



UNIVERSITY OF
EDUCATION, WINNEBA



Statutes

DECEMBER, 2020



University of Education, Winneba

Statutes

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STATUTE 1

Definition of Terms

Academic Board means the Academic Board of the University.

Academic Senior Member means a Senior Member holding a full-time teaching and/or research appointment in the University, the University Librarian, the Deputy Librarian and such other persons as may be declared by Council on the recommendation of the Academic Board.

Academic Year Unless otherwise determined by Academic Board or Council, the Academic year of the University for the purpose of teaching, appointment, retirement and human resource-related matters, shall be from the first day of October each year to the thirtieth day of September the following year. For the purpose of appointment into academic positions, the Academic year of the University shall be from the first day of August each year to the thirty-first day of July the following year.

Act, in these Statutes, unless the context otherwise requires, means The University of Education, Winneba Act 2004 (Act 672), as amended by the Akenten Appiah-Menka University of Skills Training and Entrepreneurial Development Act 2020 (Act 1026).

Administrative Senior Member is a Senior Member employed primarily for the performance of administrative duties within the University.

Alumni refers to all:

- a. graduates and diplomates of the University;
- b. graduates of the erstwhile constituents colleges of the University; and
- c. honorary degree holders of the University.

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

Centre means an establishment which has been so designated by the Academic Board to provide services including teaching for extension purposes.

College means a collection of academically-related establishments such as Faculties, Schools and Institutes and Centres in related disciplines with a central administration.

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

Convocation means assembly composed of Senior Members of the University.

Council means the Governing Council of the University established by Act 672.

Department refers to a part of a Faculty that is concerned with teaching and research in a recognisable academic discipline which has been so designated by the Academic Board, or a part of a Division that performs a specific administrative functions so designated by the Academic Board.

Directorate means an establishment which has been so designated by the Academic Board to provide specialised/professional services, including health, sports, works and physical developments, Information Communication Technology (ICT), etc.

Division refers to a group of departments performing specific but related administrative functions so designated by the academic board.

Establishment means a division, sub-division or constituent part or body of the University, such as the Central Administration, Colleges, Faculties, Institutes, Programmes, Schools, Departments, Centres, Halls of Residence and other Divisions, Sub-Divisions, constituent parts or bodies of the University.

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

Institute means an establishment with limited financial and operational autonomy as determined by the Academic Board which focuses primarily on multidisciplinary research and/or the provision of extension services. It shall be equivalent to a Faculty and may comprise of Centres or Departments or Units.

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

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

Management refers to the Vice-Chancellor, Pro-Vice-Chancellor, Registrar, Finance Officer and any other co-opted Senior Member responsible for the day to day operation of the University and reposed with the primary duty of ensuring that the University achieves its mission and vision as detailed in the Strategic Plan.

Matriculation is a special assembly of the University to witness formal entry of Junior Members into the University.

Member means Chancellor, Chairperson and members of the University Council, Staff, Junior Members, alumni, honorary degree holders and former members of Council as defined in the Statutes, and such other persons who 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 Professor of the University;
- b. Emeritus Professor of the University; and
- c. Persons who have served the University for a period of not less than 10 years at a rank not lower than Senior Lecturer or analogous grade.

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

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

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

Registry refers to the administrative arm of the University as defined in Statute 15 (19) of the Statutes.

School means a semi-autonomous establishment of a Faculty status, which is associated with a profession or professions, or which prepares students for certification by professional bodies.

Section means a division in a Department or Centre that has been so designated by the Academic Board.

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

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

Seniority shall be determined in the following order:

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

Staff means any person in the employ of the University.

Unit refers to a sector of the University administrative structure that provides specialised services.

University means the University of Education, Winneba, established by Section 1 of Act 672 as amended by Act 1026.

STATUTE 2

Repeal and Saving

- a. The Statutes in force immediately before the commencement of these Statutes are hereby repealed.
- b. Notwithstanding the repeal of those Statutes, all acts done under those Statutes shall remain effective until revoked, altered or otherwise modified under these Statutes.

STATUTE 3

University Property

University Property shall refer to any property, movable or immovable, which belongs to the University at the time of the enactment of these Statutes as well as any property which the University shall acquire.

STATUTE 4

The Chancellor of the University

1. There shall be a Chancellor appointed by the Council in accordance with the Act and Article 195(3) of the 1992 Constitution of the Republic of Ghana and section 12 (1) of the Act.
2. The Chancellor shall:
 - a. be the head of the University and shall take precedence over all other members of the University;
 - b. confer on qualified persons degrees, diplomas and certificates awarded by the Academic Board and honorary degrees awarded by the Council in accordance with procedures prescribed by the statutes;
 - c. preside over any ceremony of the University at which he or she is present and be served with the summons, invitations, minutes and other documentations relating to meetings of the Council and the Academic Board as well as, all publications of the University.
 - d. appoint a Visiting Committee to inspect the work of the University, once in every five years.
3. The Chancellor may:
 - a. where the integrity or well-being of the University is threatened by any matter, intervene in consultation with the Council; and
 - b. apart from the meetings of the Council, preside over any other meetings of the University at which he or she is present.
 - c. attend the meetings of the Council and make representations to the Council concerning the University.
4. The Chancellor shall be entitled to:
 - a. make representations to the Council on any matter concerning the University and may attend its meetings; and
 - b. be furnished with minutes of meetings of the Council and the Academic Board as well as all publications of the University.
5. The Chancellor shall hold office for a term of five (5) years and is eligible for re-appointment for another term only.
6. The Chancellor may resign from office by a letter addressed to the Chairperson of Council.

7. The Chancellor may be removed from office on grounds of persistent absence, conviction of a criminal offence involving dishonesty, fraud or moral turpitude or for gross misconduct and other good cause by a special resolution of a joint session of the Council and the Academic Board specially convened for that purpose supported by the votes of a two-thirds majority of the persons present and voting. The Chancellor shall be entitled to a hearing either in person or through a representative and shall have the right to counsel of his or her choice.
8. The Office of the Chancellor shall become vacant on
 - a. resignation;
 - b. death;
 - c. removal from office;
 - d. being found to be incapable of performing the functions of the office by reason of infirmity of body or mind; or
 - e. the expiry of the term of office.
9. For purpose of the appointment of Chancellor, the Council shall constitute a search committee comprising:
 - a. two members drawn from Council one of whom shall be appointed chairperson;
 - b. two members nominated by Academic Board;
 - c. two representatives from the Ghana Association of University Administrators of the University;
 - d. one representative each of:
 - i. the Senior Staff Association – Universities of Ghana, UEW branch;
 - ii. the Alumni Association; and
 - iii. the Teachers' and Educational Workers' Union, UEW branch.

The Registrar shall serve as Secretary.
10. The Search Committee shall invite nominations from the University Community.
11. The Search Committee, after diligent search, shall propose to Council the names of three persons who:
 - a. must be citizens of Ghana;
 - b. must have distinguished themselves in the world of letters, science, business or public affairs;
 - c. must not be disqualified or rendered ineligible under Clause 2(b) - (e) of Article 94 of the 1992 Constitution of the Republic of Ghana; and
 - d. must have consented in writing to the nomination.
12. The Council shall at a meeting, convened for that purpose, consider the proposal or the reports submitted by the Search Committee and appoint one of the three person proposed by the Search Committee as the Chancellor of the University.

STATUTE 5

The University Council

1. The University shall have a Council which shall be the governing body of the University.
2. The Council shall be composed of the following members:
 - a. a Chairperson nominated by the Minister of Education;
 - b. the Vice-Chancellor;
 - c. three other Persons nominated by the Minister of Education;
 - d. a representative of the Ghana Education Service;
 - e. the Director-General of the Ghana Education Service;
 - f. a representative of Professional Teacher organisations;
 - g. four elected members of Convocation;
 - h. a representative of the Teachers and Educational Workers Union;
 - i. a representative of the Alumni;
 - j. two students (one for under-graduate and one for post-graduate); and
 - k. a representative of Ghana Tertiary Education Commission (GTEC).
3. The Chairperson and members of the University Council to be appointed by the President of the Republic of Ghana shall be appointed by the President of the Republic of Ghana acting in consultation with the Council of State in accordance with the 1992 Constitution.
4. The Pro-Vice-Chancellor, the Registrar, the Finance Officer and the Principals of the Colleges of the University shall attend meetings of Council but are not entitled to vote on any issue for a decision by the Council.
5. The Registrar shall act as Secretary to the Council.

STATUTE 6

Chairperson of the University Council

1. In accordance with the Act, the Council shall be headed by a Chairperson who shall preside at all meetings of the Council and generally provide direction to the Council in the performance of its functions.
2. The Chairperson shall confer degrees, and award diplomas, certificates and other awards at congregations.
3. The Chairperson shall be furnished with copies of the Minutes of the Academic Board in addition to other publications of the University.
4. The Chairperson shall have overall responsibility for the Committees of Council created by or under the Statutes and shall ensure that such Committees play their proper roles in the conduct of the Council's business.

5. The Chairperson may resign from office by a letter addressed to the President of the Republic of Ghana.
6. Council, by a resolution passed by at least two thirds of its members, may pass a vote of no confidence in the Chairperson. Upon passing a vote of no confidence in the Chairperson, the Registrar shall send a notification to the Minister of Education.

STATUTE 7

Terms of Office of the Members of the Council

1. Every member of the Council except the Vice-Chancellor and the two student members (one for undergraduate and one for postgraduate) shall hold office for a period of two years and is eligible for re-appointment.
2. If a member of the Council is absent from the country for a continuous period of twelve months, the office of the member shall become vacant at the end of the period.
3. A member of the Council except the Vice-Chancellor may resign from membership of the Council in writing addressed to the Chairperson of the Council.
4. Where the office of a member who was not appointed by the President becomes vacant by death or resignation or by absence from the country, the Council shall appoint another person nominated by the relevant body for the unexpired term of the office.
5. A member of the Council is not entitled to remuneration for membership of the Council but the member is entitled to such allowances as the Minister in consultation with the Minister for Finance may determine.

