of five members out of whom three, including the Chairperson, shall be nominated by the Internal Audit Agency and the Institute of Chartered Accountants, Ghana, and the other two members shall be nominated by the Council.

The Audit Committee may in the performance of its functions under Act 921, co-opt senior management personnel to serve on the Audit Committee.

### **Functions**

- (1) The Audit Committee shall ensure that the Council and/or Vice-Chancellor:
  - (a) pursues the implementation of any recommendation contained in (i) internal audit reports; (ii) Parliament's decision on the Auditor-General's report; (iii) Auditor-General's Management Letter; and (iv) the report of the internal monitoring unit particularly, in relation to financial matters raised; and
  - (b) Prepare an annual statement showing the status of implementation of any recommendation contained in (i) an internal audit report; (ii) Parliament's decision on the Auditor-General's report; (iii) Auditor-General's Management letter; (iv) the report on financial matters raised in an internal monitoring unit; and (v) any other related directive of Parliament.
- (2) An annual statement required under subsection (1) (b) shall (a) indicate the remedial action taken or proposed to be taken to avoid or minimise the recurrence of an undesirable feature in the accounts and operations of a covered entity; (b) indicate the period for the completion of the remedial action; and (c) be endorsed by the relevant sector Minister and forwarded to the Minister, Parliament, Office of the President and the Auditor-General within six months after the end of each financial year.

## **e) Ghana Universities Staff Superannuation Scheme (GUSSS) Board**

It shall be constituted in accordance with the regulations governing the GUSSS.

## **g) Appointments and Promotions Committee of the Council**

### **Membership**

- Three members of the Council who are not Members of the University
- A Senior Professor from the Academic Board
- A representative of Convocation

### **In attendance**

- The Vice Chancellor
- The Pro Vice-Chancellor
- The Registrar as Secretary
- Director of Human Resource Management

### **Quorum**

Any three members including at least two members in attendance.

### **Functions**

To receive and review reports of the Appointments and Promotions Board, and make recommendations to the Council.

## **Appointments and Promotions Board for Senior Members**

There shall be one Appointments and Promotions Board for all categories of Senior Members which shall meet at least four (4) times in an Academic Year.

### **Membership**

- Vice-Chancellor as Chairperson
- Pro-Vice-Chancellor;

- Two (2) persons of Professorial Status elected by the Academic Board. The two shall not come from the same Faculty.
- Registrar as Member and Secretary.
- Principal of the Campus in which the person is to be appointed or promoted;
- Dean or Director of the Faculty/School, Institute and Centre in which the appointment/promotion is being made;
- Head of Department in which the appointment or promotion is being made;
- Where the status/ rank of the Principal or the Provost or the Dean of the Faculty/ School or Director of Institute/ Centre or the cognate Dean or the Head of Department or Head of the cognate Department is below the rank of the position being considered, such a person shall not attend the meeting. A person or persons who are of a status/ rank not lower than the rank the candidate is being considered, **may** be co-opted to the Board.
- For Senior Members (Academic), in addition to the above, not more than two persons outside the University **may** be co-opted as members (for Professorial positions, the co-opted members shall be Professors).
- For Senior Members (Administrative and Professional), in addition to items 6 i - iv, not more than two persons from outside the University, nominated by the Registrar, **may** be co-opted to serve on the Board as member(s).
- The Supervisor of the Senior Member (Administrative and Professional) shall also attend the meeting as a member.

## Quorum

The Quorum shall be five (5) and no business shall be conducted in the absence of:

- The Vice-Chancellor or Pro-Vice-Chancellor;
- One (1) elected Professorial member;
- Dean of the Faculty into which the person is being appointed or promoted, *except if the status/ rank of the Dean is lower than the rank the candidate is being considered* (for Senior Members Academic);
- Registrar or the Supervisor or the Head of the Directorate/ Department into which the person is being appointed or promoted (for Senior Members Administrative and Professional)

- The Vice-Chancellor shall be present for all appointments or promotions to Associate Professor or Professor or equivalent grades.
- (e) The Board shall review applications received in the light of the following:
  - Applicant's formal qualifications;
  - Applicant's experience;
  - Applicant's age;
  - Status of contract (as contained in the Conditions of Service);
  - Equity considerations, as appropriate;
  - Recommendations of the Faculty/Administration Appointments and Promotions Committee; and
  - Reports of External Assessors.
- (f) Appointment or promotions of Senior Members (Academic) shall be made to a particular department or departments in a particular discipline or profession and in the broad subject area rather than to sub-areas of specialisation. In the case of professorial appointments, candidates are to be appointed into sub-areas of specialisation.
- (g) Proceedings of the Board shall be kept in the form of minutes of general policy matters; and minutes of individual appointments;
- (h) All minutes of the Board shall be provided to all members of the Board.
- (i) Recommendations on matters of general policy shall be made to the Academic Board for consideration.
- (j) Minutes of individual appointments shall be circulated to Heads of Departments and Deans/Directors of the Faculties/Schools/ Institutes/Centres concerned.
- (k) Minutes covering all proceedings of the Board shall be deposited at the Main Library under the specific custody of the Librarian. Minutes of individual appointments, however, shall be kept under security, such that, subject to sub-regulation (j) and (l) of this regulation access to them shall require the written permission of the Vice-Chancellor.
- (l) The Registrar shall communicate the decision of the Board to the applicant within two weeks, and in the case of appointments requiring prior approval by the University Council, within two weeks after such approval has been given.

- (m) Except as provided for in sub-regulations (j) and (l) of this regulation, all documents in the appointment and promotions process and all discussions at the Board shall be secret and confidential.

## **SCHEDULE B Committees of the Academic Board**

### **1) Executive Committee**

#### **Membership**

- Vice-Chancellor as Chairperson;
- Pro Vice-Chancellor;
- Principal of Campuses;
- Dean of Students;
- Deans and Directors of Faculties/Schools, Institutes and Centres;
- Director of Directorate of Academic Planning and Quality Assurance;
- Director of Public Affairs;
- Director of Community Outreach and Business Incubation;
- University Librarian;
- Two women and two men elected by the Academic Board from its membership; and
- Registrar (Member/Secretary)

#### **In Attendance**

Deputy Registrar/Director, Academic Affairs (Recorder)

#### **Quorum**

Fifty percent of membership.

#### **Functions**

To take such action and make such decisions as may be necessary to implement the general policy established by the Academic Board, and to carry out such other

functions as may from time to time be delegated to it by the Academic Board. Decisions of the Executive Committee shall be reported to the Academic Board at its next meeting.

## **2) Budget Committee**

### **Membership**

- Vice-Chancellor as Chairperson;
- Pro Vice-Chancellor;
- Principals of Campuses;
- Deans/Directors (Academic - Faculties/Schools/Directorates); and
- Two members elected by Academic Board from its membership for a two-year term.

### **In Attendance**

- Registrar-Secretary;
- Director of Finance;
- Director of Works, and Municipal Services;
- Director of Internal Audit; and
- Deputy Registrar/Director (Recorder).

### **Quorum**

Fifty percent of membership

### **Functions**

- To receive the Recurrent Estimates of Faculties for their current programmes on Academic Developments as submitted by Deans of Faculties in consultation with Heads of Departments.
- To consider Recurrent Estimates of the University and report on them to the Finance Committee.
- To carry out such other functions as may from time to time be referred to it by the Finance Committee.

### **3) Planning and Resource Development Committee**

#### **Membership**

- Vice Chancellor as Chairperson;
- Pro-Vice-Chancellor;
- Principals of Campuses;
- Registrar;
- Deans/Directors (Academic –Faculties/Schools/Directorates)

#### **In Attendance**

- Director/Deputy Registrar, Academic Affairs as Secretary;
- Director, IMS Directorate;
- Director of Procurement;
- Director of Finance;

#### **Quorum**

Fifty percent of the total membership including the Vice-Chancellor or Pro-Vice-Chancellor, Registrar or his/her deputy.

#### **Functions**

- i. To advise the Academic Board on the future development of the University on matters regarding Academic, Physical, Financial and Human Resource Development.
- ii. To advise the Academic Board on appropriate planning models and strategies covering all aspects of the University's activities as stated in section (a) above.
- iii. To give general guidelines and directions to the operation of the Planning Section.
- iv. To consider the immediate and long-term academic needs of the University and design appropriate strategies and plans.
- v. To advise on new courses of study for the University taking into consideration the manpower needs of the nation and the goals set by the University.

## **4) Academic Programmes Committee**

### **Membership**

- Pro-Vice-Chancellor as Chairperson;
- Principals of Campuses;
- Director, Directorate of Academic Planning and Quality Assurance;
- Two (2) members appointed by the Academic Board (preferably of Professorial Status and from different Faculties);

### **In Attendance**

- Registrar or his/her representative (Secretary)
- Deans and Heads of Departments whose programmes are being considered.

### **Quorum**

Fifty percent and no business shall be conducted in the absence of the Pro-Vice Chancellor.

### **Functions**

- To critically assess the relevance, quality and format of every academic programme intended to be submitted by a Faculty/School/Institute or through a Faculty/School/Institute for the consideration of the Academic Board.
- To determine if the proposed programmes meet the accepted standards defined by the National Ghana Tertiary Education Commission (GTEC).
- To promote and/or evaluate other relevant considerations in academic proposals such as proposals for the establishment of new Faculties/Schools, departments and units or related matters that may be referred to the Committee.
- To develop a standard procedure for the development and presentation of academic and other related proposals.

## **5) Residence Committee**

### **Membership**

- Pro-Vice-Chancellor as Chairperson;
- Registrar;

- Principals of Campuses;
- Dean of Student Affairs;
- Two Heads of Halls of Residence (one man and one woman);
- Director of Procurement;
- One representative of the Finance Committee; and
- SRC representative.
- GRASSAG representative.

### **In Attendance**

Director/Deputy Registrar as Secretary.

### **Quorum**

Fifty percent of membership including Pro-Vice-Chancellor.

### **Functions**

- To keep under review the Hall system;
- To make adequate provision for the supervision and the welfare of the student body.

## **6) Research Ethics Review Board**

There shall be a Research Ethics Review Board (RERB) of the Academic Board.

### **Membership:**

- Director of DRIC;
- Dean of Graduate Studies;
- Director of DCOBI;
- Director of DAPQA;
- Two professors nominated by the Academic Board;
- Director of Health Services; and
- A representative from the Regional House of Chiefs

### **In Attendance**

- Director of Academic Affairs
- Institutional representatives as and when necessary

### **Quorum**

Four members

The Board shall choose from among themselves, one member to be the chairperson at their first meeting.

### **Functions**

- i. The RERB shall have the primary and exclusive responsibility for ethical review and clearance of all research protocols involving humans, animals, genetically modified materials, and the well-being of the ecosystem.
- ii. No research involving the use of humans, animals or that may have an impact on the ecosystem shall be conducted by staff or students of the university without clearance from the RERB.
- iii. Decisions of the RERB shall not be reviewed by any staff of the University or authority.
- iv. The RERB shall adopt and be guided in its operations by the "Standards and Operating Guidelines for Ethics Review of Research Involving Humans and Other Living Organisms" which shall be approved by the Academic Board.

## **7) University Welfare Services Committee**

### **Membership**

- The Pro-Vice-Chancellor as Chairperson,
- Registrar,
- Director of Finance,
- Director of Works and Municipal Services,
- Director of Health Services, Dean of Students,
- UTAG representative, GAUA representative, FUSSAG representative, TEWU representative, SRC representative, GRASSAG representative, Chaplain, Imam;
- Deputy Registrar/Director as Secretary.

### **Functions of the Welfare Services Committee**

- i) To make reports and recommendations on matters affecting the estate and the welfare services within the University, and within the scope of policy approved by the Council to take such action as the Board may deem necessary.
- ii) To make reports and representations to the Council either on its own initiative or at the request of the Council on any matter that affects welfare within the University.

### **8) Faculty Appointments and Promotions Committee for Senior Members**

- (a) There shall be in each Faculty an Appointments and Promotions Committee of which the Dean shall be Chairperson. Where the status of the Dean is below the rank of the position being sought, a person or persons who are of a status/rank not lower than the rank the candidate is being considered, may be co-opted to the Board and the senior most among them shall chair the meeting.
- (b) The membership shall be all Heads of Department within the Faculty, two (2) persons of Professorial status and the Head of Department of the candidate must be present.
- (c) Not more than two persons from outside the Faculty may be co-opted as appropriate.
- (d) The Faculty Appointments and Promotions Committee shall meet, at least, once a trimester.
- (e) All applications for appointments on promotions shall be forwarded to the Head of Department in the first instance, who shall send his or her comments to the Dean.
- (f) On receipt of the application the Dean or Director shall refer the application to the Faculty Appointments and Promotions Committee for consideration. No applications shall be withheld from the Faculty Appointments and promotions Committee.
- (g) The Committee shall consider applications for appointments on promotions of Senior Members (Academic) to the following positions: Senior Lecturer, Associate Professor and Professor.