STATUTE 8

Meetings of the University Council

1. Meetings of Council shall be in accordance with the Act and the Schedule to the Act.
2. Council shall have the following types of meetings:
 - a. Regular;
 - b. Emergency; and
 - c. Special.
3. Regular meetings of the Council shall be convened quarterly but the Council may convene emergency and special meetings as and when the circumstances merit such meetings.
4. A special meeting of Council may be convened by the Chairperson on a requisition signed by at least one third of the membership of Council.

5. The Council shall meet such times and places as the Chairperson may determine for the conduct of its business.
6. The Chairperson shall preside at each meeting of the Council but in the absence of the Chairperson, a government nominee on the Council elected by the other members of the Council present shall preside.
7. The quorum at a meeting of the Council shall be seven (7) including at least one government nominee.
8. Decisions by the Council shall be made by consensus or by a simple majority of the votes cast.
9. The Chairperson of the Council shall have an original and a casting vote.
10. The Council may co-opt any person to attend and participate in any of its meetings but a co-opted person is not entitled to vote on an issue for a decision by the Council.
11. The Pro-Vice-Chancellor, Principals of the Colleges of the University and the Finance Officer shall attend meetings of the Council but are not entitled to vote on any issue for a decision by the Council.
12. Except for emergency meeting, notice of any meeting of Council and the business to be transacted shall be given in writing to each member of Council by the Registrar not later than ten (10) days before the date fixed for the meeting.
13. Notices of documents required for the purpose of meetings, in accordance with the Act and the Statutes, may be given or sent personally or posted. Where a notice or a document is sent by registered post or e-mail, this act shall be deemed to have been properly effected at the time when such document would in the ordinary course be delivered.

STATUTE 9

Powers and Functions of Council

1. The Council shall;
 - a. implement the aims of the University;
 - b. make arrangements as it considers appropriate for the internal organization of the University including the establishment, variation and supervision of:
 - i. academic divisions, schools, faculties, departments, institutes, halls and other bodies;
 - ii. professorships, lectureships and other positions, whether academic, administrative or otherwise; and
 - iii. fellowships, bursaries, exhibitions, scholarships, prizes, honorary degrees and other awards.
 - c. promote income-generating activities as part of the University's programme.
2. The Council may for the purpose of achieving the aims of the University establish committees or boards that it considers necessary and shall assign any functions

that it considers appropriate to a committee or board. Without prejudice to its right and power to set up any ad hoc committee that it deems fit, Council shall have the following standing Committees, whose composition and functions are set out in the Statutes:

- a. Finance Committee;
 - b. Audit Committee;
 - c. Development Committee;
 - d. Entity Tender Committee;
 - e. Appointments and Promotions Board; and
 - f. Ghana Universities Staff Superannuation Scheme (GUSSS) Management Board.
3. The Council may refer to the Academic Board any matter coming before the Council which the Council considers to have academic implication.
 4. The control and disposition of all University property, funds and investments are vested in the University Council under the University of Education, Winneba Act, 2004 (Act 672) and the University Statutes.
 5. The Council shall be responsible for the management and administration of the finances and property of the University. It shall also have general control over the affairs and public relations of the University (including the use of the common seal of the University). In performing its functions, Council shall be guided by the University of Education, Winneba Act, 2004 (Act 672), the Statutes of the University and all other relevant laws of the Republic of Ghana.
 6. Without prejudice to the generality of provisions of the University of Education, Winneba Act, 2004 (Act 672), the University Council, through its Committee on finance, shall:
 - a. control the finances of the University and shall have power to determine finally 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.
 - b. 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 Council shall be obtained before action is taken or liability is incurred.
 - c. annually determine the expenditure necessary for the maintenance of:
 - i. property of the University
 - ii. an adequate staff for transacting the academic; financial and administrative businesses of the University; and
 - iii. shall, in addition, appropriate monies for these purposes.

- d. keep books of accounts and proper records in relation to the property, inventory, funds and investments of the University. The accounting books and records shall be in the form approved by enactments or professional regulations or by the Auditor-General who shall audit them and forward a report to Council.
 - e. pay, in respect of the audit, such fees (if any) as the Auditor-General and the Council may agree.
 - f. forward the report received from the Auditor-General with its comments to the Minister responsible for Education through the Ghana Tertiary Education Commission (GTEC) for onward submission to Cabinet and other relevant bodies.
 - g. borrow money on behalf of the University on security of the property of the University or otherwise.
7. Council may confer Emeritus Professorship, Honorary degrees and any other Academic titles on the recommendation of the Academic Board.
 8. Council shall consider recommendations of the Appointments and Promotions Board to Professorial ranks and their equivalents.

STATUTE 10

The Vice-Chancellor and the Office of the Vice-Chancellor

1. There shall be a Vice-Chancellor of Professorial Status of the University, to be appointed in the manner provided for by the Act and the Statutes to serve as the academic and administrative head and chief disciplinary officer of the University.
2. 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 Council and Academic Board, for organizing and conducting the academic, financial and administrative business of the University and for promoting the efficiency and good order of the University.
3. The Vice-Chancellor shall hold office for an initial term of four years. The appointment may be renewed for a further term of up to four years.
4. The Vice-Chancellor shall hold office on the terms and conditions specified in the instrument of appointment.
5. The Vice-Chancellor shall, by virtue of his or her office, be a member of Council as provided for by the Act and also of Convocation and the Academic Board.
6. The Vice-Chancellor shall have the right to attend meetings of all Statutory Committees and Boards of the University.
7. The Vice-Chancellor shall preside at Congregation and confer degrees, diplomas, certificates and other awards in the absence of both the Chancellor and the Governing Council.

8. Where any act or incident howsoever, renders the University to be non-functional, the Vice-Chancellor shall, in consultation with the Chairperson of the Governing Council, take the decision to close down the University until such time that conditions improve for reopening.
9. The Vice-Chancellor shall not travel out of the country without prior notification in writing signed by him or her and addressed to the Chairperson of the Council, specifying the reason(s) and the period of his or her absence.
10. It shall be the duty of the Vice-Chancellor to advise Council and Academic Board on all matters affecting policy, finance, governance, and administration of the University, and for this purpose he or she shall have unrestricted rights of attendance and speech at all meetings of Council and of all University Boards, whether executive or advisory, which are charged with the consideration of such matters.
11. The Vice-Chancellor shall report to Council at its regular meetings on the state of affairs of the University.
12. The Vice-Chancellor, subject to the approval of Council, shall have the power to delegate in writing any of the functions assigned him or her by the Statutes to Senior Members of the University as he or she shall deem appropriate.
13. The Vice-Chancellor shall appoint all employees of the University other than senior members in accordance with procedures and terms laid down by 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.
14. Without prejudice to (13) above, the Vice-Chancellor shall have discretionary power to appoint suitably qualified Lecturers, Senior Lecturers and persons of Professorial rank from other universities, and distinguished non-university scholars to the University as Visiting Professors, Visiting Associate Professors, Visiting Senior Lecturers, Visiting Lecturers and Visiting Scholars for periods up to one-year 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.
15. The Vice-Chancellor may resign his or her office by letter addressed to Chairperson of Council.
16. The Vice-Chancellor may be relieved of his or her post by 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. Council shall afford the Vice-Chancellor a fair hearing and he/she shall be permitted to attend all proceedings with a Counsel of his/her choice.

17. Where the position of Vice-Chancellor becomes vacant through resignation or death, or any cause which incapacitates him or her in the performance of his or her functions and duties for nine consecutive months, Council shall set in motion the process for identification and appointment of a new Vice-Chancellor. In any such event, the Pro-Vice-Chancellor shall, as determined by Council, act as Vice-Chancellor until a new Vice-Chancellor is appointed.
18. When the position of the Vice-Chancellor becomes vacant or about or is about to become vacant, a search party shall be constituted by Council as follows:
 - a. Chairperson, to be appointed by Council;
 - b. Two members of Council appointed by Council who are not staff of UEW;
 - c. Two members of the Academic Board who shall be of Professorial Status, appointed by Academic Board;
 - d. Executive Secretary, GTEC;
 - e. A Vice-Chancellor (retired/serving) appointed by Council; and
 - f. The Registrar shall serve as Secretary.
19. The Search Committee after making such enquiries as it deems fit, including consultations with members, staff and alumni, shall propose to Council the names of not more than two candidates for one to be appointed in the manner laid down by Article 195 (3) of the 1992 Constitution of Ghana.
20. The Council shall commence the process for the appointment of the Vice-Chancellor at least six months to the expiration of the current term.
21. Should a vacancy occur in the Office of the Vice-Chancellor through resignation, removal, death or any other cause which incapacitates him or her 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, the most senior Principal, or in the absence of any Principal, the most senior Dean in rank shall act as Vice-Chancellor until the Council appoints a Vice-Chancellor.
22. Where the positions of both the Vice-Chancellor and Pro-Vice-Chancellor become vacant, the Council shall appoint an acting Vice-Chancellor of a Professorial status.
23. The following shall constitute the Office of the Vice-Chancellor. Office of the,
 - a. Vice-Chancellor;
 - b. Pro-Vice-Chancellor;
 - c. Principals of College;
 - d. Director of Quality Assurance;
 - e. Deans and Directors;
 - f. Director of Institutes and Centres;
 - g. Head of Procurement;
 - h. Director, Office for Institutional Advancement; and
 - i. Director, Directorate of Research, Innovation and Development.

24. The Office of the Vice-Chancellor shall be the highest academic, administrative and strategic policy making office of the University and the following officers shall operate under and be responsible to the Vice-Chancellor in the performance of their academic and administrative duties and responsibilities
- a. Pro-Vice-Chancellor;
 - b. Registrar;
 - c. Principals of College;
 - d. University Librarian;
 - e. Finance Officer;
 - f. Internal Auditor;
 - g. Director of Works and Physical Development;
 - h. Director of University Health Services;
 - i. Director of Information and Communication Technology Services; and
 - j. Head of Procurement.

STATUTE 11

The Pro-Vice-Chancellor

1. There shall be a Pro-Vice-Chancellor of Professorial Status exercising powers specified in the Act, Statutes and such others as may be delegated to him or her by the Vice-Chancellor.
2. In the appointment of a Pro-Vice-Chancellor, the Vice-Chancellor shall nominate three (3) academic senior members who shall be of Professorial status with appropriate terminal degree to be voted on by Convocation.
3. After the election, the results shall be submitted to Council and Council shall then appoint one as Pro-Vice-Chancellor.
4. The Pro-Vice-Chancellor shall vacate his or her post of Dean or Head of Department by reason of his or her appointment as Pro-Vice-Chancellor.
5. In the absence of the Pro-Vice-Chancellor, the most senior Principal or in the absence of any Principal, the most senior Dean in rank shall act as Pro-Vice-Chancellor until the Vice-Chancellor nominates candidates for election by Convocation.
6. The Pro-Vice-Chancellor shall hold office for two years and shall be eligible for re-election for another term of two years only.
7. The Pro-Vice-Chancellor may resign his or her office by writing to the Chairperson of Council through the Vice-Chancellor.
8. The Pro-Vice-Chancellor may be relieved of his or her post by 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. Council shall afford the Pro-Vice-Chancellor a fair hearing and shall be permitted to attend all proceedings with a Counsel of his or her choice.

9. The Pro-Vice-Chancellor shall be the head of academic matters of the University and shall be responsible to the Vice-Chancellor.
10. The following shall be directly responsible to the Pro-Vice-Chancellor, who shall direct and coordinate their activities:
 - a. Academic Faculties;
 - b. Quality Assurance;
 - c. Students Affairs;
 - d. Planning and Accreditation; and
 - e. Any other office approved by the Academic Board.
11. The Pro-Vice-Chancellor shall be responsible for the planning of academic teaching and research in the departments.
12. The Office of the Pro-Vice-Chancellor shall coordinate the organisation of academic research conferences and seminars across the faculties, including university-wide lectures and seminars.

STATUTE 12

The Academic Board

There shall be an Academic Board for the University in accordance with the Act which shall consist of the Vice-Chancellor and other persons drawn from the academic staff of the University in accordance with the Statutes enacted by the Council. The Academic Board shall consist of the following:

- a. Vice-Chancellor, who shall be the Chairperson;
 - b. Pro-Vice-Chancellor;
 - c. Registrar;
 - d. Principals of Colleges of the University;
 - e. Directors and Deans;
 - f. Vice-Dean of Student Affairs from Satellite Campuses;
 - g. Professors and Associate Professors;
 - h. University Librarian;
 - i. Members of Convocation on Council who are not members of the Academic Board in any other capacity;
 - j. Heads of Department;
 - k. The Deputy Registrar, Academic Affairs shall be the Secretary to the Academic Board; and
 - l. Such other officers as the Vice-Chancellor may determine.
13. In addition to the Statutory Committees as provided in the Statutes, there shall be such Statutory Committees of the Academic Board as Council may from time to time determine.
 14. Each committee shall submit an annual report of its work to the Academic Board.

STATUTE 13**Powers and Functions of the Academic Board**

1. Without prejudice to the generality of the powers of the Academic Board prescribed by the Act and these Statutes, the powers and functions of the Academic Board shall be to:
 - a. formulate and carry out the academic policy of the University and, generally, regulate and approve the programmes of instruction and examinations in the University;
 - b. promote research within the University and request, every year, reports from Faculties, Departments, Schools, Institutes and Centres on research being done;
 - c. make regulations for the admission of persons to programmes approved by the University;
 - d. make regulations for the conduct of examinations;
 - e. consider reports on the conduct of examinations from Faculty Boards;
 - f. determine the terms and conditions of the appointment and appoint External Examiners on the recommendation of the Faculty Boards;
 - g. make regulations relating to programmes of study, degrees and other academic distinctions after receiving reports or proposals from Faculty Boards;
 - h. recommend the award of degrees, diplomas, certificates and other academic distinctions to persons who have fulfilled requirements of their programme of study;
 - i. make recommendations to Council on the creation and review of academic and non-academic divisions in the University;
 - j. recommend to Council the affiliation of other institutions to the University;
 - k. determine the mode and conditions for fellowships, scholarships, exhibitions, bursaries, medals and other prizes;
 - l. review annually the academic organization and development of the University with special reference to;
 - i. the accomplishment of the effectiveness of the University's work in relation to the provision of a University education responsive to the social, administrative, scientific, agricultural and technological needs of Ghana; and
 - ii. recommendations to Council for the institution of Schools, Institutes, Departments or other Academic Sections, for the establishment of additional academic posts for any other new development.
 - m. determine and control the terms and conditions of research and related activities;

- n. make regulations for the conduct of Junior Members of the University;
- o. refer proposals on any relevant matter to Convocation for consideration;
- p. exercise all such powers as are or may be conferred on it by the Act or the Statutes;
- q. regulate the relationships between the University and associate institutions; and
- r. receive written reports from the Sub-Committees of the Academic Board for consideration.

STATUTE 14

Meetings of the Academic Board

1. The Academic Board shall have the following types of meetings:
 - a. Regular;
 - b. Emergency; and
 - c. Special.
2. The Vice-Chancellor shall convene at least, two regular meetings of the Academic Board in each semester by notice in writing to the members.
3. An emergency meeting may be convened by the Vice-Chancellor by giving the members of the Academic Board at least three days' written notice.
4. A special meeting of the Academic Board shall be convened by the Vice-Chancellor upon the written request of at least one-third 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 request, the Vice-Chancellor shall convene the special meeting within seven days of the receipt of the request specifying in the notice of the meeting the matters to be considered.
5. The quorum for the transaction of business of the Academic Board shall be half of the total membership of the Board, including the Chairperson or the Pro-Vice-Chancellor.

STATUTE 15

The Registrar and Registry

1. The University shall have a Registrar who shall be appointed by the Council and shall act as secretary to the Council and provide secretarial services to other Boards and Committees as the Council may direct.
2. The Registrar shall serve as the advisor to the Vice-Chancellor on administration matters and shall provide guidance for the framework within which policies shall be made.

3. The Registrar shall exercise supervision and leadership to all Divisions, Directorate, Departments, Sections and Units directly under the Registry.
4. The Registrar shall be responsible to Academic Board and the Executive Committee for the preparation of annual meeting schedules and academic calendar of the University.
5. The Registrar shall be responsible to the Vice-Chancellor and the Academic Board in the processing of advertisement for admissions, processing of relevant publications for admission, and the issuance of admission letters.
6. The Registrar shall be responsible for keeping records of all accredited programmes, affiliation of other Universities and Institutions.
7. The Registrar shall be responsible for all staff and students' records and information, and shall make them available internally, to the relevant University Committees and Boards for purposes of information and decision making; and externally to accredited and recognized institutions and organizations upon credible request.
8. The Registrar shall be responsible for compiling the list of graduating students and ensuring the production and issuance of certificates and transcripts, and all other relevant and related students' academic records and documents.
9. The Registrar shall maintain a register of names of all members of Convocation.
10. The Registrar shall be responsible for the custody of the University seal and for affixing it to documents in accordance with the directions of Council.
11. The Registrar shall cause to be published in the University Bulletin and/or Gazette at the end of each semester all policy decisions of Council and Academic Board.
12. The Registrar shall be responsible for the custody of all legal documents and records of the University.
13. The Registrar shall be responsible for the preparation of student registration and admission materials, the maintenance of both soft and hard copies of such materials and overseeing the process of registration and the coordination of matriculation and congregation procedures and ceremonies.
14. The Registrar shall hold office for four (4) years in the first instance and up to four (4) years for the second term.
15. The Registrar may be relieved of his or her post by 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. 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.

16. Should a vacancy occur in the Office of the Registrar through resignation, removal, death or any other cause which incapacitates him or her from performing the functions and duties as Registrar, the Vice-Chancellor shall nominate one of the Deputy Registrars to serve in an Acting position until a substantive Registrar is appointed.
17. When a vacancy occurs or is about to occur in the office of the Registrar, a search committee shall be constituted by Council as follows:
 - a. Chairperson of the Committee to be appointed by Council, not necessarily from its membership;
 - b. Two members of Council who are not members or staff of the University;
 - c. Two members of the Academic Board of Professorial status elected by the Academic Board;
 - d. Registrar or a former Registrar of a recognised University; and
 - e. A secretary to the Search committee shall be appointed by the Council in consultation with the Vice-Chancellor.
18. The Search Committee, after making such enquiries as it deems fit, including an interview, shall propose recommended candidates to Council for 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.
19. The Registry shall be the administrative arm of the University and the following officers shall operate, together with the Registrar, in the performance of their administrative duties and responsibilities and together with the Registrar constitute the Registry:
 - a. Deputy Registrar, Academic Affairs;
 - b. Deputy Registrar, Human Resource;
 - c. Deputy Registrar, Operations;
 - d. Deputy Registrar, Public Relations and Communication;
 - e. College Registrars;
 - f. Director of Sports;
 - g. Estate Officer;
 - h. Head of Legal Services Office; and
 - i. Such other officers as the Vice-Chancellor may determine.

STATUTE 16

The University Librarian

1. There shall be a University Librarian who shall be appointed by Council on the recommendation of a search committee.
2. The University Librarian shall, under the Vice-Chancellor, be responsible for the management of all libraries and related information and communication materials and resources of the University in accordance with rules and regulations approved by the Academic Board.

3. The University Librarian shall:
 - a. implement or ensure the implementation of decisions of the Library Board approved by the Academic Board;
 - b. be responsible for the provision of adequate reading, listening and viewing materials to support the teaching, research, and extension functions of the University;
 - c. ensure the maintenance of good environment for reading and learning in all the libraries of the University;
 - d. be responsible for maintaining linkages with local and international organizations involved in library work;
 - e. in conjunction with the Library Board, and subject to the approval of the Academic Board, formulate policies for the maximum development and utilization of all the libraries in the University;
 - f. exercise professional and administrative supervision over the staff under him or her to ensure the efficient and effective functioning of the libraries in the University; and
 - g. perform any other functions as may be assigned to him or her by the Pro-Vice-Chancellor.
4. The University Librarian shall hold office for four (4) years in the first instance and up to four (4) years for the second term.
5. The University Librarian may resign from office by notice in writing to Council through the Registrar in accordance with the terms and conditions of his or her appointment. The Council may also remove the University Librarian from office for good cause.
6. Should a vacancy occur in the Office of the University Librarian through resignation, removal, death or any other cause which incapacitates him or her from performing the functions and duties as University Librarian, the Vice-Chancellor shall nominate one of the Deputy Librarians to serve in an Acting position until a substantive University Librarian is appointed.
7. When a vacancy occurs or is about to occur in the office of the University Librarian, the Registrar shall notify Council which shall cause to be advertised such vacancy and to invite applications from suitably qualified candidates. The Search Committee shall be constituted by Council as follows:
 - a. Chairperson of the Committee to be appointed by Council, not necessarily from its membership;
 - b. Two members of Council who are not members or staff of the University;
 - c. Two members of the Academic Board of Professorial status elected by the Academic Board; and
 - d. University Librarian or a former University Librarian of a recognised University.