- (h) The Committee shall review the documents of the candidate, which shall include his or her curriculum vitae, teaching and extension and his or her publications. The Committee shall decide, on the basis of the quality of the relevant documents presented by the candidate, to submit the documents to the Vice-Chancellor through the Registrar for further processing or advise the candidate to add to the quality and number of his or her publications and re-submit to the Committee for another review.
- (i) Where a Faculty does not have persons whose positions are higher than or same as the one being sought by an applicant, the Faculty may co-opt other staff members from other Faculties who have higher or the same position that the candidate is applying for.
- (j) Where it becomes necessary, the Registrar, in consultation with the Vice-Chancellor, may constitute a Panel made up of Professors from outside the University to review the documents of applicants seeking Professorial positions before the documents are sent out for External Assessment.
- (e) The Dean of Faculty will transmit the application to the Registrar (through the Principal where applicable) and shall officially communicate to the candidate the date that his/her documents were transmitted to the Registrar.

## **g) Administrative and Professional Appointments and Promotions Committee for Senior Members**

There shall be an Administrative Appointments and Promotions Committee, which shall review the application documents of Senior Members Administrative and Professional, and offer recommendations for further action by the Registrar.

### **Membership**

- Registrar as Chairperson;
- Director of Finance;
- Director of Works & Municipal Services;
- Director of Internal Audit; and
- Director of University Health Services.

## **In Attendance**

- Director of Human Resource as Secretary.
- The Committee may co-opt others as appropriate to assist in its work.

## **Functions**

The Committee shall consider and vet all applications for appointment on promotion (for Senior Members, Administrative and Professional). This shall include an evaluation of the documents and publications presented by the applicant to ensure that the documents are of the quality required to be considered for External Assessment.

- i. The Committee shall make recommendations to the Registrar to either send the documents for External Assessment or request the candidate to make a revision to the documents to add to the quality and number of publications before the documents are sent for external assessment.
- ii. The Committee may also review the over-all performance of the candidate in relation to his performance and output as a Senior Member, Administrative and Professional staff.
- iii. Where a revision is to be made by the candidate, the Registrar may be given the mandate by the Committee to give administrative approval for the documents to be processed for External Assessment after the revision has been made.
- iv. Where major revisions are to be made, and additional publications are to be made by the candidate, the Committee shall request that another meeting should be held to review the documents after the applicant has done the revision and re-submitted the application to the Registrar.
- v. The report from the Committee shall be presented to the Vice-Chancellor before further processing of the promotion documents are done and sent to External Assessors.
- vi. Reports from the External Assessor shall be forwarded together with all the application documents of the applicant to the Senior Members Appointments and Promotions Board for consideration.
- vii. The Administration Appointments and Promotions Committee shall meet at least thrice a year.
- viii. The quorum shall be three members including the Chairman.

## **10) Appeals Relating to Appointments and Promotions**

The Appointments and Promotions Board may, on application, review its own decision affecting appointments or promotions. Appeals shall lie from the Appointments and Promotions Board to the University Council. In considering such appeals, the Council may be assisted by an expert appointed by the Council.

## **11) Appointments and Promotions of Staff (other than Senior Members)**

There shall be an Appointments and Promotions Committee for:

### *(a) Senior Staff*

#### **Membership**

- Pro-Vice-Chancellor as Chairperson;
- Registrar or his Representative; Principals of Campuses;
- Dean of the respective Faculty;
- Head of Department Concerned or his representative;
- Two persons appointed by the Academic Board; and
- One external assessor appointed by the Registrar.

#### **In Attendance**

- Director of Human Resource as Secretary.
- Senior Assistant Registrar (Recorder).

#### **Quorum**

- Fifty percent of membership, including the Pro-Vice- Chancellor or his or her representative, the Head of the Department concerned or his or her representative and the External Assessor.
- All applications for new appointments shall be sent to the Registry and processed by the Registry for interviews.
- Applications for appointment on promotion shall be forwarded to the Registrar together with the recommendations from the Heads of Units/Sections/

Departments, Deans and Directors of the applicant. The Committee shall meet at least thrice in a year.

### *b) Junior Staff*

#### **Membership**

- Pro-Vice-Chancellor as Chairperson;
- Registrar or his Representative; Principals of Campuses; Dean of the respective Faculty; Head of Department Concerned or his representative;
- Two persons appointed by the Academic Board; and One external assessor appointed by the Registrar.

All applications for fresh appointments should be sent directly by applicants to the Registry. Applications for promotions of junior staff shall be received by the Office of the Registrar from the applicants with recommendations from their Heads of Units/ Sections/Departments or their Deans. The committee may adopt the sub-committee approach in its work.

#### **Quorum**

- Fifty percent of membership, including the Head of the Department concerned;
- The Committee shall meet, at least, thrice a year.

## **12) Library Board**

#### **Membership**

- The Vice-Chancellor or his or her representative as Chairperson;
- One member appointed by each Faculty Board;
- Two members elected by the Finance Committee;
- University Librarian;
- Registrar or his or her representative;
- One Students' representative from each Campus appointed by the SRC of each campus; Heads of Campus Libraries; and
- One member elected by Academic Board from among its members.

**In Attendance**

- Director of Academic affairs/Deputy Registrar (Academic)
- Director of Finance or Deputy Finance Director.

**Quorum**

Fifty percent of membership.

**Functions**

Subject to the directions of the Academic Board, to supervise and direct the policy of the Library and such other matters as may be delegated to it.

The Committee shall meet at least thrice a year.

**13) Bookshop Committee****Membership**

- A Chairperson shall be appointed by the Finance Committee;
- One member elected by the Finance Committee;
- One member elected by the Academic Board;
- One member appointed by each Faculty Board;
- Two members elected by the Students' Representative Council; University Librarian; and
- The Bookshop Manager.

**In Attendance**

- Director of Finance;
- Registrar's representative as Secretary

**Quorum**

- Fifty percent of membership subject to the directions of the Academic Board to supervise and direct the policy of the Bookshop.
- The Committee shall meet, at least, thrice a year

## **14) Publications Committee**

### **Membership**

- A Senior Member of the University
- Appointed by the Vice-Chancellor as chairperson; Registrar or his or her representative;
- One representative from each Campus appointed by the Principal;
- One representative from the University Press nominated by the authorities of the Press subject to the approval of the Vice-Chancellor; and
- Director of University Relations

### **Quorum**

Fifty percent of membership of the Committee.

### **Functions**

- To formulate policy on University publications; to administer such funds as may be provided for such publications
- The Committee shall meet at least thrice a year

## **15) Sports Committee**

### **Membership**

- Pro-Vice-Chancellor,
- Registrar;
- Dean of Students;
- Two members elected by the Academic Board; One member elected by the Welfare Board;
- Director of Sports;
- GRASAG representative; and
- SRC representative.

**In Attendance**

- Director of Finance or his or her representative;
- Director, WMS or his or her representative;
- Director of Procurement or his or her Representative;
- Registrar's Representative as Secretary; and
- The Committee shall meet, at least, thrice a year.

**Quorum**

Fifty percent of membership.

**16) Staff Development and Conferences Committee****Membership**

- Vice-Chancellor or his or her representative as Chairperson;
- Registrar or his or her representative;
- Principals of Campuses or their representatives;
- Deans of Faculties/Schools; Directors of Institutes and Centres;
- Director of the Directorate of Academic Planning and Quality Assurance; and
- Dean of Graduate School and Research or his or her representative.

**In Attendance**

Director of Human Resource/Deputy Registrar as Secretary

**Quorum**

Fifty percent of membership including the Chairman

**Functions**

- To advise the Academic Board on University Scholarship policy and to award such University Scholarships as may be approved from time to time.
- The Board shall meet, at least, thrice a year.

## **17) Research and Publications Committee**

### **Membership**

- Vice-Chancellor or his or her representative as
- Chairperson;
- Registrar;
- Principals of Campuses;
- University Librarian;
- Two members elected by the Academic Board; Director of Research;
- Deputy Registrar/Director as Secretary; and
- Director of DCOBI

### **Quorum**

Fifty percent of membership.

## **18) Information Management Services Committee**

### **Membership**

- Vice-Chancellor as Chairperson;
- Registrar;
- Director of Finance or his or her representative;
- University Librarian;
- Director of Audit/Representative;
- Director of Works and Municipal Services;
- Director, IMS Directorate;
- One Head of Department in a related field;
- One representative from each Campus; and
- Any other person the Vice-Chancellor may nominate when the need arises;
- The Board shall meet, at least, thrice a year.

## **Quorum**

Fifty percent of membership.

## **Functions**

- i. Develop ICT strategic plans, policies, standards and procedures that will govern the delivery of ICT systems and support services in the University; Monitor and control the process of all activities related to the University's IMS policy.
- ii. Oversee the finances of the IMS Directorate.
- iii. Allocate resources according to the University's ICT master plan.
- iv. Formulate ICT project and Identify sources of funds in accordance with the ICT master plan.
- v. Periodically review the University's ICT master plan.
- vi. Prepare and submit annual progress report of the University's IMS Directorate.

## **19) Transport committee**

### **Membership**

- Chairperson to be appointed by the Vice-Chancellor;
- Registrar;
- Director of Works and Municipal Services; Representative of the Finance Director; Representative of UTAG; Representative of TEWU/FUSSAG; and Representative of SRC/GRASAG.

### **In Attendance**

- Deputy Registrar (General Administration)
- Transport Officer
- Assistant Registrar as Secretary

## **Quorum**

Fifty percent of membership.

## **Functions**

- i. To develop a procedure for the acquisition and use of University vehicles.

- ii. To develop a mechanism for the inspection of University vehicles.
- iii. To develop a cost-effective fuelling and maintenance system in addition to other expert considerations connected with the use and maintenance of the University's vehicles.
- iv. To recommend a sanctions system for persons who may be found culpable in the misuse of University vehicles. The Committee shall meet, at least, thrice a week.

## **SCHEDULE C Committees of the Campus Boards**

### **(a) Campus Executive Committee**

#### **Membership**

- Principal as Chairperson;
- Provosts of Colleges
- Deans of Faculties and Schools;
- Directors of Institutes and Centres under the Campus;
- Deputy Librarian; and
- Four members elected by the Campus Board from its membership.

#### **Quorum**

Fifty percent of membership.

#### **Functions**

To take such action and make such decisions as may be necessary to implement the general policy established by the Campus Board, and to carry out such other functions as may from time to time be delegated to it by the Campus Board. Decisions of the Campus Executive Committee shall be reported to the Campus Board at its next meeting.

The Committee shall meet, at least, thrice a year.

## **(b) Campus Welfare Services Committee**

There shall be Campus Welfare Boards, which shall be responsible to the Council through the Vice-Chancellor.

### **Membership**

- The Principal as Chairperson;
- Provosts;
- Deans;
- Deputy Librarian;
- Deputy Registrar;
- Deputy Director of Finance;
- Deputy Director of Works and Municipal Services;
- Deputy Director of University Health Services;
- Three members of Convocation (2 academic and 1 Administrative and Professional);
- Two members elected by Senior Staff (1 male, 1 female);
- Two members elected by Junior Staff (1 male, 1 female);
- Two student representatives (SRC and GRASAG);
- One Chaplain and One Imam; and
- Senior Hall Tutors and Heads of Halls of Residence.
- The Committee shall meet at least thrice a year.

### **Quorum**

Fifty percent of membership.

### **Functions**

- i. To make such reports and recommendations of matters affecting the estate and the welfare services within the Campuses and University, and within the scope of policy approved by the Council to take such action as the Board may deem necessary.

- ii. To make reports and representations to the Council either on its own initiative or at the request of the Council on any matter within the scope of welfare.

## **SCHEDULE D Committees of the University Welfare Services Board**

There shall be established a University Welfare Services Board with the following committees,

Estate Management Committee; Housing Committee; Health Services Committee; and Security Committee.

### **1. Estate Management Committee**

#### **Membership**

- The Chairperson shall be appointed by the Vice-Chancellor from within the University Community;
- Registrar or his or her representative as Secretary;
- Two members appointed by Convocation;
- One member appointed by the Residence Committee;
- One member elected by the Students' Representative Council (SRC);
- One member elected by Graduate Students Association of Ghana (GRASSAG);
- One member representing UTAG
- One member representing Senior Staff;
- One member representing Junior Staff;
- Estate Officer; and
- Director of WMS or his/her representative.