A secretary appointed by the Registrar
8. The Search Committee shall conduct inquiries as it deems necessary, interview the applicants and make recommendations for appointment by Council.

STATUTE 17

Office of the Finance Officer

1. There shall be a Finance Officer who shall be appointed by Council on the recommendation of a search committee.
2. The Finance Officer shall be responsible to the Vice-Chancellor for the financial administration of the University in accordance with the Public Financial Management Regulatory Framework, Financial and Stores Regulations and other relevant policies.
3. The Finance Officer shall be responsible for the preparation of the annual operating budget of the University and shall present same through the Vice-Chancellor to the Finance Committee and to Council for review and approval. He or she shall also submit periodic reports to the Finance Committee and Council on behalf of the Vice-Chancellor on the status of plans and projections necessary for the preparation of budgets for succeeding years.
4. Without prejudice to the generality of the Finance Committee's powers, the Office of the Finance Officer shall:
 - a. ensure that the University's accounting system has been approved by the Controller and Accountant General in consultation with the Auditor-General;
 - b. manage and operate the University's accounting system, so as to ensure the accountability of all officers transacting the business of the University, and facilitate the efficient discharge of such business;
 - c. prepare monthly accounts in a form prescribed and time period set by the Controller and Accountant General in the Accounting Manual. He or she shall also prepare, sign and submit to the Director-General of Ghana Tertiary Education Commission (GTEC), the Minister, the Auditor General and the Controller and Accountant-General's Department (CAGD), annual departmental accounts in the form prescribed by the CAGD in consultation with the Auditor-General within six months after the end of the year;
 - d. prepare financial statement in accordance with appropriate financial reporting standards and submit same to Council through the Finance Committee every three months, or such other period as the Finance Committee may determine;
 - e. ensure the efficient and effective use of appropriations under the University's control, within the ambit of government policy and in compliance with any enactment, regulations or instructions issued under the authority of any enactment;
 - f. ensure the due and proper collection of government revenue collectable by the University within the terms of any enactment or of instructions issued or approved by the Controller and Accountant General or Council;
 - g. make payments for works, goods and services within the funds appropriated to the University, and in accordance with Public Financial Management Regulations, the Financial and Stores Regulations and any other enactment;

- h. receive and order the disbursement of any trust moneys for which the University has been appointed as administering authority by or under any enactment or agreement;
 - i. manage and reconcile the bank accounts authorised for the University by the Controller and Accountant General or Council;
 - j. preserve in good order and secure the economical use of all equipment and stores used by the University;
 - k. transact any other financial business for which the Vice-Chancellor is made responsible, by or under any enactment in accordance with the requirement of such authority, or of instructions issued or approved by the University Council;
 - l. answer such questions as are raised by the Auditor-General in respect of the financial transactions and accounts of the University;
 - m. appear before the appropriate committee to make such explanations, as required by the Committee, in respect of the annual University accounts;
 - n. advise the Vice-Chancellor and other officers of the University on matters relating to the accounts and funds of the University and invest University funds as directed by Council or the Vice-Chancellor, as the case may be; and
 - o. perform such other functions relating to accounting, financial and treasury services as may be prescribed by Council, the Vice-Chancellor or the Academic Board.
5. The Finance Officer shall hold office for four (4) years in the first instance and up to four (4) years for the second term.
 6. The Finance Officer may resign from office by notice in writing to Council through the Registrar in accordance with the terms and conditions of his or her appointment.
 7. The Council may cause the removal of a Finance Officer from office 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. Council shall afford the Finance Officer a fair hearing and he/she shall be permitted to attend all proceedings with a Counsel of his/her choice.
 8. Should a vacancy occur in the Office of the Finance Officer through resignation, removal, death or any other cause which incapacitates him or her from performing the functions and duties as Finance Officer, the Vice-Chancellor shall nominate one of the Deputy Finance Officers to serve in an Acting position until a substantive Finance Officer is appointed.

9. When a vacancy occurs or is about to occur in the office of the Finance Officer, the Registrar shall notify Council which shall cause to be advertised such vacancy and to invite applications from suitably qualified candidates. The Search Committee shall be constituted by Council as follows:
 - a. Chairperson of the Committee to be appointed by Council, not necessarily from its membership;
 - b. Two members of Council who are not members or staff of the University;
 - c. Two members of the Academic Board of Professorial status elected by the Academic Board; and
 - d. Finance Officer or a former Finance Officer of a recognized University.
10. The Search Committee shall conduct inquiries as it deems necessary, interview the applicants and make recommendations for appointment by Council.

STATUTE 18

Office of the Internal Auditor

1. The Office of the Internal Auditor shall be an independent, assurance and consulting unit under the Vice-Chancellor. It shall seek to enhance and protect corporate value through the provision of risk-based and objective assurance, advice and insight.
2. There shall be an Internal Auditor who shall be appointed by Council on the recommendation of the Appointments and Promotions Board.
3. The Internal Auditor shall be responsible for the management of the internal audit activities of the University in accordance with the Public Financial Management Act 2016 (Act 921), the Internal Audit Agency Act 2003 (Act 658) and relevant standards.
4. The Internal Auditor shall report directly on administrative issues to the Vice-Chancellor in accordance with guidelines provided for in the Public Financial Management Act and Regulations.
5. The Internal Auditor shall perform the following duties and responsibilities:
 - a. review and appraise, where necessary, the adequacy, soundness and applications of accounting, financial and operational controls in the University;
 - b. evaluate the effectiveness of the risk management and governance process of the University and contribute to the improvement of that risk management and governance process;
 - c. provide assurance on the efficiency, effectiveness and economy in the administration of the programmes and operations of the University;
 - d. ascertain the extent of compliance with established policies, plans and procedures, and appraise the quality of performance of those carrying out assigned responsibilities;
 - e. ascertain the extent to which assets are accounted for and safeguarded against losses of all kinds;

- f. ascertain the reliability of accounting and other data developed or generated within the University;
 - g. provide assurance to the Vice-Chancellor, and for that matter, the University Council, that there is an adequate system of internal controls;
 - h. ensure that policies and procedures are appropriate and not wasteful; and
 - i. ensure that reliable records form the basis for the preparation of appropriate financial and other data provided for decision-making.
6. The Internal Auditor is required to draw the Vice-Chancellor's attention to deficiencies in the organizational system, instances of duplicated functions, waste or other inefficiencies, with suggestions for remedies where necessary.
7. The Internal Auditor is also required to carry out special reviews of accounting and internal control systems with the view to stamping out weaknesses.
8. The Internal Auditor of the University shall, in consultation with the Vice-Chancellor and in accordance with guidelines issued by the Internal Audit Agency, prepare an annual audit work plan of the activities required to be performed by the Internal Auditor in a financial year which is determined by the risk assessment including the fiscal risk of the University.
9. The Internal Auditor of the University shall, within thirty days after the beginning of the financial year, submit
 - a. the annual audit work plan to the Vice-Chancellor and the Audit Committee; and
 - b. a copy of the annual audit work plan to the Internal Audit Agency.
10. The Internal Auditor shall submit quarterly reports on the execution of the annual audit work plan to the Vice-Chancellor, the Audit Committee, the Auditor-General and the Director-General of the Internal Audit Agency.
11. The Internal Auditor shall, in the performance of his or her functions, have access to information and property required to be audited and be provided with any relevant explanation required.
12. The Internal Auditor shall hold office for four (4) years in the first instance and up to four (4) years for the second term.
13. The Internal Auditor may resign from office by notice in writing to Council through the Registrar in accordance with the terms and conditions of his or her appointment.
14. The University Council may also remove the Internal Auditor from office for stated good cause, including in particular conduct that has compromised or threatened to compromise the financial integrity of the University subject to regulation 220(2) of the Public Financial Management Regulations, 2019 (L.I.2378).
15. Should a vacancy occur in the Office of the Internal Auditor through resignation, removal, death or any other cause which incapacitates him or her from performing the functions and duties as Internal Auditor, the Vice-Chancellor shall nominate one of the Deputy Internal Auditors to serve in an Acting position until a substantive Internal Auditor is appointed.

16. When a vacancy occurs or is about to occur, the Registrar shall notify Council who shall cause to be advertised, such vacancy and to invite applications from suitably qualified candidates. The Appointments and Promotions Board, assisted by at least two external assessors, shall conduct enquiries as it deems necessary, interview the applicants and make recommendations for appointment by Council.

STATUTE 19

Directorate of Works and Physical Development

1. The Directorate of Works and Physical Development shall be responsible for providing and maintaining the 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.
2. There shall be a Director of Works and Physical Development who shall be appointed by Council on the recommendation of the Appointments and Promotions Board.
3. The Director of Works and Physical Development shall head the Directorate of Works and Physical Development and be responsible for the overall development and maintenance of the physical environment of the University and the provision of essential services in an efficient and effective manner.
4. The Director of Works and Physical Development shall be responsible to the Vice-Chancellor for the efficient discharge of his or her duties.
5. The Director of Works and Physical Development shall be responsible for:
 - a. the supervision of works and contracts to ensure that construction and renovations are in conformance with prevailing industry standards and specifications, taking due cognizance of the needs and requirements of the University;
 - b. the management of construction contracts with a view to ensuring compliance with contract conditions and due delivery of projects;
 - c. the procurement of designs and drawings, works and services relating to the provision of technical advice on construction in compliance with national law and these Statutes;
 - d. the management and maintenance of the buildings, roads, drains, parks and gardens of the University and their designs and drawings;
 - e. exercising oversight responsibility over the operations of the Maintenance Unit; and
 - f. any other functions as may be assigned to him or her by the Vice-Chancellor.
6. The Director of Works and Physical Development shall hold office for four (4) years in the first instance and up to four (4) years for the second term.
7. The Director of Works and Physical Development may resign from office by notice in writing to Council through the Registrar in accordance with the terms and conditions of his or her appointment.