#### **In Attendance**

Director of Finance or his or her representative.

### **Quorum**

At least, half of the membership.

### **Functions**

- i. To be responsible for the efficient running of the Estate and Grounds, Gardens, Organisations and to ensure that policies decided by the Welfare Services Board are carried out.
- ii. To recommend modifications of policy to the Welfare Services Board.
- iii. To perform other functions as may be delegated to it by the Vice-Chancellor or Welfare Services Board.
- iv. The Committee shall meet, at least, thrice a year.

## **2. Housing Committee**

### **Membership**

- Pro-Vice-Chancellor as Chairperson;
- Registrar or his or her representative;
- Chairperson of the Estate Management Committee;
- One member from each Faculty/School;
- One Representative each from UTAG, GAUA, SSA and TEWU;
- Director of WMS; and
- Estate Officer as Secretary.

### **Quorum**

At least, half of the membership.

### **Functions**

- i. To keep under review the housing accommodation of the University and to determine their adequacy to the needs of staff and advise the Development Committee thereon.
- ii. To advise the Vice-Chancellor on the establishment and administration of an equitable system for allocating housing units other than Hall/Hostel flats.

- iii. To allocate University housing in accordance with regulations approved by the Welfare Services Board.
- iv. The Committee shall meet, at least, thrice a year.

### **3. Health Services Committee**

#### **Membership**

- The Chairperson shall be appointed by the Vice-Chancellor on the recommendation of the Executive Committee;
- Registrar or his or her representative;
- Director of University Health Services;
- Two members elected by the Academic Board (at least one should be an academic senior member with health background);
- Two members not in the employment of the University appointed by the Vice-Chancellor in consultation with the Ministry of Health.
- One member appointed by the Students' Representative Council;
- One member appointed by the Graduate Students' Association of Ghana (GRASAG)
- One member appointed by the Senior Staff Association
- One member appointed by the Junior Staff Association
- One member of staff elected by hospital staff

#### **In Attendance**

- Deputy Registrar/Director, General Administration (Secretary)
- Hospital Pharmacist
- Principal Nursing Officer
- Senior Health Superintendent

#### **Quorum**

At least, half of the membership.

## **Functions**

- i. The Committee shall be responsible to the Welfare Services Board for the formulation of policy for the efficient administration of the University Hospital and the execution of controls including the sanitation of the University Campus, and the maintenance of appropriate and up-to-date records on all activities of the hospital.
- ii. In matters of finance, the Committee shall report to the Finance Committee and Development Committee as may be appropriate.
- iii. The Committee may establish such sub-committees as it may consider necessary.
- iv. It shall meet at least three times in a year.

## **4. Security Committee**

### **Membership**

- The Chairperson shall be appointed by the Vice-Chancellor;
- Registrar or his or her representative;
- Dean of Students' Affairs;
- Two members appointed by the Academic Board;
- Two members appointed by the Student's Representative Council including the Women's Commissioner;
- One member appointed by the Senior Staff Association;
- One member appointed by the Junior Staff Association.

### **In Attendance**

- Chief Security Officer;
- Two members appointed by the Vice-Chancellor from outside the University;
- One from the Security Service and
- One with security experience
- Director of WMS or his or her representative.
- Deputy Registrar/Director, HRM (Secretary)

## **Quorum**

At least, half of the membership.

## **Functions**

- To keep under review the security arrangements in the University and suggest improvements.
- The Committee shall meet at least thrice a year.

## **SCHEDULE E Rules Made Under Statute 55 to 58**

### **Rules Made Under Statute 55 to 58**

- a) These Rules shall be referred to as the Disciplinary Rules and, except as provided, shall apply to all staff and students of the University.
- b) Any act done without reasonable excuse by a person to whom these Rules apply, which amounts to a failure to perform in a proper manner any duty imposed on him or her as such, or which contravenes any Law, regulation, instruction or directive relating to employees and/or Junior Members of the University, or which is otherwise prejudicial to the efficient functioning of the University, or which is an assault on a person's human right or tends to bring the University into disrepute shall constitute a misconduct; and the setting forth in Rules c and d of particular types of misconduct shall not be taken to affect the generality of this Rule.
- c) It shall be misconduct for an employee of the University:
  - To be absent from duty without leave or without an approved permission or without a reasonable excuse;
  - To be insubordinate;
  - To be persistently late to work;
  - To be persistently drunk while at work;
  - To be abusive verbally, physically or sexually;
  - To use, without the consent of the appropriate authority, any property or facilities provided for the purposes of the University for some purpose

not connected with the work of the University and/or not within his or her scope of responsibilities;

- To engage in any activity, which is likely to bring the University into disrepute; and
- To engage in any regular gainful occupation outside the University without the consent of the Vice-Chancellor.

d) It shall be misconduct for a Junior Member of the University:

- To be absent from the campus without permission or reasonable excuse;
- To be absent from lectures and other prescribed assignments without permission or reasonable excuse;
- To be insubordinate;
- To indulge in any anti-social activities, including stealing, armed robbery, drug abuse, occultism, fighting, ganging, pornography and rape, while in residence or outside the campus, which tend to bring the University into disrepute; and
- To abuse another member of the University community verbally, physically or sexually.

e) For breaches of any of the provisions of Rules a, b and c, any of the penalties, as appropriate, specified in Statutes 55 to 58 may be imposed in any disciplinary proceedings.

- i. Disciplinary proceeding involving the imposition of minor penalties shall be conducted summarily.
- ii. Where, in the opinion of the Vice-Chancellor, a major penalty should be imposed in any disciplinary proceedings, he or she shall appoint official(s) within the University above the rank of the person to be disciplined, to conduct an enquiry into the charges and make appropriate recommendations to him/her;
- iii. In the case of junior Staff, he or she shall appoint an ad hoc Committee on which a representative of the Junior Staff Association shall serve;
- iv. In the case of Senior Staff, he or she shall appoint an ad hoc Committee on which a representative of the Senior Staff Association shall serve;

- v. In the case of Senior Members, he or she shall refer the matter to the Disciplinary Board established under Rule 8, to conduct an enquiry into the charges and make appropriate recommendations to the Vice- Chancellor;
- vi. In the case of a Junior Member, the Dean of Students shall set up a 5 member committee, one of which must be nominated by the SRC to hear the matter and make appropriate recommendations to the Vice Chancellor to take action; and
- vii. Offences that contravene state Laws shall be referred to the appropriate state authority.

## **SCHEDULE F1** Disciplinary Board

1. There shall be established a Disciplinary Board composed of the Vice- Chancellor as the Chairperson and four members elected by Convocation, two of whom shall be Deans of Faculties/Schools and two shall be of the rank of Head of Department. The Registrar or his/her representative shall serve as Secretary. The quorum shall be Chairperson, the Secretary and any other person. The Board may, at its discretion, invite any other person to be in attendance.
2. In every case where a disciplinary enquiry is to be conducted, the person concerned shall be served with written charges and be given the opportunity to state the grounds on which he or she proposes to exculpate himself or herself. He or she shall also be entitled to be accompanied to the inquiry by a friend or counsel, to call witnesses on his or her behalf and to hear the evidence of any witnesses against him or her.
  - If no reply is received within the time specified in the notice, the Disciplinary Board/Committee shall proceed against him or her, in his or her presence or in his or her absence.
  - The provisions will apply in every case against any offender whether he or she is within or outside the country.
3. A person, other than a Junior Member of the University adversely affected by any decision of the Vice-Chancellor shall be entitled to appeal, within seven days of notification to him/her of the decision, to the University Council whose decision shall be final. In the case of minor penalties, any aggrieved person adversely

affected by a decision may within seven days, appeal to the Vice-Chancellor whose decision shall be final.

4. All major penalties imposed on Junior Members shall be subject to ratification by the Vice-Chancellor.
5. In all disciplinary proceedings which might result in the imposition of major penalties, except in the case of Junior Members, the Vice-Chancellor may, on advice or in his or her own discretion, interdict the person(s) affected until the final determination of the case against him or her/them. During interdiction person may be paid such salary as the Vice-Chancellor may prescribe, but shall not be less than two-thirds of his/her gross salary.
6. All persons who are not satisfied with disciplinary decisions of Management shall be entitled to Appealing to the Council and the Council shall refer the matter to the Appeals Board for adjudication and advice.
7. a) Notwithstanding the provisions in these Statutes, any member of staff who absents herself or himself from duty without leave or reasonable cause shall not be entitled to his or 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.
  - Without prejudice to the taking of disciplinary proceedings in respect of any absence from duty without leave or reasonable cause for more than 10 consecutive working days, he or she may be regarded as having resigned from his employment without notice. If his or her whereabouts are known, he or she must be informed in writing that his or her absence from duty has been thus regarded.
  - In all cases, persons implicated or perceived to have possible conflict of interest position shall be recused from the handling of the case(s) on the basis of conflict of interest.

## **SCHEDULE F2 Appeals Board**

There shall be established an Appeals Board of the University consisting of the following:

- 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;
- b) Two lawyers of at least 10 years standing, one of whom must be a woman.

The Council shall appoint the members of the Appeals Board.

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

- a) an act or omission in contravention of this Act or Statutes enacted by the Council;
  - b) breach of an employment contract by the University;
  - c) promotions of persons duly employed the University;
  - d) grievances by students against the University on issues of welfare and discipline; or
  - e) any other matter or dispute referred to the Appeals Board by the Council.
- iv. The chairperson and two other members of the Appeals Board shall constitute a panel for the hearing and determination of a case or matter before the Appeals Board.
  - v. In the absence of the Chairperson, one of the two lawyers as specified in paragraph (b) of subsection (ii), shall act as chairperson.
  - vi. The Council shall establish the rules and procedure which govern:
    - a) Operations of the Appeals Board;
    - b) The appointment and remuneration of the members of the Appeals Board;
    - c) the functions of the acting chairperson of the Appeals Board;
    - d) the establishment of the Secretariat of the Appeals Board; and
    - e) any other relevant matter.

## **SCHEDULE G** Guidelines for Appointments and Promotions of Senior Members

### **a) Criteria for Appointments and Promotions to Teaching and Research Grades**

- All first appointments shall be by interview.
- First engagement shall be at the current rank of the applicant.
- An applicant shall be assessed on the basis of evidence of continuing performance in respect of the following:
  - Scholarship;
  - Research and contribution to knowledge;
  - Teaching;
  - Community Service;
  - Academic leadership; and
  - Inventiveness and resourcefulness.
- An applicant shall be supported by academic refereed publications including books and articles in refereed journals. Technical reports, papers from publicised proceedings, systematised teaching materials and creative works evidenced by patents, music scores, may be considered. However, the requirement for refereed book and academic journal articles is primary. In the case of manuscripts accepted for peer-reviewed publications but not yet published, evidence of acceptance for publication in the form of letter from publisher must be provided.
- Contribution or service to University through its Boards or Committees and contribution to national development shall also be taken into account by the Appointments and Promotions Board.

#### **1. Assistant Lecturer or Assistant Research Fellow**

- An applicant for the post of Assistant Lecturer or Assistant Research Fellow must have a good first degree and, in addition, a minimum of an MPhil or a research Masters degree.

- The appointment shall be for two years and the candidate shall be promoted to Lecturer only after satisfactory performance within the two years and subject to a PhD qualification. Where the performance of the staff is not satisfactory within the first two years, he/she shall be required to do an additional one year in the grade of Assistant Lecturer or Assistant Research Fellow. If by the end of the third year, the performance of the staff is still unsatisfactory, his/her appointment shall be terminated.
- Three (3) references will be required, at least, one of which must have been associated with the candidate's post graduate studies.

## **2. Lecturer or Research Fellow**

For the appointment of a Lecturer or Research Fellow, a PhD is required.

- a. Three references shall be required, at least one of which must have been associated with the candidate's post-graduate studies.
- b. Appointment to this post shall be for six years.
- c. The appointment shall be reviewed before the end of the sixth year and **may** be renewed for a further period of six years. At the end of the twelfth year, the appointment shall terminate unless the person can be promoted to a grade above that of a Lecturer. In exceptional circumstances, the Appointments and Promotions Board may, on the recommendation of the Faculty Appointments and Promotions Committee, extend the appointment for a further period not exceeding two years, at the end of which the appointment shall terminate unless the person can be promoted to a grade above that of a Lecturer.

## **3. Senior Lecturer or Senior Research Fellow**

For the appointment of a Senior Lecturer or Senior Research Fellow, a PhD is required and the candidate must have been on the Lecturer grade and with the required number of publications.

Appointment or Promotion to the grade of Senior Lecturer shall be considered on the basis of significant performance in the following:

- a. Scholarship;
- b. Research and contribution to knowledge;
- c. Teaching;

- d. Academic leadership;
  - e. Inventiveness and resourcefulness;
  - f. Extension work or service to the University and the nation; and
  - g. Contribution to national Development
- A satisfactory performance as Lecturer/Research Fellow and a minimum waiting period of four (4) years shall be required for promotion to the position of Senior Lecturer/Senior Research Fellow.
  - Two (2) positive external assessors' reports out of a total of three external assessors' reports are required for promotion to the grade.
  - Candidates being appointed on application at first instance, with the rank of Senior Lecturer or Senior Research Fellow from another University or Analogous institution, do not need two external assessors, but must have three referees, and must have been on the same grade at a university or an analogous institution with comparable standards.
  - No one shall be appointed at first instance to this grade without having previously held an appointment to the same grade in an analogous institution with comparable standards with the University.

#### **4. Associate Professor**

A Doctorate degree (PhD) is required to be appointed or promoted to the grade of Associate Professor.

- a. Appointment or Promotion to the grade of Associate Professor shall be on the basis of outstanding scholarship in addition to contribution to the intellectual life of the University and the development of the country.
- a. Satisfactory performance as Senior Lecturer/Senior Research Fellow and a minimum waiting period of three (3) years shall be required for promotion to the position of Associate Professor.

Two positive external assessors' reports from a total of three external assessors are required for promotion to the grade.

Candidates being appointed on application at first instance, do not need two external assessors, but must have three referees, and must have been on the same grade at an analogous institution.

- No one shall be appointed at first instance to this grade without having previously held an appointment to the same grade in a university or an analogous institution with comparable standards with the University.

## **5) Professor**

- a. A Doctorate degree (PhD) is required to be appointed or promoted to a grade of Professor.
- b. Appointment or Promotion to the grade of Professor shall be on the basis of internationally acknowledged scholarship in the candidate's field of teaching and research and contribution to the intellectual life of the University and the development of the country.
- c. Satisfactory performance as Associate Professor and a minimum waiting period of three (3) years is required for promotion to the position of Professor.
- d. Two positive external assessors' reports from a total of three external assessors are required for promotion to the grade.
- e. Candidates being appointed on application at first instance, do not need two external assessors, but must have three referees, and must have been on the same grade at a university or analogous institution.
- f. No one shall be appointed at first instance to this grade without having previously held an appointment to the same grade in a university or an analogous institution with comparable standards with the University.

## **6) Probationary Period**

All first non-professorial appointments shall be for a probationary period of one year. In special circumstances, the Appointments and Promotions Board may recommend a shorter period.

## **7) Visiting and Temporary Appointments**

In consultation with the Principal, Dean and Head of Department, the Vice-Chancellor may, in urgent cases, approve a temporary appointment for a period of up to one year while an application for a regular appointment is being processed.

- In consultation with the Principal, Dean and Head of Department, the Vice-Chancellor may approve a short-term appointment for a period of less than one year for an applicant who does not propose to take up regular appointment.

- The designation "Visiting Scholar" shall apply to the Appointment.
- The appointment shall be reported to the Appointments and Promotions Board at its next regular meeting.
- Such persons including persons on sabbatical and adjunct Professors and Lecturers shall not occupy elected or appointed positions and shall be non-voting members of Boards and Committees of the University.

## **b) Criteria for Appointment and Promotion to non-Teaching Senior Member Positions**

- All first appointments to non-teaching positions shall normally be by interview.
- For appointment on promotion to the administrative/professional grades, evidence of promise or continuing performance in respect of the following shall be required:
  - Academic qualifications;
  - Proven ability and commitment to work/knowledge of work;
  - Promotion of work;
  - Human relations; and
  - Service (other than schedule of duty), including community/ outreach service.

## **c) Criteria for Appointment and Promotion of Senior Members in the Office of the Registrar**

### **1. Junior Assistant Registrar**

For appointment to the grade of Junior Assistant Registrar, candidates should possess a good first degree and, in addition, a research Masters degree.

- Persons with good first degree in addition to a regular Masters degree plus a professional qualification in administration or management or public relations from a recognised professional body **may** be considered.
- The appointment shall be for two years and the candidate/staff shall be promoted to Assistant Registrar after satisfactory performance within the two years. If, by the end of the second year, the performance of the staff is unsatisfactory, his/her appointment shall be terminated.

## 2. Assistant Registrar

- a. For appointment or promotion to the grade of Assistant Registrar a candidate must possess a good first degree, and in addition, a research Masters degree.
- b. Persons with a good first degree plus a regular Masters degree plus a final certificate in administration or management or public relations from a recognized professional body, **may** be considered.
- c. In addition to possessing the requisite qualification, the persons should:  
**Either** have performed satisfactorily in the grade of Junior Assistant Registrar or should have a minimum of two years relevant post-qualification experience in an analogous institution or establishment.
- d. Satisfactory performance on the grade of Junior Assistant Registrar in the University or equivalent grade in an analogous institution for, at least, two (2) years shall be required for promotion to the grade of Assistant Registrar.
- e. A minimum of two positive reports recommending promotion out of a maximum of three requests from external assessors is also required in addition. In the case of first-time appointment, candidates should be Assistant Registrar in a University or comparable institution, and three positive referee reports, not external assessment reports, shall be required.

## 3. Senior Assistant Registrar

- a. For appointment or promotion to the grade of Senior Assistant Registrar, a candidate must have a research Masters degree. Persons with a good first degree in addition to a regular Masters degree plus a final certificate in administration or management or public relations from a recognised professional body **may** be considered.
- b. Satisfactory performance on the grade of Assistant Registrar in the University or equivalent grade in an analogous institution for, at least, five (5) years shall be required for promotion to Senior Assistant Registrar.
- c. A minimum of two positive reports recommending promotion out of a maximum of three requests from external assessors is also required in addition.
- d. In the case of first-time appointment, candidates should be Senior Assistant Registrar in a University or comparable institution and three positive referee reports, not external assessment reports, shall be required.

#### **4. Deputy Registrar**

- a. For appointment or promotion to the grade of Deputy Registrar, a candidate must hold a research Masters degree. Persons with a good first degree in addition to a regular Masters degree, plus a final certificate in administration or management or public relations from a recognised professional body **may** be considered.
- b. Satisfactory performance as Senior Assistant Registrar and a minimum waiting period of, at least, four (4) years is required for promotion to the position of Deputy Registrar.
- c. Two positive external assessors' reports from a total of three external assessors are required for promotion to the grade.
- d. Candidates being appointed on application at first instance, do not need two external assessors, but must have three referees, and must have been on the same grade at another university or an analogous institution of comparable standards.
- e. No one shall be appointed at first instance to this grade without having previously held an appointment to the same grade in an analogous institution with comparable standards with the University.

#### **5. Registrar**

This position is by appointment by the Council only and shall proceed as provided by the Statutes.

### **d) Criteria for Appointment and Promotion of Senior Members in the Finance Directorate**

#### **1. Assistant Accountant**

For promotion or appointment to the grade of Assistant Accountant, the equivalent of Junior Assistant Registrar, a candidate must be a Chartered Accountant from a recognised professional body.

- In addition, the candidate shall possess a relevant regular Master's degree in the relevant field.

- Also, candidates with any two of the above qualifications must, in addition, have a minimum of one-year relevant post-qualification experience.
- The appointment shall be for two years and the candidate shall be promoted to Accountant after satisfactory performance at the end of the two years. If by the end of the second year, the performance of the staff is unsatisfactory, his/her appointment shall be terminated.

## **2. Accountant**

For promotion or appointment to the grade of Accountant, a candidate must possess:

- A final professional certificate of any of the recognized Professional Accountancy Bodies or their equivalents.  
In addition, candidate shall possess a relevant regular Master's degree in the relevant field.
- A good first degree with one-year full-time Masters
- degree plus a recognised professional qualification in a relevant field may be considered.
- The candidate, in addition to the above qualifications, must have served as an Assistant Accountant in the University or an analogous institution for a minimum of two (2) years or must have a minimum of four (4) years relevant post-qualification experience in a practising firm, industry, commerce or public service.

## **3. Senior Accountant**

For promotion or appointment to the grade of Senior Accountant, a candidate must be a member of the Institute of Chartered Accountants Ghana (ICAG).

- In addition, the candidate shall possess a relevant
- regular Masters degree in the relevant field.
- Satisfactory performance in the grade of Accountant in the University or equivalent grade in an analogous institution for at least five (5) years shall be required in addition.
- A minimum of two positive assessment reports out of a maximum of three external assessors reports shall also be required for promotion to this grade in addition to the minimum qualification.

- In the case of first-time appointment, a candidate should be a Senior Accountant in a University or comparable institution and two positive external assessors' reports shall be required for promotion.
- No one shall be appointed at first instance to this grade without having previously held an appointment to the same grade in an analogous institution with comparable standards with the University.

#### **4. Deputy Director of Finance**

For promotion or appointment to the grade of Deputy Director of Finance, a candidate must be a member of the Institute of Chartered Accountants Ghana (ICAG).

- In addition, the candidate shall possess a regular
- Masters degree in the relevant field.
- Satisfactory performance as Senior Accountant and a minimum waiting period of four years is required for promotion to the position of Deputy Director of Finance.
- Two positive external assessors' reports from a total of three external assessors' reports are required for promotion to the grade.
- Candidates being appointed on application at first instance, do not need two external assessors, but must have three referees, and must have been on the same grade at another university or an analogous institution of comparable standards.
- No one shall be appointed at first instance to this grade without having previously held an appointment to the same grade in an analogous institution with comparable standards with the University.

#### **5. Director of Finance**

The post of Director of Finance shall be filled by appointment by the Council only. To be eligible, a candidate must be a member of the Institute of Chartered Accountants Ghana (ICAG).

In addition, the candidate shall possess a regular Masters degree in the relevant field and must have served in the University or in an analogous institution as a Deputy Director of Finance for a minimum period of three (3) years or has a minimum of

fifteen (15) years relevant post-qualification experience in a practising firm, industry, commerce or public service.

Three positive referees' reports are required.

## **e) Criteria for Appointment and Promotion of Senior Members in the Internal Audit Directorate**

### **1. Assistant Internal Auditor**

For promotion or appointment to the grade of Assistant Internal Auditor, the equivalent of Junior Assistant Registrar, a candidate must be a Chartered Accountant from a recognised professional body.

- In addition, the candidate shall possess a relevant regular Master's degree in the relevant field.
- Also, candidates with any two of the above qualifications must, in addition, have a minimum of one-year relevant post-qualification experience.
- The appointment shall be for two years and the candidate shall be promoted to Internal Auditor after satisfactory performance at the end of the two years. If by the end of the second year, the performance of the staff is unsatisfactory, his/her appointment shall be terminated.

### **2. Internal Auditor**

For promotion or appointment to the grade of Internal Auditor, a candidate must possess:

- A final professional certificate of any of the recognised Professional Accountancy Bodies or their equivalents.
- In addition, candidate shall possess a relevant regular Master's degree in the relevant field.
- The candidate, in addition to the above qualifications, must have served as an Assistant Internal Auditor in the University or an analogous institution for a minimum of two (2) years or must have a minimum of four (4) years relevant post-qualification experience in a practicing firm, industry, commerce or public service.

### **3. Senior Internal Auditor**

For promotion or appointment to the grade of Senior Internal Auditor a candidate must possess:

- A final professional certificate and be a member of any of the following recognised Professional Accountancy Bodies or their equivalents.
- In addition, candidate shall possess a relevant two year full-time Master's degree in the relevant field. A good first degree with one-year full-time Masters degree plus a recognised professional qualification in a relevant field may be considered.
- Satisfactory performance in the grade of Internal Auditor in the University or equivalent grade in an analogous institution for at least five (5) years shall be required in addition.
- A minimum of two positive assessment reports out a maximum of three external assessors reports is also required for promotion to this grade in addition to the minimum qualification.
- In the case of first-time appointment, candidates should be Senior Internal Auditor in a University or comparable institution and three positive referee reports shall be required.
- No one shall be appointed at first instance to this grade without having previously held an appointment to the same grade in an analogous institution with comparable standards with the University.

### **4. Deputy Director of Internal Audit**

For promotion or appointment to the grade of Deputy Director of Internal Audit, a candidate must be a member of the Institute of Chartered Accountants Ghana (ICAG).