8. The Council may also remove a Director of Works and Physical Development from office 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. Council shall afford the Director of Works and Physical Development, a fair hearing and he/she shall be permitted to attend all proceedings with a Counsel of his/her choice.
9. When a vacancy occurs or is about to occur, the Registrar shall notify Council who shall cause to be advertised such vacancy and to invite applications from suitably qualified candidates. The Appointments and Promotions Board, assisted by at least two external assessors, shall conduct enquiries as it deems necessary, interview the applicants and make recommendations for appointment by Council.

STATUTE 20

Directorate of University Health Services

1. 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.
2. There shall be a Director of University Health Services who shall be appointed by Council on the recommendation of the Appointments and Promotions Board.
3. The Director of University Health Services shall be the head of the Directorate and the Chief Medical Administrator of the University Health Services.
4. The Director of University Health Services shall be responsible to the Vice-Chancellor for the efficient discharge of his or her duties.
5. The Director of University Health Services shall be responsible for:
 - a. ensuring the efficient and effective delivery of health services to members of the University and their families;
 - b. exercising professional and administrative supervision over the entire medical, paramedical and all other staff within the University Health Services;
 - c. planning and monitoring the development of the University Hospital and its health programmes;
 - d. ensuring that the University Hospital provides regular health extension services to the adjoining communities;
 - e. providing advice and education on health matters, and
 - f. performing any other assignments that the Vice-Chancellor deems necessary.
6. The Director of University Health Services shall hold office for four (4) years in the first instance and up to four (4) years for the second term.
7. The Director of University Health Services may resign from office by notice in writing to Council through the Registrar in accordance with the terms and conditions of his or her appointment. Council may remove the Director of University Health Services from office for good cause and in accordance with the instrument of appointment.

8. When a vacancy occurs or is about to occur in the office of the Director of University Health Services, the Registrar shall notify Council which shall cause to be advertised such vacancy and to invite applications from suitably qualified candidates. The Appointments and Promotions Board, assisted by at least two external assessors, shall conduct enquiries as it deems necessary, interview the applicants and make recommendations for appointment by Council.

STATUTE 21

Directorate of Information and Communication Technology (ICT) Services

1. The Directorate of Information and Communication Technology Services shall be responsible for providing and maintaining the ICT infrastructure, of the University, wherever situated.
2. There shall be a Director of Information and Communication Technology Services who shall be appointed by Council on the recommendation of the Appointments and Promotions Board.
3. The Director of ICT Services shall serve as the head of the Directorate of Information and Communication Technology Services and shall be responsible to the Vice-Chancellor.
4. The Director of ICT Services shall be responsible for:
 - a. providing leadership for the development of a progressive ICT environment within the University and all distance learning centres;
 - b. developing programmes and schedules that include privacy and security oversight for academic and administrative information processes, and computer services to meet the goals and objectives of the University;
 - c. developing strategic plans and implementing the objectives of the information technology needs of the university to ensure the computer capabilities are responsive to the needs of the university's growth and objectives;
 - d. overseeing the development, design, and implementation of new applications and changes to existing computer systems and software packages; and,
 - e. developing, reviewing and certificating all back-up and disaster recovery procedures and plans;
 - f. developing, directing and managing all computing and ICT strategic plans of the University;

- g. overseeing the design and facilitate the integration of sound ICT architecture, technology standards and best practices for the University;
 - h. ensuring the identification and installation of appropriate and progressive IT infrastructure that can support administration, and enhance teaching and research;
 - i. overseeing the development, design and implementation of new applications and changes to existing computer systems and software packages, and
 - j. providing leadership in the formulation and implementation of effective online teaching and learning;
 - k. advising on the acquisition of digital academic resources to support virtual teaching and learning;
 - l. planning and executing training programmes in ICT for staff and students; and
 - m. undertaking any other assignments that the Vice-Chancellor deems necessary.
5. A Director of Professorial Status shall hold office for three academic years. Where the Director is not of Professorial status, he or she shall hold office for a term of two years.
 6. The Director may be eligible for re-appointment for another term.
 7. The Director of ICT Services may resign from office by notice in writing to Vice-Chancellor through the Registrar in accordance with the terms and conditions of his or her appointment.
 8. The University may remove a Director of ICT Services from office 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. Council shall afford the Finance Officer a fair hearing and he/she shall be permitted to attend all proceedings with a Counsel of his/her choice.
 9. When a vacancy occurs or is about to occur in the office of Director of ICT Services, the Registrar shall notify Council which shall cause to be advertised such vacancy and to invite applications from suitably qualified candidates. The Appointments and Promotions Board, assisted by at least two external assessors, shall conduct enquiries as it deems necessary, interview the applicants and make recommendations for appointment by Council.

STATUTE 22

Division of Academic Affairs

1. The Division of Academic Affairs shall be responsible for implementing the academic policies and managing the general academic programmes of the University.
2. There shall be a Deputy Registrar, Academic Affairs who shall be appointed by the Vice-Chancellor on the recommendation of the Registrar.
3. The Deputy Registrar, Academic Affairs shall be responsible to the Registrar for the implementation of the academic policy of the University.
4. The Deputy Registrar, Academic Affairs shall assist the Registrar and the Pro-Vice-Chancellor in:
 - a. the preparation and implementation of teaching and examination schedules;
 - b. the processing of admission applications including advertisements for such applications;
 - c. the allocation of lecture rooms and examination centres as well as other logistical matters relating to the academic agenda of the University;
 - d. the making of physical arrangements for all academic functions of the University;
 - e. the maintenance of students' academic records on a permanent basis;
 - f. the preparation and issuance of statements of examination results, transcripts and certificates;
 - g. the preparation and publication of academic materials, including the Handbook of Regulations for programmes of study for Junior members in consultation with the Director of Public Affairs;
 - h. collaborating with faculties and departments to provide effective student services; and,
 - i. the performance of any other assignments that the Registrar shall deem necessary.
5. Subject to the Statutes and without prejudice to the power of the Deputy Registrar, Academic Affairs to process admission forms, the admission of students shall be the exclusive responsibility of the Admissions Board whose membership shall be prescribed for in the Statutes.
6. The Deputy Registrar, Academic Affairs may resign from office by notice in writing to the Vice-Chancellor through the Registrar in accordance with the terms and conditions of his or her appointment.
7. The Vice-Chancellor in consultation with the Registrar shall in the temporary absence of a Deputy Registrar appoint someone in an Acting position.

STATUTE 23

Division of Human Resource

1. The Division of Human Resource shall be responsible for the strategic management and development of the University's human capital.
2. There shall be a Deputy Registrar, Human Resource who shall be appointed by the Vice-Chancellor on the recommendation of the Registrar.
3. The Deputy Registrar, Human Resource under the Registrar shall be responsible for:
 - a. leading the development and implementation of the human resource policies of the University;
 - b. providing strategic planning with respect to the human resource needs of the University;
 - c. ensuring the timely renewal and termination of employment contracts;
 - d. instituting and maintaining a system for monitoring and evaluating the performance of all employees of the University and submit reports thereon to the Vice-Chancellor and the Council;
 - e. managing and advising on the collective bargaining process and collective agreements with unionized staff;
 - f. coordinating all appointment and promotion processes in the University;
 - g. establishing a system for continuing education and in-service training for all employees of the University; and
 - h. performing any other assignment that the Registrar shall deem necessary.
4. The Deputy Registrar, Human Resource may resign from office by notice in writing to the Vice-Chancellor through the Registrar in accordance with the terms and conditions of his or her appointment.
5. The Vice-Chancellor in consultation with the Registrar shall in the temporary absence of a Deputy Registrar appoint someone in an Acting position.

STATUTE 24

Division of Operations

1. The Division of Operations shall be responsible for coordinating the activities of Estate, Transport, Security, Postal and Telecommunication, Farms, and other specialised services in the University.
2. There shall be a Deputy Registrar, Operations who shall be appointed by the Vice-Chancellor on the recommendation of the Registrar.
3. The Deputy Registrar shall be the Head of the Division and be responsible to the Registrar in the performance of his or her duties.
4. The Deputy Registrar, Operations shall:
 - a. co-ordinate the organisation of major events or special events and ceremonies in the University; e.g. Anniversary, Special/Memorial Day, Congregation, Matriculation, Investiture, Public Lecture, Special Congregation, etc.
 - b. assist the Registrar in managing time and space for meetings of University Boards and Committees by developing annual schedule of meetings;
 - c. assist the Registrar in monitoring the term of Committee members and initiating the constitution/reconstitution of membership of University Boards/ Committees in due course;
 - d. ensure the efficient use of the University's physical infrastructure and utility services through routine inspection and reporting;
 - e. ensure good sanitary conditions on campus through routine inspection and reporting;
 - f. ensure effective management of the University's fleet of vehicles;
 - g. superintend over labelling and branding of structures;
 - h. manage space allocation for official gatherings by staff or external bodies;
 - i. offer various student and staff municipal services;
 - j. perform any other emerging activities outside the schedules of any other administrative directorate;
 - k. perform any other responsibilities at the instance of the Vice-Chancellor, Pro-Vice-Chancellor or the Registrar.
5. The Deputy Registrar, Operations may resign from office by notice in writing to the Vice-Chancellor through the Registrar in accordance with the terms and conditions of his or her appointment.
6. The Vice-Chancellor in consultation with the Registrar shall in the temporary absence of a Deputy Registrar appoint someone in an Acting position.