- In addition, the candidate shall possess a regular Masters degree in the relevant field.
- Satisfactory performance as Senior Internal Auditor and a minimum waiting period of four years is required for promotion to the position of Deputy Director of Internal Audit.
- Two positive external assessors reports from a total of three external assessors' reports are required for promotion to the grade.

- Candidates being appointed on application at first instance, do not need two external assessors, but must have three referees, and must have been on the same grade at another university or an analogous institution of comparable standards.
- No one shall be appointed at first instance to this grade without having previously held an appointment to the same grade in an analogous institution with comparable standards with the University.

## **5. Director of Internal Audit**

- The post of Director of Internal Audit shall be filled by appointment by the Council only.
- To be eligible, a candidate must be a member of the Institute of Chartered Accountants Ghana (ICAG).
- In addition, the candidate shall possess a regular Masters degree in the relevant field and must have served in the University or in an analogous institution as a Deputy Director of Internal Audit for a minimum period of three (3) years or has a minimum of fifteen (15) years relevant post-qualification experience in a practising firm, industry, commerce or public service.
- Three positive referees' reports are required.

## **e) Criteria for Appointment and Promotion of Senior Members in the Directorate of Works & Municipal Services**

### **1. Assistant Architect/Assistant Engineer/Assistant Quantity Surveyor/Assistant Estate Officer**

- To be appointed or promoted to the grade of Assistant Architect, Assistant Engineer, Assistant, Quantity Surveyor, Assistant Estate Officer, a candidate must possess:
- A regular Masters degree in the relevant field and belong to a recognised professional body.
- The appointment shall be for two years and the candidate shall be promoted to Architect/Engineer/Quantity Survey/ Estate Officer or after satisfactory performance at the end of the two years. If, by the end of the second year, the performance of the staff is unsatisfactory, his/her appointment shall be terminated.

## **2. Architect/Engineer/Quantity Surveyor/Estate Officer**

To be appointed or promoted to the grade of Architect, Engineer, Quantity Surveyor, Estate Officer, a candidate must:

- Have a regular Masters degree in the relevant field plus a recognised professional qualification in the relevant field. In addition, the candidate must:
- Be a certified member of the relevant professional body;
- Have served for two (2) years as an Assistant Architect/ Assistant Engineer/ Assistant Quantity Surveyor/Assistant Estate Officer in the University or analogous institution, or alternatively, must have a minimum of four (4) years relevant post-qualification experience in a reputable practicing firm, industry, commerce or public service; and
- Have handled projects independently.

## **3. Senior Architect/Senior Engineer/Senior Quantity Surveyor/Senior Estates Officer**

To be appointed or promoted to the grade of Senior Architect, Senior Engineer, Senior Quantity Surveyor, Senior Estate Officer, a candidate must:

- Have a regular Masters degree in the relevant field, plus a recognised professional qualification in the relevant field. In addition, the candidate must be a member of a recognised professional body.
- Satisfactory performance in the grade of Architect/Engineer/ Quantity Surveyor or Estate Officer in the University or equivalent grade in an analogous institution for, at least, five (5) years shall be required in addition or alternatively, must have a minimum of eight (8) years relevant post- qualification experience in a practising firm, industry, commerce, or public service.
- A minimum of two positive assessment reports out of a maximum of three external assessors' reports is also required for promotion to this grade in addition to the minimum qualification.
- In the case of first-time appointment, candidates should be Senior Architect/ Engineer/Senior Quantity Surveyor in a University or comparable institution and three positive referee reports shall be required.

#### **4. Deputy Director of Works and Municipal Services**

To be appointed or promoted to the grade of Deputy Director of Works and Municipal Services, a candidate must:

- Have a regular Masters degree in the relevant field plus a recognised professional qualification in the relevant field.
- In addition, the candidate must be a member of a recognised professional body.
- Satisfactory performance as Senior Architect, Senior Engineer, Senior Quantity Surveyor, Senior Estates Officer and a minimum waiting period of four (4) years, or alternatively, twelve (12) years relevant post-qualification experience in practising firm, industry, commerce or public service is required for promotion to the position of Deputy Director of Works and Municipal Services.
- Two positive external assessors' reports from a total of three external assessors are required for promotion to the grade.
- Candidates being appointed on application at first instance, do not need two external assessors, but must have three referees', and must have been on the same grade at another university or an analogous institution of comparable standards.
- He/she should be capable of running an office and writing reports.

#### **5. Director of Works and Municipal Services**

This post shall be filled by appointment only. For appointment to the above post, a candidate must:

- Have a regular Masters qualification.
- Be a member of a relevant recognised professional body;
- Have served satisfactorily for a minimum of five (5) years in the University as a Deputy Director of Works and Municipal Services or alternatively must have a minimum of fifteen (15) years relevant post-qualification experience in a practising firm, industry, commerce or public service;
- Have handled and completed various projects of considerable magnitude and value; and
- Have considerable experience in administration at a senior level.

- Three positive referee reports are required.

## **f) Criteria for Appointment and Promotion of Senior Members in the Library**

All first appointments shall be by interview. An applicant shall be assessed on the basis of evidence of continuing performance in respect of the following:

- Bibliographic output;
- Research and contribution to knowledge and academic achievement;
- Professional growth and development; and
- Extension activities.

### **1. Junior Assistant Librarian**

For appointment to the grade of Junior Assistant Librarian, candidates must:

- (a) Possess a research Masters degree in the relevant field or
- (b) A good first degree with a regular Masters degree, plus a recognised professional qualification in a relevant field.
- (c) Also, candidates with any two of the above qualifications must in addition have a minimum of two years relevant post-qualification experience in a University or an analogous institution or in a practicing firm or industry or commerce for a minimum of two years.

The appointment shall be for two years and the candidate shall be promoted to Assistant Librarian after satisfactory performance within the two years. Where the performance of the staff is not satisfactory within the first two years, he or she shall be required to do an additional one year in the grade of Junior Assistant Librarian. If by the end of the third year, the performance of the staff is still unsatisfactory, his or her appointment shall be terminated.

### **2. Assistant Librarian**

For appointment to the grade of Assistant Librarian, candidates must possess:

- a. A PhD or an MPhil or a research Masters degree in the relevant field or

- b. A good first degree with a regular Masters degree plus a recognised professional qualification in a relevant field;
- c. The candidate, in addition to the above qualifications, must have served as a Junior Assistant Librarian in the University or an analogous institution for a minimum of two (2) years or must have a minimum of four (4) years relevant post-qualification experience in a practising firm, industry, commerce or public service.

### **3. Senior Assistant Librarian**

For appointment or promotion to the grade of Senior Assistant Librarian, the candidate must possess:

- a. A PhD or an MPhil or a research Masters degree in the relevant field or a good first degree with a regular Masters degree plus a recognised professional qualification in a relevant field.
- b. Satisfactory performance in the grade of Assistant Librarian in a University or equivalent grade in an analogous institution for, at least, five (5) years shall be required in addition.
- c. A minimum of two positive assessment reports out of a maximum of three external assessors reports is also required for promotion to this grade in addition to the minimum qualification.
- d. In the case of first time appointment, candidates should be Senior Assistant Librarian in a University or comparable institution and three positive referee reports shall be required.
- e. No one shall be appointed at first instance to this grade without having previously held an appointment to the same grade in an analogous institution with comparable standards with the University.
- f. Evidence of scholarly research and or publication shall be required.

### **4. Deputy Librarian**

For appointment or promotion to the grade of Deputy Librarian the candidate must have:

- a. A PhD or an MPhil or a research Masters degree in the relevant field or a good first degree with a regular Masters degree plus a recognised professional qualification in a relevant field.
- b. Satisfactory performance as Senior Librarian and a minimum waiting period of five (5) years or alternatively twelve (12) years relevant post-qualification experience in practising firm, industry, commerce or public service is required for promotion to the position of Deputy Librarian.
- c. Two positive external assessors reports from a total of three external assessors are required for promotion to the grade.
- d. Candidates being appointed on application at first instance, do not need two external assessors, but must have three referees, and must have been on the same grade at another university or an analogous institution of comparable standards.

## **5. Librarian**

The University Librarian position shall be by appointment only.

- a. The Librarian shall have a PhD or an MPhil or a research Masters in the relevant field.
- b. Appointment to the grade of Librarian shall be on the basis of outstanding professional ability, competence and contribution to librarianship and scholarly research and publications.
- c. Satisfactory performance in the grade of a Deputy Librarian in the University or equivalent grade in an analogous institution for at least four (4) years shall be required.
- d. Two (2) positive referee reports are required.

## **g) Criteria for Appointment and Promotion of Senior Members in the Directorate of Information Management Services**

### **1. Assistant Program Analyst/Assistant Network Administrator**

For appointment to the grade of Assistant Program Analyst or Assistant Network Administrator, a candidate must:

- a. Have a research Masters degree in the relevant field or a good first degree with a regular Masters degree plus a recognised professional qualification in a relevant field.
- b. Also, candidates with any two of the above qualifications must, in addition, have a minimum of two years relevant post-qualification experience in a University or an analogous institution or in a practising firm or industry or commerce for a minimum of two years.
- c. The appointment shall be for three years and the candidate/staff shall be promoted to Program Analyst/Network Administrator after satisfactory performance within the three years. If, by the end of the third year, the performance of the staff is unsatisfactory, his/her appointment shall be terminated.

## **2. Program Analyst/Network Administrator/System Analyst**

For appointment or promotion to the grade of Program Analyst or Network Administrator or System Analyst, a candidate must have:

- a. A research Masters degree in the relevant field or a good first degree with a regular Masters degree plus a recognised professional qualification in a relevant field.
- b. A minimum of two (2) years relevant post-qualification experience is required for appointment to the position of Programme Analyst or Network Administrator or System Analyst.
- c. The candidate, in addition to the above qualifications, must have served as an Assistant Program Analyst/Assistant Network Administrator in the University or an analogous institution for a minimum of two (2) years or must have a minimum of four (4) years relevant post-qualification experience in a practising firm, industry, commerce or public service.

## **3. Senior Program Analyst/Senior Network Administrator/ Senior System Analyst**

For appointment or promotion to the grade of Senior Program Analyst or Senior Network Administrator/Senior System Analyst, a candidate must have:

- a. A research Masters degree in the relevant field or a good first degree with a regular Masters degree plus a recognised professional qualification in a relevant field.
- b. Satisfactory performance in the grade of Assistant Programme Analyst/ Assistant Network Administrator in a University or equivalent grade in an analogous institution for at least five (5) years shall be required in addition.
- c. A minimum of two positive assessment reports out of a maximum of three external assessors reports is also required for promotion to this grade in addition to the minimum qualification.
- d. In the case of first-time appointment, candidates should be Senior Programme Analyst/ Senior Network Administrator/ Senior System Analyst in a University or comparable institution and three positive referee reports shall be required.
- e. No one shall be appointed at first instance to this grade without having previously held an appointment to the same grade in an analogous institution with comparable standards with the University.

#### **4. Deputy Director of Information Management Services**

For appointment or promotion to the grade of Deputy Director of IMS, a candidate must hold a research Masters degree. Persons with a good first degree in addition to a regular Masters degree, plus a professional qualification from a recognised major professional body **may** be considered.

- a. Satisfactory performance as Senior Program / Network / System Administrator and a minimum waiting period of four (4) years is required for promotion to the position of Deputy Director of IMS.
- b. Two positive external assessors reports from a total of three external assessors are required for promotion to the grade.
- c. Candidates being appointed on application at first instance, do not need two external assessors, but must have three referees, and must have been on the same grade at another university or an analogous institution of comparable standards.
- d. No one shall be appointed at first instance to this grade without having previously held an appointment to the same grade in an analogous institution with comparable standards with the University.

## 5. Director of Information Management Services

This post shall be filled by appointment only. For appointment to the above post, a candidate must:

- a. Have a research Masters Degree in the relevant field.
- b. Be a member of a recognised professional ICT or MIS body.
- c. Satisfactory performance as Deputy Director of IMS and a minimum waiting period of five (5) years or alternatively twelve (12) years relevant post-qualification experience in a practising firm, industry, commerce or public service is required for promotion to the position of Director of ICT.
- d. Two positive external assessors reports from a total of three external assessors are required for promotion to the grade.
- e. Candidates being appointed on application at first instance, do not need two external assessors, but must have three referees, and must have been on the same grade at another university or an analogous institution of comparable standards.
- f. Have handled and completed various projects in ICT or IMS of considerable magnitude and value; and have considerable experience in administration and management.