STATUTE 25**Division of Public Relations and Communication**

1. The Division of Public Relations and Communication shall be responsible for building and maintaining the University's corporate image and relationship with its publics, managing events and communicating with the University's stakeholders.
2. There shall be a Deputy Registrar, Public Relations and Communication who shall be appointed by the Vice-Chancellor on the recommendation of the Registrar.
3. The Deputy Registrar, Public Relations and Communication shall possess the relevant qualifications, training and experience in communication and/or media studies.
4. The Deputy Registrar, who shall be the Head of the Division and under the Registrar, is responsible for cultivating, coordinating and maintaining the University's relations with its publics, including managing events and the media.
5. The Deputy Registrar, Public Relations and Communication shall be responsible for:
 - a. overseeing University functions and events such as congregations, inaugurals, and inter-faculty and valedictory lectures;
 - b. receiving guests and visitors of the University and providing the necessary courtesies;
 - c. maintaining a healthy relationship with the Alumni of the University;
 - d. producing university publications and other official documents;
 - e. undertaking information gathering and analysis, conducting perception studies; identifying various groups of the general university population; and
 - f. performing any other assignment that the Registrar shall deem necessary.
6. The Deputy Registrar, Public Relations and Communication may resign from office by notice in writing to the Vice-Chancellor through the Registrar in accordance with the terms and conditions of his or her appointment.
7. The Vice-Chancellor in consultation with the Registrar shall in the temporary absence of a Deputy Registrar appoint someone in an Acting position.

STATUTE 26**Office for Institutional Advancement**

1. There shall be a Directorate for Institutional Advancement that shall be responsible for positioning and enhancing the image of the University in its publics' mind, promoting a dynamic and sustained alumni involvement and facilitating the management and growth of the UEW Endowment Trust Fund.
2. There shall be a Director of Institutional Advancement who shall be appointed by the Vice-Chancellor on the recommendation of the Registrar.

3. The Director, Office of Institutional Advancement shall be the Head of the Directorate and shall be responsible to the Vice-Chancellor in the performance of his or her duties provided for in the Statutes and other policies of the University.
4. The Director shall develop and implement major strategies for the operational and administrative activities of the Directorate.
5. Director of Institutional Advancement shall provide leadership to:
 - a. focus on resource mobilization and growth of UEW Endowment Trust Fund;
 - b. handle Alumni Relations issues;
 - c. solicit support from industries, businesses, foundations and individuals for awards and to ensure proper management of these awards;
 - d. collaborate with Management in the appointment of Professorial Chairs;
 - e. ensure that appropriate documentation and processes exist in respect of each gift to honour the wishes of the donor and the needs of the University;
 - f. assist in the development and maintenance of records for donors and prospects to facilitate resource mobilisation;
 - g. assist academic and other staff to develop and coordinate fundraising projects; and to work closely with faculties, departments, sections and units in their funds, gifts and resource mobilisation activities;
 - h. assist in the engagement and support of key volunteers for advancement activities;
 - i. communicate effectively to internal and external constituencies on the progress, success and outcomes of major gifts and sponsorship activities;
 - j. ensure that timely, effective and appropriate donor relations are maintained through donor acknowledgement and recognition programmes consistent with the University Advancement Policy;
 - k. assist with the organisation and management of appropriate events which further the cause of major gifts solicitation and fundraising;
 - l. write advancement and alumni relations articles for the University magazine and alumni newsletter; and
 - m. forge and deepen cordial relationships with stakeholders for the solicitation of funds for UEW Endowment Trust Fund.
6. A Director of Professorial Status shall hold office for three academic years. Where the Director is not of Professorial status, he or she shall hold office for a term of two years.
7. The Director may be eligible for re-appointment for another term.
8. The Director of Institutional Advancement may resign from office by notice in writing to the Vice-Chancellor through the Registrar in accordance with the terms and conditions of his or her appointment.

STATUTE 27

Office of Procurement

1. There shall be an Office of Procurement which shall be responsible for the management of the University procurement processes in accordance with Section 17(1) of the Public Procurement Act 2003 (Act 663) as amended.
2. There shall be a Head of Procurement who shall be appointed by Council on the recommendation of the Appointments and Promotions Board.
3. The Head of Procurement shall be responsible to the Vice-Chancellor in the performance of his or her duties as provided for in the Public Procurement Act and the Statutes.
4. The Head of Procurement shall serve as Secretary to the University Tender Committee in accordance with section 19 (2) of the Public Procurement Act 2003 (Act 663) as amended.
5. The Head of Procurement shall be responsible for:
 - a. preparing the annual procurement plan for the University Tender Committee's approval, implement and update it regularly;
 - b. receiving and reviewing purchase requests for goods, works and services from various offices for further action, preparing tender documents in accordance with appropriate guidelines and supervising all tendering activities;
 - c. facilitating evaluation of tenders received for the purpose of obtaining successful bidders;
 - d. organising University Tender Committee meetings in collaboration with the Registrar, upon approval by the Vice-Chancellor;
 - e. liaising with the Public Procurement Authority (PPA), Ministry of Finance and other relevant Institutions on issues of the University Procurement activities and Public Private Partnerships;
 - f. managing procurement contracts in accordance with the Public Procurement 2003 (Act 663) as amended;
 - g. liaising with the Office of the Director of Works and Physical Development to ensure proper procurement and administration of contracts on works, technical and consultancy services; and
 - h. maintaining a register of suppliers of goods, works and services.
6. The Head of Procurement shall hold office for three (3) years in the first instance and may be eligible for reappointment for another three (3) years for the second term.
7. The Head of Procurement may resign from office by notice in writing to Vice-Chancellor through the Registrar in accordance with the terms and conditions of his or her appointment.

8. When a vacancy occurs or is about to occur in the Office of Procurement, the Registrar shall cause to be advertised such vacancy and to invite applications from suitably qualified candidates. The Appointments and Promotions Board, assisted by at least one external assessor, shall conduct enquiries as it deems necessary, interview the applicants and make recommendations for appointment.

STATUTE 28

Directorate of Sports

1. There shall be a Directorate of Sports which shall be responsible for the management of sports in the University.
2. The University shall appoint a Director of Sports who shall be the Head of the Directorate and shall through the Registrar, be responsible to the Vice-Chancellor in the performance of his or her duties provided for in the Statutes and other policies of the University.
3. The Director of Sports shall be responsible to the Registrar for the general administration and human resource management of the Directorate.
4. The Director of Sports shall be responsible for:
 - a. Developing sports and sport related activities;
 - b. organizing sporting events;
 - c. liaising with external sports organizations;
 - d. advising the Academic Board on matters relating to special privileges for students who participate in sporting activities;
 - e. holding sporting clinics for the members of the University;
 - f. representing the University on external sporting bodies;
 - g. preparing teams for sporting events; and,
 - h. discharging any other assignments that the Vice-Chancellor shall deem necessary.
5. The Director of Sports may resign from office by notice in writing to the Vice-Chancellor through the Registrar in accordance with the terms and conditions of his or her appointment.
6. The Director of Sports shall hold office for three (3) years in the first instance and up to three (3) years for the second term but not beyond the statutory retiring age.
7. When a vacancy occurs or is about to occur in the office of Director of Sports, the Registrar shall cause to be advertised such vacancy and to invite applications from suitably qualified candidates. The Appointments and Promotions Board, assisted by at least one external assessor, shall conduct enquiries as it deems necessary, interview the applicants and make recommendations for appointment.

STATUTE 29

Directorate of Quality Assurance

1. There shall be a Directorate of Quality Assurance which shall be responsible for coordinating and monitoring academic programmes in the University. It shall also be the university-wide body with the responsibility of spearheading the quality assurance system of the University including all sections and the various mechanisms designed to maintain high performance standards.
2. The Directorate of Quality Assurance shall be headed by a Director who shall report directly to the Vice-Chancellor. The Director shall be of Professorial rank with considerable teaching, research and administrative experience; and well-grounded in the principles of quality assurance and quality improvement.
3. The Directorate shall have departments established in all Colleges.
4. The Directorate of Quality Assurance shall:
 - a. ensure the use of assessment instruments for the University's operations and in consultation with Principals, Deans and Heads of Department facilitate the yearly appraisal of Senior Members (Academic);
 - b. monitor the review of the University's policy documents on Quality Assurance;
 - c. co-ordinate the activities of Quality Assurance Departments in the Colleges/Faculties;
 - d. develop Quality Assurance processes and procedures for the University and affiliate institutions; and
 - e. submit reports of the activities of the Directorate to the Quality Assurance Committee.
5. The Director of Quality Assurance may resign from office by notice in writing to the Vice-Chancellor through the Registrar in accordance with the terms and conditions of his or her appointment.
6. When a vacancy occurs or is about to occur in the office of the Director of Quality Assurance, the Registrar shall cause to be advertised such vacancy and to invite applications from suitably qualified candidates. The Appointments and Promotions Board, shall conduct enquiries as it deems necessary, interview the applicants and make recommendations for appointment.
7. The appointment shall be for three years in the first instance and renewable for another three years if that is not beyond the statutory retiring age.

STATUTE 30**Directorate of Research, Innovation and Development (DRID)**

1. The Directorate of Research, Innovation and Development (DRID) shall operate under the Office of the Vice-Chancellor.
2. The Directorate shall, in collaboration with the Finance Office, of the University manage research funds and grants which have been sourced from internal and external donor sources.
3. The Directorate shall without prejudice to the School of Graduate Studies be the body in charge of overseeing and coordinating the development of research policies for the University.
4. There shall be a Director (at the level of Dean) appointed by the Vice-Chancellor.
5. The Director shall normally be of a Professorial rank.
6. A Director may be appointed for a maximum of two terms.
7. If the Director so appointed is of Professorial rank, he or she shall hold office for three (3) academic years and may be eligible for re-appointment for another three (3) years. If he or she is not of Professorial rank, he or she shall hold office for two (2) academic years and may be eligible for reappointment for another two (2) years.
8. The Director of DRID shall:
 - a. identify funding agencies;
 - b. keep UEW abreast of current calls for proposals from funding agencies;
 - c. coordinate and ensure that proposals are written to meet donors' requirements;
 - d. co-ordinate the implementation of externally funded projects;
 - e. report on the implementation of externally funded projects to management and donors;
 - f. provide technical advice to proposal writing teams on donor requirements;
 - g. source, co-ordinate and report on consultancy services;
 - h. track the implementation of projects according to approved action plans;
 - i. initiate actions to promote research and grantsmanship among staff; and
 - j. initiate capacity development programmes for staff of the University.