## h) Criteria for Appointment and Promotion of Senior Members in the Sports Directorate

### 1. Junior Sports Coordinator

- a. For appointment to the grade of Junior Sports Coordinator, candidates should possess a good first degree, and in addition, a research Masters degree.
- b. Persons with a good first degree in addition to a regular Masters degree plus a professional qualification in sports, physical education or psychology **may** be considered.
- c. Also, candidates with any two of the above qualifications must in addition have a minimum of two (2) years relevant post-qualification experience in a University or an analogous institution for a minimum of two years.

The appointment shall be for three years and the candidate shall be promoted to Sports Coordinator after satisfactory performance within the three years. Where

the performance of the staff is not satisfactory within the first three years, he or she shall be required to do an additional one year in the grade of Junior Sports Coordinator. If by the end of the fourth year, the performance of the staff is still unsatisfactory, his or her appointment shall be terminated.

## **2. Assistant Sports Coordinator**

- a. For appointment to the grade of Assistant Sports Coordinator, candidates should possess a good first degree, and in addition, a research Masters degree.
- b. Persons with a good first degree in addition to a regular Masters degree plus a professional qualification in sports, physical education or psychology **may** be considered.
- c. Satisfactory performance in the grade of Assistant Sports Coordinator in a University or equivalent grade in an analogous institution for at least two (2) years shall be required for promotion to Assistant Sports Coordinator.
- d. No one shall be appointed at first instance to this grade without having previously held an appointment to the same grade in an analogous institution with comparable standards with the University.

## **3. Sports Coordinator**

- a. For appointment to the grade of Sports Coordinator, candidates should possess a good first degree, and in addition, a research Masters degree.
- b. Persons with a good first degree, in addition to a regular Masters degree, plus a professional qualification in sports, physical education or psychology **may** be considered.
- c. Satisfactory performance in the grade of Assistant Sports Coordinator in a University or equivalent grade in an analogous institution for, at least, five (5) years shall be required for promotion to Sports Coordinator.
- d. The candidate, in addition to the above qualifications, must have served as an Assistant Sports Coordinator in the University or an analogous institution for a minimum of two (2) years or must have a minimum of four (4) years relevant post-qualification experience in a practising firm, industry, commerce or public service.

#### **4. Senior Sports Coordinator**

- a. For appointment to the grade of Assistant Sports Coordinator, candidates should possess a good first degree, and in addition, a research Masters degree.
- b. Persons with a good first degree in addition to a regular Masters degree plus a professional qualification in sports, physical education or psychology **may** be considered.
- c. Satisfactory performance in the grade of Sports Coordinator in a University or equivalent grade in an analogous institution for at least five (5) years shall be required in addition.
- d. A minimum of two positive assessment reports out of a maximum of three external assessors' reports is also required for promotion to this grade in addition to the minimum qualification.
- e. In the case of first time appointment, candidates should be Senior Sports Coordinator in a University or comparable institution and three positive referee reports shall be required.
- f. No one shall be appointed at first instance to this grade without having previously held an appointment to the same grade in an analogous institution with comparable standards with the University.

#### **5. Director of Sports**

This post shall be filled by appointment only.

- a. For appointment to the grade of Director of Sports, candidates should possess a research Masters degree, plus a professional qualification in sports, physical education or psychology.
- b. Satisfactory performance as Senior Sports Coordinator and a minimum waiting period of four (4) years or alternatively must have twelve (12) years relevant post-qualification experience in practising firm, industry, commerce or public service, is required for promotion to the position of Senior Sports Coordinator.
- c. Two positive external assessors' reports from a total of three external assessors are required for promotion to the grade.
- d. Candidates being appointed on application, at first instance, do not need two external assessors, but must have three referees, and must have been on the same grade at another university or an analogous institution of comparable

standards. The candidate must have considerable experience in administration and management.

## **i) Criteria for Appointment and Promotion of Senior Members in Directorate of Procurement**

### **1. Junior Assistant Procurement Officer**

For appointment to the grade of Junior Assistant Procurement Officer, candidates must:

- a. Possess a research Masters degree in the relevant field or a good first degree with a regular Masters degree plus a recognised professional qualification in a relevant field.
- b. Also, candidates with any two of the above qualifications must, in addition have, a minimum of two years relevant post-qualification experience in a University or an analogous institution or in a practising firm or industry or commerce for a minimum of two years.
- c. The appointment shall be for three (3) years and the candidate shall be promoted to Assistant Procurement Officer after satisfactory performance within the three (3) years. Where the performance of the staff is not satisfactory within the first three years, he or she shall be required to do an additional one year in the grade of Junior Assistant Procurement Officer. If, by the end of the fourth year the performance of the staff is still unsatisfactory, his or her appointment shall be terminated.

### **2. Assistant Procurement Officer**

For appointment or promotion to the grade of Assistant Procurement Officer, candidates must possess:

- a. A research Masters degree in the relevant field or a good first degree with a regular Masters degree, plus a recognised professional qualification in a relevant field.
- b. The candidate, in addition to the above qualifications, must have served as a Junior Assistant Procurement Officer in a University or an analogous institution for a minimum of two (2) years or must have a minimum of four (4) years relevant post-qualification experience in a practicing firm, industry, commerce or public service.

### 3. Senior Assistant Procurement Officer

For appointment or promotion to the grade of Senior Assistant Procurement Officer, a candidate must have:

- a. A research Masters degree in the relevant field or a good first degree with a regular Masters degree plus a recognised professional qualification in a relevant field.
- b. Satisfactory performance in the grade of Assistant Procurement Officer in a University or equivalent grade in an analogous institution for at least five(5) years shall be required in addition.
- c. A minimum of two positive assessment reports out of a maximum of three external assessors reports is also required for promotion to this grade in addition to the minimum qualification.
- d. In the case of first-time appointment, candidates should be Senior Assistant Procurement Officer in a University or comparable institution and three positive referee reports shall be required.
- e. No one shall be appointed at first instance to this grade without having previously held an appointment to the same grade in an analogous institution with comparable standards with the University.

### 4. Deputy Director of Procurement

- a. For appointment or promotion to the grade of Deputy Director of Procurement, a candidate must hold a research Masters degree. Persons with a good first degree in addition to a regular Masters degree, plus a professional qualification from a recognised major professional body **may** be considered.
- b. Satisfactory performance as Senior Assistant Procurement Officer and a minimum waiting period of four (4) years is required for promotion to the position of Deputy Director of Procurement.
- c. Two positive external assessors reports from a total of three external assessors are required for promotion to the grade.
- d. Candidates being appointed on application at first instance, do not need two external assessors, but must have three referees, and must have been on the same grade at another university or an analogous institution of comparable standards.

- e. No one shall be appointed at first instance to this grade without having previously held an appointment to the same grade in an analogous institution with comparable standards with the University.

## **5. Director of Procurement**

This post shall be filled by appointment only. For appointment to the above post, a candidate must have:

- a. A research Masters degree in the relevant field or a good first degree with a regular Masters degree, plus a recognised professional qualification in a relevant field.
- b. Satisfactory performance as Deputy Director of Procurement and a minimum waiting period of five (5) years or, alternatively, must have twelve (12) years relevant post-qualification experience in a practising firm, industry, commerce or public service; is required for promotion to the position of Director of Procurement.
- c. Two positive external assessors' reports from a total of three external assessors are required for promotion to the grade.
- d. Candidates being appointed on application at first instance, do not need two external assessors, but must have three referees, and must have been on the same grade at another university or an analogous institution of comparable standards.
- e. Have considerable experience in administration and management.

## **SCHEDULE H Procedure for the Appointment of Chancellor**

- (a) In the appointment of the Chancellor of the University, the Council shall set up a Search Committee to propose suitable candidate(s) for its consideration.
- (b) The Search Committee shall consist of seven (7) members composed as follows:
  - i. A chairperson appointed by Council who must not necessarily be a member of Council;
  - ii. Two (2) members of the Council appointed by the Council;

- iii. Two (2) members of the Academic Board one of whom shall be of a professorial status and one non-professorial status elected by the Academic Board;
  - iv. One person elected by Senior Staff; and
  - v. One person elected by the Alumni Association.
- (c) The Registrar shall serve a secretary to the Committee. The quorum shall be five (5) members including the Chairperson who shall have an original and a casting vote;
  - (d) The Search Committee shall cause a notice to be published inviting nominations from the University Community and the Alumni Association. Ghanaians of good standing may be nominated for the consideration of the Search Committee.
  - (e) The Search Committee shall, by secret ballot, elect three (3) candidates from the short-listed candidates and present their names in a report indicating the vote tally to the Council.
  - (f) The Council shall then elect one of them for appointment as Chancellor. The Registrar shall inform the University community of the decision of the Council within two weeks after the decision has been made.

## **SCHEDULE I Simple Majority Vote System**

- (a) Elections shall be by secret ballot and the ballot box shall be transparent.
- (b) The Registrar shall be the Returning Officer.
- (c) All members of the electorate, published by the Registrar shall be qualified to vote either personally or by proxy. If by proxy they shall not later than (24) hours prior to the election communicate in writing the names of their proxies to the Registrar.
- (d) Every elector, in giving his or her vote shall indicate or mark on the ballot paper the name of the candidate he or she prefers.
- (e) A ballot paper shall be invalid on which:
  - No name is indicated or marked or
  - More than one name is indicated or marked

- (f) At the end of the voting:
- The Returning Officer shall arrange the ballot papers (other than the invalid ones) in accordance with the votes recorded for each candidate; and
  - The Returning Officer shall then credit each candidate with the total number of votes received by him or her.
- (g) The candidate who receives the highest number of votes shall be declared the winner.
- (h) In the event of any two (2) or more candidates having an equal number of votes, a second ballot shall be held.
- (i) In the event of the second ballot failing to produce a clear winner, the Returning Officer shall make a report thereof through the Vice-Chancellor to the Council, which shall appoint one of the candidates.

## **SCHEDULE J Oath of Office and Oath of Secrecy**

### **Oath of Office**

I,.....do (in the name of the Almighty God (swear) (solemnly affirm) that I will at all times, well and truly serve the Simon Diedong Dombo University of Business and Integrated Development Studies and the Republic of Ghana in the office of.....  
.....and that I will uphold, preserve, protect 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).

### **Oath of Secrecy**

I,.....,holding the office of.....do (in the name of the Almighty God) (solemnly affirms) 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).

## **SCHEDULE K The Students' Representative Council**

### **Name:**

This body shall be known as the Students Representative Council of the Simon Diedong Dombo University of Business and Integrated Development Studies (hereinafter referred to as "the SRC").

### **Functions:**

The SRC shall be the official organ and mouth-piece of all undergraduate students of the University and shall be responsible for:

- i. Promoting general welfare and interests of students; coordinating the social, cultural, intellectual and recreational activities of the students in the University.
- ii. The presentation of the views of the students of the University to the appropriate body or bodies depending upon the nature of the matter. The SRC shall have the right to appeal to the Academic Board and, ultimately, the Council whose decision shall be final.
- iii. Establishing links and maintaining cordial relationships with students of other Universities, educational and voluntary institutions within and outside Ghana.
- iv. The nomination of students' representatives to serve on appropriate University Committees to probe or manage the affairs of the students of the University. Any undergraduate student of the University shall be eligible to serve on any of such committees.
- v. Promoting cordial relationships among all sections of the University community and maintaining good relationships with past students of the University; and
- vi. Publishing a record of students' activities.

## **SCHEDULE L   The Graduate Students Association of Ghana**

### **(a) Name of the Association**

The association shall be known and called Graduate Students Association of Ghana of the Simon Diedong Dombo University of Business and Integrated Development Studies (hereinafter referred to as "GRASAG-SDD-UBIDS").

### **(b) Functions**

The GRASAG shall serve as the mouthpiece of the entire graduate/ post-graduate student body of this university and shall engage in activities including, but not limited to, the following:

- i. Serve as a channel of communication between graduate/post-graduate students and the University authorities in all matters affecting any part thereof.
- ii. Co-ordinate with other student associations and unions in the University and elsewhere in matters of mutual interest.
- iii. Organise lectures, seminars, symposia, debates, meetings and any other activities which shall be deemed by members of the GRASAG to be of interest to them.
- iv. Keep contact with past students of this University through the Alumni Association.
- v. Foster the continuous maintenance of a right atmosphere for academic work as well as entertainment, sports and games.
- vi. Formulate such rules and regulations as well as actively promote unity, and cordial relationship among students and/or groups of students without discrimination on grounds of sex, creed, ethnic origin, country of origin, course of study, race, political affiliation, religion or socio-economic status.

## **SCHEDULE M   Regulations for Junior Members**

- (a) The term "Junior Member" shall apply to a person other than a Senior Member, Senior Staff or Junior Staff who is enrolled for the time being in the University

of Business and Integrated Development Studies for an approved course of study.

- (b) Regulations affecting Junior Members shall be made from time to time by the Academic Board in accordance with the Statutes of the University and promulgated by the Vice-Chancellor. In addition to these regulations, each Hall, Department, Institute, School, Library, the Hospital or any other unit of the University may issue its own rules governing the conduct of Junior Members within its precincts provided that they are not inconsistent with these general regulations made by the Academic Board. Such regulations must be tabled before the Academic Board.
- (c) These regulations shall apply to all Junior Members.
- (d) Copies of all regulations shall be deposited with the Registrar, Heads of Halls/Hostels, Dean of Students, Deans of Faculties/Schools, Directors of Institutes and Centres, Heads of Departments and brought to the attention of Junior Members.
- (e) Ignorance of Regulations or of any Public Notice shall not be accepted as an excuse for any breach of discipline. Every student on enrolment shall be required to obtain a copy of such University, Hall/Hostel and other regulations as related to his or her condition and are for the time being in force.
- (f) Junior Members shall conduct themselves in a quiet and orderly manner and shall pursue their studies with all diligence; they shall observe the statutes and shall conform to all such regulations and orders as may be made for the good governance of the University.
- (g) The operation of these Regulations is without prejudice to the application of the general law of the land, which applies to all persons in the University.
- (h) The officers of the University who have a special responsibility, under the Vice-Chancellor, for the discipline of Junior Members are the Dean of Students, Heads of Halls, Senior Tutors and Tutors. It shall be an offence to disobey these officers in the discharge of their duties.

## **Student Governance**

- (1) The University shall have a Students' Representative Council.
- (2) The Students' Representative Council is responsible for representing students duly admitted and registered to study at the University.

- (3) The Constitution and other governing instruments of the Students' Representative Council shall:
  - (a) Be drawn up by the students subject to the approval of the Academic Board; and
  - (b) Conform to this Act, the Statutes of the University and any other rules, regulations, directives and edicts duly issued by the University.
4. A constitution or a governing instrument, drawn up by the Students' Representative Council which is inconsistent with paragraph (b) of subsection (3) shall, to the extent of the inconsistency, be void.

## **Admission and Residence**

- Junior members who do not hold an award granted by the Government, or by an institution recognised by the University shall be required to pay approved fees on or before registration.
- Junior Members whose accounts are in arrears and unpaid at the beginning of an academic year shall normally not be allowed to come into residence or attend lectures until their outstanding accounts have been settled.
- Dates of terms are announced in University Notices. Junior Members admitted to residence are required to come into residence following registration and to remain continuously in residence until the last day of term unless permission is granted for temporary absence. Students who are non-resident are required to register at the Halls to which they have been assigned.
- Procedure regarding exerts is notified in the Hall/Hostel Regulations.

In cases of absence involving non-attendance at Lectures, Tutorials, Practicals, or Examinations, the written permission of the Department concerned must be obtained in addition to that of the Hall authorities.

- Admission of Junior Members to the University shall be subject to their passing a Medical Examination.
- Membership of SRC/GRASAG and the Amalgamated Clubs of the University is compulsory for all Junior Members.

### **(a) Names of Junior Members**

- For the purposes of the University, Junior members are known only by the names which they have signed in the Register of Matriculation and are known by those names only in the sequence in which they were signed (that is first name, middle name(s) and (surname).
- Provided that:
- Where a female Junior Member gets married, she may apply to have her name altered to include the surname acquired by marriage, followed in parenthesis, by the word "nee" and her former surname. In such cases, proof of marriage would be required before the official change is affected.
- Junior Members may apply to their Senior Tutor for recognition by the University of a New Name, and if the Senior Tutor is satisfied that the legal requirements have been met, they shall submit applications to the Vice-Chancellor who on approval of the said application shall authorize the change. Any such change of name shall be entered in the Register of Matriculation and published in the UBIDS Gazette.

### **(b) Attendance at Lectures and Examination**

Junior Members are required to attend lectures, Tutorials and practical Classes specified for their course of study, and all such Examinations as the University or the Departments may from time to time require, and to perform a written and practical work prescribed for them. To be eligible for any University Examination, the candidate must have made a cumulative attendance of seventy-five percent (75%) of lectures and practicals for the course.

### **(c) Use of Academic Gown**

All Junior Members are required to wear the academic gown appropriate to their status or Hall of Residence or Hostel on the following ceremonial occasions:

- Matriculation
- Congregation

#### **(d) Formation of Societies and Clubs**

- Students Societies and Clubs in the University shall be formed at the request of at least ten interested students. Such requests shall pass through the SRC. In addition, there must be a Senior Member who will be the Senior Treasurer.
- Formation of tribal, ethnic, occultism, gang, or crime based organisation on Campuses is prohibited.
- The request shall be submitted for approval by the Residence Board through the SRC/GRASAG and the Constitution/Byelaws of the proposed Society or Club.
- The proposed Society or Club shall be formally recognised and published in the UBIDS Gazette after the Residence Board has given its approval.
- Within three (3) months from the date of the promulgation of the Society or Club, the Secretary shall deposit the names of persons holding principal offices of the Society or Club with the Registrar and the Dean of Students. Thereafter the names of the Principal Officers of the society or club shall be notified to the Registrar and the Dean of Students once every year.

#### **(e) Public Functions within the University**

- Students who wish to organise any public function within or outside the Hall of Residence or Hostel shall obtain permission from the Head of Hall, the Dean of Students Affairs, Dean of Faculty/School and/ or Provost or Principal of Campus as appropriate. The Head of Hall or the Dean of Students shall, in turn, inform the Registrar and the Vice-Chancellor.
- An application for permission to organise a function should provide the following information:
- Date and time of the function;
- Names and description of Lecturers, Speakers or Performers at the function.
- This information together with evidence of fulfilment by the organisers of a requirements imposed by law in relation to the holding of such function should normally reach the Head of Hall/Hostel or the Dean of Students at least three (3) days before the function takes place. The Head of Hall or the Dean of Students may impose such requirements and conditions as may appear to him to be necessary or desirable.

- For the purpose of this section, a public function is one to which persons other than Senior and Junior Members of the University are invited or entitled to attend.

#### **(f) Procession and Demonstration**

- Any student or students wishing to organise a Procession/Demonstration in the University or Campus shall notify the Dean of Students, the Dean of Faculty/ School and Provost or Principal of Campus in writing with a copy to the Registrar at least three days before the procession/demonstration is due to begin.
- The notification shall state the purpose of the procession/demonstration and the name(s) of the organiser (s).
- However, the Dean of students shall, where appropriate, direct otherwise including, specifically refusing the request to proceed or embark on the demonstration for stated reason(s).
- The Dean of Students may prescribe special conditions, limitations or restrictions as may be considered appropriate in the circumstances.
- The procession/demonstration will follow an approved route and keep as close as possible to the left side of the road as to facilitate free passage of traffic.
- No procession/demonstration shall be held between the hours of 6:00 pm and 6:00 am.
- During the procession/demonstration, nothing will be done or said that might occasion violence or cause a breach of the peace.
- If, in the opinion of the Dean of Students, the procession/ demonstration is likely to lead to a breach of the peace or cause serious interference with the work of the University, he may so advise the Vice-Chancellor who may take appropriate action.
- If any acts of violence and/or breach of University, Hall or other regulations occur during a procession/demonstration, or other mass action, the perpetrators as well as the organiser(s) shall be held jointly and severally responsible.
- The fact that a procession/demonstration is not prohibited in no way implies that the University has either approved of or is in sympathy with its objectives.

### **(e) Publications**

- The Vice-Chancellor will be informed of the intent to produce any student publication within the University and his approval in writing shall be obtained for such a publication.
- A copy of each issue will be lodged with the Vice-Chancellor, Head of Hall or Dean of Students as appropriate and the University Librarian on the day of publication.
- Each issue shall state the name of the Editor, the Membership of the Editorial Board, and the Publisher.

The members of the Editorial Board will be held jointly and severally responsible for the full contents of each issue of the publication. (See Appendix A)

### **(f) Other Regulations**

It shall be an offence for a Junior Member to:

- Cultivate, possess, use or peddle narcotics and other drugs as listed in the Second Schedule Part II, of the Drugs and Pharmacy Act, 1961 (Act 64).
- Wilfully cause damage to University property or the good name of the University and incite others with a view to such damage being caused.
- Publish defamatory material on the campus.
- Peddle rumour or slander other members of the University.
- Smoke in any public place e.g. Library, Lecture Rooms during lectures, Auditorium, etc.
- Throw any person into ponds in the University.
- Possess firearms on campus.
- Make undue noise within the University precincts. In particular, the hours between 08.00pm and 6.00am are to be regarded as hours of quiet provided that these rules shall not apply where permission to organize a function has been granted by the Head of Hall/Hostel or Dean of Students.
- For males to be in female hostels after 10.00 pm or vice versa.
- Cause harm to a colleague or any person on the University Campus.

### **(a) Use of Vehicles**

- Any Junior Member who wishes to use or keep a vehicle on the campus of the University must obtain permission from the Vice-Chancellor through the Senior Tutor of his or her Hall.
- The University accepts no responsibility for such vehicles or for any damage that may occur to them or to their owners, drivers or passengers. The use of such vehicles is a privilege, which is enjoyed at the sole risk of the persons concerned and which will be withdrawn if it is abused.
- The University does not provide garages for vehicles of Junior Member on campus. Any arrangement for garaging them in the University should be made privately by the owners

### **(b) Collection of Money**

Permission to make general collection of money other than for club subscriptions and cinema show or parties must be obtained from the Dean of Students/Senior Tutors of the Hall. Junior Members are advised to ask to see the licence or other valid Authority of any collector who comes from outside the University.

### **(c) Dean of Students**

- The Dean of Students is responsible for the welfare and discipline of students outside their Halls of Residence. The Dean works in close collaboration with the SRC/GRASAG, the Halls of Residence, the Counselling and Placement Centre and the Amalgamated Clubs.
- For the efficient running of the office, the Dean shall have the support of a committee comprising: All Senior Tutors, representatives of the SRC/GRASAG and the Registrar's representative.

### **(d) Disciplinary Procedure**

- Within Hall of Residence of Hostel:  
If a student violates Hall/Hostel regulations, disciplinary measures, including de-boardinisation, shall be taken by the authorities of the Hall to which he/she belongs.
- Outside Hall of Residence:  
If a student violates any University regulations outside the hall of residence, it shall be reported to the Dean of Students who will notify the Senior Tutor of

the Student's Hall for appropriate sanction for serious offenses, the Committee of the Dean of Students shall investigate the matter and apply appropriate disciplinary sanctions or make recommendations to the Vice-Chancellor.

- Disputes between Students of different Hall:

Where disputes arise between students from different Halls, the Tutors of the students involved shall resolve the dispute. Should their attempts fail, the matter should be referred to the Senior Tutors of the Halls involved. Should the dispute persist, the matter should be referred to the Committee of the Dean of Students.

### **(a) Sanctions**

- Any student who does not observe the Statutes and Regulations, or commits any act subversive of discipline or good order or tending to bring discredit upon the University, or neglects his or her duties may be punished by a warning, or reprimand, or fine, or gating, or rustication for a limited period, or withholding of results or outright dismissal.
- Sanctions which involve temporary or permanent removal from the University shall be effected only with the concurrence of the Vice-Chancellor.

### **(b) Appeal**

Junior Members who are aggrieved by any disciplinary sanctions may appeal to the Vice-Chancellor through the Head of Hall/Hostel, for a review within seven days of the notification to them of the sanctions imposed on them. The Vice-Chancellor, on receipt of a report from the appropriate source, may request a review of the sanctions so imposed. When carrying out a review, the Vice-Chancellor may act on the advice of a committee on which students interests are represented.

## **General Regulations Governing Halls of Residence**

There shall be established in the SDD-UBIDS such Halls bearing such names as the University Council may from time to time determine.

### **Membership**

The membership of each Hall shall consist of the Students assigned to it who shall be known as Junior Members and the Senior Members of the University assigned to it, who shall be fellows. The assignment of Junior Members and Senior Members to

Halls shall be in accordance with procedures laid down by the Academic Board. Every Junior Member shall be assigned to a Hall of Residence.

### **(a) Governance of Halls**

The governing body of each Hall shall be the Hall Governing Board, which shall be responsible, subject to the Law, Statutes and Regulations of the University, for all matters concerning the Hall. The Hall Council shall meet, at least, once in every trimester.

### **(b) Composition of the Governing Board**

The Hall Council shall consist of Hall Master/Warden and not less than five (5) members being tutors and the same number of Junior Members, including the President, Secretary and Treasurer of the Junior Common Room Committee.