STATUTE 31

Other Offices of the University

Council may, on the recommendation of Management, Academic Board or Administration Committee establish such other offices as it deems fit and appoint officers to occupy them.

STATUTE 32

Finance Committee

1. There shall be a Finance Committee which shall, subject to the general policy, control and guidance of Council, on behalf of Council, perform the functions of Council with regard to all financial matters coming within the functions of Council prescribed by and subject to Act 672 and the Statutes.
2. Without prejudice to the generality of the powers of the Council's, the Finance Committee shall have power to:
 - a. invest and otherwise manage the University's funds;
 - b. control and regulate such expenditure by means of annual budgeting, by making allocations subject to any conditions it may deem prudent, and by such means as it may think fit;
 - c. make recommendations on annual estimates for submission to the Government, on behalf of Council;
 - d. ensure the preparation of the annual accounts of the University for approval by Council;
 - e. incur or authorise persons or bodies to incur expenditure from University Funds, including any income accruing to any section of the University;
 - f. control and regulate fund flow in accordance with the University's financial regulations;
 - g. control and regulate all revenue and expenditure in accordance with the University's Financial and Stores Regulations by, among other things, specifying approving authorities and signatories for financial transactions in the University as well as their respective financial limits from time to time;
 - h. perform all other functions assigned to it in the University's Financial and Stores Regulations subject to any conditions that Council may determine; and
 - i. carry out any other functions that may be delegated to it by Council or any enactments.
3. The composition of the Finance Committee shall be as specified in Schedule A1 of the Statutes.
4. The term of office of all elected or appointed members of the Finance Committee (other than ex-officio members) shall be two (2) years subject to re-appointment or re-election for another term only.
5. The Committee may appoint such sub-committees as it deems fit.

STATUTE 33

Audit Committee

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

STATUTE 34

External Auditors of the University

1. The accounts of the University, including the accounts of its autonomous Units as well as the consolidated accounts, shall be audited annually by the Auditor-General in accordance with Clause (2) of Article 187 of the 1992 Constitution of the Republic of Ghana.
2. The Auditor-General shall appoint External Auditors to audit the accounts of the University.
3. The External Auditors appointed shall conduct their business in accordance with the directives of the Auditor-General, and shall receive such remuneration as shall be determined by Council.

4. The External Auditors shall have right of access to books, accounts and relevant records of the University and shall be entitled to such information and explanation as they deem necessary for the proper discharge of their responsibilities.
5. The External Auditors shall submit to Council, once in each year, a report on the accounts of the University.
6. The External Auditors may resign their appointment by letter addressed to the Auditor General and copy to Council.

STATUTE 35

Development Committee

1. There shall be a Development Committee which shall be responsible for all matters concerning the acquisition, development, management, maintenance and disposal of land, buildings, and other property.
2. The Development Committee shall perform the following functions:
 - e. formulate the physical development policy of the University;
 - a. recommend to Council annual physical development projects within the University;
 - b. determine building programmes and approve plans for physical development of the University;
 - c. appoint such architects, consultants and other professional persons as, in its view, are required for the best implementation of such plans;
 - d. control all design matters;
 - e. take all steps as it deems fit for the development, management and maintenance of the properties of the University;
 - f. advise and exercise supervision over development projects within the University; and
 - g. receive quarterly reports from the Director of Works and Physical Development.
3. The composition of the Development Committee is as shown in Schedule A3 of the Statutes.
4. The term of office of all elected or appointed members of the Development Committee (other than ex-officio members) shall be two (2) years subject to re-appointment or re-election for another term only.

STATUTE 36

Superannuation Management Board

1. There shall be established a superannuation scheme called the Ghana Universities Staff Superannuation Scheme (GUSSS). The operations of GUSSS shall be coordinated by Council.
2. The Scheme shall be administered by the Finance Officer under the control of the Superannuation Management Board.

3. The term of office of all elected or appointed members of the Superannuation Management Board (other than ex-officio members) shall be two (2) years subject to re-appointment or re-election for another term only.
4. Members of the Superannuation Management Board who resign or retire from their appointment in the University shall be deemed to have also resigned from the Board. New members shall then be appointed to serve the rest of the term.
5. The Superannuation Management Board shall:
 - a. formulate policies for fund management of the Superannuation Scheme;
 - b. ensure that the Director of Finance keeps books of account of the scheme and prepares income statement and statement of financial position at the end of each financial year;
 - c. develop and implement an investment policy;
 - d. convene an Annual Forum;
 - e. ensure annual auditing of the account of the Scheme; and
 - f. review the operations of the Superannuation Scheme and make appropriate recommendations to Council.

STATUTE 37

University Tender Committee

1. There shall be a University Tender Committee which shall be constituted in accordance with section 20 of the Public Procurement Act 2003 (Act 663) as amended.
2. The composition of the University Tender Committee is as shown in Schedule A4 to the Statutes.
3. The University Tender Committee shall perform the following functions:
 - a. consider contract awards and advise the Development Committee;
 - b. review procurement plans in order to ensure that they support the objectives and operations of Colleges, Faculties/Schools, Institutes and Departments/Units;
 - c. review the schedules of procurement and specifications and also ensure that the procurement procedures to be followed are in strict conformity with the provisions of the Public Procurement Act, 2003 (Act 663), the Procurement (Amendment Act), 2016 (Act 914) its operating regulations and guidelines;
 - d. ensure that the necessary concurrent approval is secured from the relevant Tender Review Board, in terms of the applicable threshold in Second Schedule (Category C) of the Procurement Act, prior to the award of the contract; and
 - e. ensure that stores and equipment are disposed of in compliance with the Act with the Public Procurement Act, 2003 (Act 663) and Public Procurement Act (Amendment), 2016 (Act 914).

STATUTE 38

Appointments and Promotions Board

1. There shall be an Appointments and Promotions Board for the engagement of the services of Senior Members of the University.
2. The Appointments and Promotions Board shall:
 - a. recommend to Council for appointments to Professorial and equivalent ranks, and deanship and analogous positions;
 - b. promote, confirm and renew the contract appointment of other Senior Members on behalf of Council;
 - c. approve an appointment for a period of up to one year in urgent cases, pending the regularisation of the appointment; and
 - d. make recommendations on the procedures for appointments and promotions to Academic Board and Council.
3. Composition of the Appointments and Promotions Board is as shown in Schedule A5.

STATUTE 39

Endowment Trust Fund Board

There shall be established University of Education, Winneba (UEW) Endowment TRUST FUND BOARD to provide a system for the administration, management, investment and disbursement of the assets of the TRUST FUND for the objectives as stated in the UEW Endowment Trust Deed.

Composition of the Endowment Trust Fund Board is as shown in Schedule A9.

Functions

The Fund shall be managed by the Board which shall:

- a. administer the TRUST FUND and to establish all policies relating to the TRUST FUND in furtherance of such authority;
- b. do all acts and things necessary in their discretion, for the performance of their duties as the TRUSTEES, and for the purposes of performing such duties, to receive, hold, manage and control all the assets of the TRUST FUND and do such other acts concerning the TRUST FUND as they may deem fit;
- c. invest the TRUST FUND in the purchase of or at interest on the security of such stocks, shares, securities or other investments or property of whatever nature and wherever situated as the TRUSTEES in their absolute discretion may deem fit;

- d. raise funds by appealing for and inviting contributions, whether periodical or otherwise from any person by way of donation, covenant, grant, loan, legacy, or subscription and to accept donations on any special trusts in connection with the TRUST FUND provided that the TRUSTEES shall not undertake any permanent trading activity in raising funds for the objects of the TRUST FUND;
- e. engage such staff in the administration of the TRUST FUND at reasonable salaries, as they may think fit. Such salaries to be charged on the TRUST FUND or income thereof;
- f. delegate to a committee consisting of not less than 5 of their members any of the TRUSTEES powers of management provided that all proceedings of such a committee are reported in due course to the TRUSTEES;
- g. make in their sole discretion any payments or disbursements from the TRUST FUND in any form allowed by law, either directly to the BENEFICIARY or by direct payment of the BENEFICIARY's expenses;
- h. authorise payments to the BENEFICIARY or for the BENEFICIARY'S benefit at any time without liability to Remainder Beneficiaries. Any benefit for Remainder Beneficiaries is purely incidental and not an intended purpose of the TRUST FUND. Any decision with regard to discretionary distributions shall be resolved without regard to Remainder Beneficiaries; and
- i. rent or acquire office premises as they think fit for the due administration of the TRUST FUND and may dispose of such premises.

STATUTE 40

Standing Committees of the Academic Board

- 1. In addition to the statutory committees as provided in the Statutes, there shall be such Standing Committees of the Academic Board as Council may from time to time determine.
- 2. The membership and functions of the Standing Committees of the Academic Board shall be in accordance with Schedule B to the Statutes.
- 3. Unless otherwise determined by the Academic Board, the term of office of all elected or appointed members of the Academic Board Sub-Committee (other than ex-officio members) shall be two (2) years subject to re-appointment or re-election for another term only.
- 4. The term of all elected members of Committees and Boards shall terminate at the end of an academic year. Elections shall be held by the end of the second semester of the academic year preceding that in which persons elected are to begin their term.

STATUTE 41

Employees of the University

1. The University shall have two main categories of employees, namely staff and senior members.
2. Council shall be responsible for the appointment of all employees of the University.
3. The appointment of a person to a professorship and its analogous administrative rank shall be the responsibility of Council on the recommendation of the Appointments and Promotions Board.
4. The appointment of Senior Members up to the grade of Senior Lecturer and its analogous administrative ranks shall be by the Vice-Chancellor on the recommendation of the Appointments and Promotions Board.
5. The appointment of all Staff shall be by the Registrar on behalf of the Vice-Chancellor and on the recommendation of the Appointments and Promotions Committee.