### **(c) Hall Officers**

The Officers of each Hall shall consist of the Hall Master/Warden, tutors and such other officers as the Hall Council shall decide:

- The Hall Master/Warden shall be appointed by the Vice-Chancellor for a three-year term subject to re-appointment for a further term only.
- In the absence of the Hall Master/Warden, the Senior Tutor will act until a Hall Master/Warden is appointed.
- The Senior Tutor shall be appointed by the Vice-Chancellor on the recommendation of the Hall Council for a two-year term subject to re-appointment for a further term only.
- The Tutors shall be appointed by the Hall Master/Warden from among Fellows of the Hall with the approval of the Hall Council for a two-year term, subject to re-appointment. The number of Tutors for each Hall shall be determined on ratio of one Tutor to thirty students.

## **Duties and Conditions of Tenure of Hall Officers**

### **(a) Hall Masters**

The Hall Master shall be responsible to the Vice-Chancellor for general superintendence of the affairs of the Hall. He/she shall take precedence over the Fellows and members of

the Hall and shall have unrestricted rights of attendance and audience at all meetings of the Hall Council. In all cases not provided for by the Law, Statutes, or regulations made by the Hall; he/she shall make such provisions for the good governance and welfare of the Hall as he/she may consider appropriate, subject to the approval of the Hall Council. No person shall combine the Office of the Hall Master/Warden with any other substantive Hall Office.

#### **(b) Deputy Hall Master**

The Deputy Hall Master shall assist the Hall Master in the discharge of his/her duties.

#### **(c) Senior Tutors**

The Senior Tutor shall assist the Hall Master in the administration of the Hall. He/she shall coordinate the tutorial activities in the Hall.

#### **(d) Tutors**

Tutors are responsible for giving counselling services to Junior Members of the Hall.

### **Duties, Privileges and Removal of Fellows**

Subject to the provision of these Regulations, the Fellows of each Hall shall enjoy such privileges and exercise such responsibilities as may be determined from time to time by the Hall Council. In making regulations in this connection, it shall be the responsibility of the Hall Council to ensure that all Fellows and Officers are enabled to play an effective role in the development of the Hall as a residential facility for promoting the welfare of both its Junior and Senior Members.

Any Fellow may be deprived of his or her Fellowship for sufficient cause by the Hall Master upon recommendation of the Fellows of the Hall by a resolution passed by two-thirds (2/3) majority of all Fellows.

### **Removal of the Hall Master/Warden**

The Hall Master/Warden may be removed by the Vice-Chancellor on a recommendation supported by two-thirds (2/3) of the Fellows and the Hall Council at a joint meeting specially convened for the purpose at the request of at least one-third (1/3) of the Fellows and the Hall Council or for any good reason by the Vice-Chancellor.

## **Removal of other Officers**

Any Hall Officer other than the Hall Master/Warden may be removed during his or her period of tenure for sufficient cause upon recommendation by the Hall Master/Warden to the Hall Council at a special meeting convened for the purpose.

## **Emoluments of Hall Officers**

Hall Officers shall be paid emoluments or allowances as shall be determined by the Fair Wages and Salaries Commission.

## **Direction of Students Life in the Halls**

Within the framework of these Regulations and of the Constitutions and Regulations of each Hall, the Junior Members of the Halls shall be given full scope to manage their own affairs.

## **Junior Common Room Committee**

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 all the Junior Members of the Hall in accordance with the Constitution made by the Junior Members and approved by the Council.

## **Elections of Honorary Fellows and Associates**

In addition to persons assigned to the Hall as Fellows, in accordance with these Regulations, the Hall Council may elect honorary Fellowship and Associateship, such other persons within or outside the University, on such conditions, for such periods and by such procedures as it shall determine provided that Honorary Fellows and Associates shall not be eligible to hold any office in the Hall, nor be eligible to vote at meeting of Fellows.

## **Termination of Fellowship and Associateship**

Any person assigned to a Hall as a Fellow in accordance with these Regulations shall cease to be an assigned Fellow immediately he/she ceases to be a Senior Member of the University. Subject to these Regulations, the Hall Council may at any time, by

a simple majority of members present, terminate the tenure of an Honorary Fellow or Associate.

## **Seniority of Fellows and Associates**

Within the three (3) categories of Fellows, Honorary Fellows and Associates, seniority shall be reckoned from the day of assignment or election, but among persons assigned or elected on the same day the order of seniority within any particular category shall be the same as their order of seniority in the University, or where this is identical or inapplicable, seniority shall be based on age.

## **Quorum at Meetings of Hall Bodies**

The quorum at all meetings of Hall Council shall be, at least, one-half (1/2) of the members or where this is not a whole number then the next whole number.

## **Hall Prizes, Bursaries and other Awards**

Subject to the Law, Statutes and the provisions of these Regulations, each Hall shall have the power to establish such prizes, bursaries and other awards as may be determined by the Hall Council.

## **Hall Fund**

Each Hall shall have a Hall Fund to be operated under the control of the Council. The Hall Fund shall consist of grants provided by the University and such other income as the Hall may derive from other sources with the approval of the University. All Hall Funds shall be kept in a bank account controlled by the Hall Council and in such manner as the Finance Officer of the University may direct.

## **Audit of Hall Accounts**

All Hall Funds and books or documents relating to them shall be subject to examination and audit by the Finance Officer and the University Internal Auditor respectively. An audit of Hall accounts shall be carried out at least once a year by the University Internal Audit.

Copies of the audit report shall be sent to the Vice-Chancellor, Hall Council of the Hall concerned and the Dean of Students.

Where anybody is dissatisfied with the audit report, the Vice-Chancellor may be petitioned.

The Vice-Chancellor may take appropriate action where he/she is satisfied that the petition is of merit.

## **Investment of Funds by the Halls**

Any balance in the Hall Fund at the end of any academic year shall normally accumulate for the purpose of the Hall and may with the approval of the Finance Committee of the Council be invested in any security within Ghana as it may decide. In making any grants to a Hall or its current and capital expenditure, the Finance Committee of the Council may take into account investments or other assets held in the name of the Hall.

## **Change of Hall**

Any person, whether a Senior or a Junior Member, who has been assigned to a Hall may transfer his or her membership to another Hall once only during his or her stay in the University with the prior consent of the Heads of the Halls concerned.

## **SCHEDULE N Staff Retirement**

For all categories of staff, the date of retirement is effective August 31. Staff who attain the age of 60 years before or on August 31, shall retire on August 31. Staff who attain 60 years after August 31, shall have a roll over and retire on August 31 of the following year.

## **Miscellaneous Provisions**

1. Unless otherwise provided by Law, these Statutes or regulations adopted pursuant thereto or the Schedules appended hereto, the quorum for the transaction of business of any University and/ Campus body shall not be less than one-third of the total membership, or if such one-third is not a whole number, then it shall be the next higher number. If any Committee cannot raise a quorum for three (3) successive meetings, the Chairperson shall consult the Executive Committee for a variation of quorum.

2. No decision reached at a meeting of any University body shall have effect unless it has the approval of at least a simple majority of the members present and voting at that meeting. If there is an equality of votes in respect of any decision reached at any meeting of any University Body, the person presiding at the meeting shall have, in addition to his or her original vote, a casting vote.
3. Subject to such regulations as may be made under these Statutes in that behalf, any question as to the procedures to be observed in respect of any matter arising at meeting of any University and/or Campus Body shall be determined by the persons presiding at such meeting.
4. No act or decision of any University body shall be invalid by reasons of the existence of any vacancy among its members.
5. Any matter not expressly covered in the Law or in these Statutes or in regulations made pursuant thereto shall be determined by the Vice-Chancellor subject to ratification by the Council;
6. Votes taken at any University meeting shall show the number of members in favour, against, and abstentions.
7. There shall be a publication called "University Gazette" to be published bi-annually. It shall contain facts, major issues and new developments.
8. There shall be a publication to be called "University Reporter" published quarterly and shall contain news articles or recent developments, announcements, and general information deemed to be sufficient to give official notification to all members of the University.
9. Except as may be provided by regulation, no person shall hold more than one of the following posts for more than (90) days at any given time:
  - i. Vice-Chancellor
  - ii. Pro-Vice-Chancellor
  - iii. Registrar
  - iv. Finance Officer
  - v. University Librarian
  - vi. Principal
  - vii. Provost

- viii. Dean of a Faculty or School
  - ix. Dean of Graduate Studies
  - x. Director of an Institute
  - xi. Director of Works and Physical Development
  - xii. Directors
  - xiii. Dean of Students Affairs
  - xiv. Deputy Registrar
  - xv. Head of a Hall/Hostel of Residence
  - xvi. Senior Tutor
  - xvii. Heads of Department
10. These Statutes shall not be interpreted in such a manner as to conflict with the existing laws of the land. Should there be any difficulty in interpretation, the decision of the Council shall be final.

## **APPENDIX A** **Memorandum for Guidance of Student Publications**

### **The Laws of Ghana**

All student publications, even though they may be circulated only within a Hall or the University, are subject to the laws of the land. This memorandum is intended to give them general information about their legal liabilities. It is not a substitute for professional legal advice, and it only deals with those parts of the law which are most likely to concern student publications. However, journalists who use their common sense and the information given here should not run into legal difficulties.

#### **1. The Civil Law of Libel**

Everyone concerned with a publication runs the risk of being sued and made to pay damages if the publication libels anyone. Material published is libellous for example, if it suggests that the person has committed a crime, or is dishonest, or immoral, or not to be trusted, or has misconducted himself or herself in office. It does not have to refer to the person by name. It is sufficient if ordinary people would understand what is published as referring to the person who brings the action.

The liability is not confined to the author of the libelous article or picture; everyone on the Editorial Committee, would also be liable, and even those who take part in typing or distributing the publication may be liable as well. So, if you take any part in a publication, it is wise to realise that you are legally responsible for what is included in it, and normally it makes no difference whether you read the copy or not. You have a complete defence if what is published is true, so long as you can actually prove this in court. However, this may be difficult so the safe rule is to be very careful before you publish an attack on a person's character.

You also have a defence (called "fair comment") which allows you to comment upon matters of general public concern, and express opinion and voice criticism upon matters. To come within this defence, you must confine your opinion to matters which are of concern and interest to the public generally, and normally a person's private character is not of public interest. You must also avoid making false factual statements; the law allows you to express your opinions, but not to tell untruths. However, there is nothing against your expressing your opinions on matters of public

concern in a vigorous way, though if you express them in an indecent way then you must expect the court to doubt your good faith.

## **2. The Criminal Law of Obscenity**

You can be fined or imprisoned if you publish obscene material, whether it takes the form of writing or pictures. Common sense is the best guide as to what the court is likely to regard as "obscene".

## **3. Comment on Judicial Proceedings**

It is possible to commit an offence by commenting upon legal proceedings; it is prudent to seek advice before doing so.

## **4. University Regulations**

- i. Junior Members are encouraged to publish, however, such publications shall be guided by the laws of the Land and the University.
- ii. No such publications shall target or seek to debase or humiliate any person or group(s) or person.
- iii. No supremacist (tribal, ethnic, sex, religion) publications shall be published in the University.
- iv. Persons or group(s) of persons who feel unduly targeted may initiate processes as provided by this Statute and any other regulations and laws.

## **APPENDIX B Pharmacy and Drugs Act 1961 (ACT 64) Part II – Narcotic Drugs**

1. Indian hemp
2. Coca leaves, cocaine (including synthetic cocaine) and ecgonine and their respective salts, the Esters of ecgonine and their respective salts, any solution or dilution of cocaine or its salts in an inert substance (whether liquid or solid) containing any proportion of cocaine, and any preparation (not being such a solution or dilution as aforesaid) containing not less than one-tenth percent of cocaine or any proportion of ecgonine.
3. Any product obtained from any of ecgonine alkaloids of the coca-leaf, not being a product which, on the 13th July, 1931 was being used for medical or scientific purposes.
4. Raw opium, medicinal opium and opium prepared for smoking.
5. Any product obtained from any of the phenanthrene alkaloids of opium, not being a product which on the 13th July, 1931 was being used for medical or scientific purposes.
6. Morphine and its salts, and any solution or dilution of morphine or its salts in an inert substance whether liquid or solid containing any proportion of morphine, and any preparation, admixture, extract or other substance (not being such a solution or dilution as aforesaid) containing not less than one-fifth of one percent of morphine.
7. The following drugs or their salts: Acetyldihydrocodeine; Acetyldihydrocodeinone; Alphameprodine; Alphaprodine; Apomorphine; Anileridine; Benzylmorphine; Betameprodine; Betaprodine.