STATUTE 42

Terms of Appointment of Senior Members

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

7. Where abuse of this facility (approval as in '6' above) is proven, appropriate disciplinary action, including possible withdrawal of the facility, shall be taken by the Vice-Chancellor.
8. When individuals or groups undertake the services referred to in clause (6) above, the University shall determine and levy a percentage of the total earnings with the approval of Council.
9. In pursuance of Statute 20 (1) and all the provisions therein provided, all Senior Members shall undergo a mandatory annual medical review at a time and date to be determined by the Vice-Chancellor in consultation with the Director of Health.

STATUTE 43

Resignation, Retirement and Termination of Appointment of Senior Members

1. A Senior Member may resign from office and thereby terminate the engagement with the University by giving at least six (6) months' notice in writing to the Vice-Chancellor or by paying six (6) months' salary in lieu of notice. Normally, a notice of resignation shall take effect from the end of the academic year in which the Senior Member intends to resign. The Senior Member shall pay six months' salary in lieu of notice.
2. A Senior Member shall retire from the service of the University at the end of the academic year in which he or she attains the compulsory retiring age. The University shall give the retiring senior member at least six (6) month's notice of his or her retirement.
3. A Senior Member may retire voluntarily from the age of fifty-five (55) with appropriate retiring benefits. A minimum of six (6) months' notice of intention to retire shall be required.
4. Council may terminate the appointment of any Senior Member of the University by giving six (6) months' notice of termination of appointment. In lieu of the six-months' notice of termination of appointment, the Senior Member shall be paid six (6) months' salary.
5. Where expedient, the Vice-Chancellor may appoint a retired Senior Member to hold an office for a specified period.
6. Where it is in the interest of the University for a Senior Member to continue to serve after attaining the statutory retiring age, the University Council may engage such a person for a limited period as provided by the Laws and Regulation on post-retirement contract of public officers of the Republic of Ghana.

STATUTE 44

Academic and Administrative Divisions

1. There shall be academic and administrative divisions in the University as may be established by Council.
2. On the recommendation of the Academic Board, the academic divisions of the University as may be established by Council shall comprise the following:
 - a. Colleges;
 - b. Faculties and Schools;
 - c. Libraries;
 - d. Directorates, Institutes, Departments and Centres;
 - e. Sections; and
 - f. Units.
3. The Administrative Divisions of the University as may be established by Council shall comprise the following:
 - a. The Office of the Registrar;
 - b. Directorates;
 - c. Sections; and
 - d. Units.

STATUTE 45

Academic and Administrative Ranks

1. There shall be five levels of rank for Senior Members (academic) namely:
 - a. Professor or analogous ranks;
 - b. Associate Professor or analogous ranks;
 - c. Senior Lecturer or Senior Research Fellow or analogous ranks;
 - d. Lecturer or Research Fellow or analogous ranks; and
 - e. Assistant Lecturer or Assistant Research Fellow or analogous ranks.
2. 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/administrative rank to the other.
3. For the avoidance of doubt, the offices of Vice-Chancellor, Pro-Vice-Chancellor, Principal, Dean/Director, 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 term renewable if applicable.

4. There shall be four levels of rank for Senior Members (administrative and professional) 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.
5. Council shall, on the recommendation of the Appointments and Promotions Board, determine, from time to time, the qualifications and criteria for appointment to any administrative and analogous rank or for progression or promotion from one administrative/analogous rank to the other.
6. For the avoidance of doubt, the following are posts to be occupied and not ranks: Administrative Director, Faculty Officer, Head of Section, Coordinator of Unit, College Registrar, College Head of Finance and College Head of Internal Audit.

STATUTE 46

Colleges

1. Council may, on the recommendation of the Academic Board, establish a College of related Faculties or Schools. Each College shall be headed by an appointed Principal of Professorial status.
2. The management officers of a College shall be the Principal, Deans, College Registrar, Head of Library, Head of Finance, Head of Internal Audit, Head of Works and Physical Development.
3. All Colleges established by or under the Statutes shall have a Board whose functions shall be determined by the Council and Academic Board.
4. Council shall make appropriate provisions governing the establishment and running of Colleges in accordance with the Act and the Statutes of the University.

STATUTE 47

Principals of College of the University

1. There shall be a Principal for each of the Colleges of the University who shall be of Professorial Status and shall be appointed by Council.
2. The Principal shall be the administrative and academic head of a College of the University on behalf of the Vice-Chancellor.

3. A Principal shall be responsible to the Vice-Chancellor for providing leadership to the College and for maintaining and promoting the efficiency and good order of the College in accordance with policies and procedures prescribed by the Law, the Statutes or as may be determined from time to time by Council, the Academic Board and the College Board.
4. Without limiting the generality of the foregoing, the functions of the Principal shall include the following:
 - a. To head the College and chair meetings of the College Board;
 - b. To exercise oversight responsibility for staff development, and postgraduate training of the College's students, in consultation with the Dean of the School of Graduate Studies as well as Deans of Faculty/School in the College;
 - c. To co-ordinate the work of the Faculties/Schools within the College; and
 - d. To provide leadership and promote the image of the College through research, graduate output and extension.
5. A Principal shall hold office for a term of four academic years in the first instance, and may be eligible for re-appointment for a further final period of up to four (4) years.
6. A Principal of a College may resign his or her office by writing to the Chairman of Council through the Vice-Chancellor.
7. A Principal of a College may be relieved of his or her post by Council on grounds of incapacity, persistent absence without justification, non-performance, insubordination, conviction of a criminal offence involving dishonesty, fraud or moral turpitude, or for gross misconduct. Council shall afford the Principal a fair hearing and shall be permitted to attend all proceedings with a Counsel.
8. The appointment of Principals shall be done by a Search Committee to be appointed by Council.
9. The Council shall commence the process for the appointment of the Principal at least six months to the expiration of the current term.
10. When a vacancy occurs or is about to occur in the office of the Principal, a Search Committee shall be constituted by Council to comprise:
 - a. Chairperson of the Committee to be appointed by Council;
 - b. Two members of Council who are not members or staff of the University;
 - c. Two members of Professorial status elected by the Academic Board; and
 - d. Secretary to be appointed by Council.
11. The Search Committee, after making such enquiries as it deems fit, including an interview, shall propose recommended candidates to Council for appointment.

STATUTE 48

College Board

1. There shall be in each College of the University, a Board whose membership shall consist of the following:
 - a. The Principal of the College as Chairperson;
 - b. Deans/Director 1;
 - c. Vice-Deans;
 - d. Heads of Department/ Director 2;
 - e. All persons of Professorial rank in the College;
 - f. Head of Library; and
 - g. College Registrar shall serve as the Secretary.
2. The College Board shall meet at least twice each semester.
3. A special meeting of the College Board shall be called by the Principal of the College on the written request of at least half of the members of the Board submitted to the Principal with a statement of the subject matter to be considered at the special meeting. The Principal shall convene a special meeting of the Board within fourteen days of receipt of the request.
4. Emergency meetings of a College Board may be called by the Principal at any time by giving at least 24 hours' notice to members and stating the emergency that has arisen and the business that shall be transacted in relation to the emergency.
5. The quorum for a meeting of a College Board shall be half of the total membership.
6. The Vice-Chancellor and Registrar shall be served with copies of the minutes of meetings of the College Board.
7. The Academic Board shall receive written reports from the College Board.

STATUTE 49

Powers and Functions of the College Board

1. The College Board shall determine all matters relating to teaching and research in the programmes of the College.
2. The College Board shall determine, subject to the approval of the Academic Board, the schemes of instruction, curriculum and regulations for examinations in the College.
3. The College Board shall determine, subject to the approval of the Academic Board, all matters relating to the progress of students following schemes of instruction, study and research within the College and to keep appropriate records on them.

4. The College Board shall ensure the provision of adequate instruction and facilities for research in the programmes assigned to the College and to co-ordinate the teaching and research programmes of the various Faculties of the College.
5. The College Board shall recommend Internal and External Examiners of the College for appointment by the Academic Board.
6. The College Board shall recommend to the Academic Board to suspend or to remove Examiners for negligence or inefficiency or for any other justifiable cause during their terms of office, and, in the case of death, illness or resignation of an Examiner or in the case of his suspension or removal, to make new appointments.
7. The College Board shall approve examination results and make recommendations 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 College.
8. In conjunction with the Joint Admissions Board, the College Board shall recommend to the Registrar the admission of students into the College.
9. The College Board shall discuss matters relating to the work of the College and express an opinion on such matters, if it so desires, for the attention of the Academic Board.
10. The College Board shall deal with and report on any matter referred to it by the Academic Board.
11. The College Board shall constitute such other sub-committees as it may consider necessary in the discharge of its functions.

STATUTE 50

College Registrar

1. There shall be a College Registrar who shall be responsible to the Principal subject to directives issued by the Registrar from time to time.
2. The College Registrar shall be the head of the College central administration and shall, in that capacity, be responsible for the day-to-day operations of the College under the Principal and in accordance with the policy directives of the University.
3. The College Registrar shall be the Secretary to the College Board.
4. The College Registrar shall be appointed by the Vice-Chancellor on behalf of Council in consultation with the Registrar.

STATUTE 51

Head of Finance

1. There shall be a Head of Finance who shall be responsible to the Principal in accordance with the guidelines provided by the relevant laws, regulations and standards subject to directives issued by the Finance Officer from time to time.
2. The Head of Finance shall be responsible for the financial administration of the College in accordance with the Public Financial Management Framework.
3. The Head of Finance shall be appointed by the Vice-Chancellor on behalf of Council in consultation with the Registrar and the Finance Officer.

STATUTE 52

Head of Internal Audit

1. There shall be a Head of Internal Audit who shall be responsible to the Principal of the College in accordance with the guidelines provided by the relevant laws, regulations and standards subject to directives issued by the Internal Auditor from time to time.
2. The Head of Internal Audit shall be responsible for the management of the internal audit activities of the College.
3. The Head of Internal Audit shall be appointed by the Vice-Chancellor on behalf of Council in consultation with the Registrar and the Internal Auditor.

STATUTE 53

Head of Library

1. There shall be a Head of Library who shall be responsible to the Principal of the College subject to directives issued by the University Librarian from time to time.
2. The Head of Library shall be responsible for the provision of the requisite resources to support research, teaching and learning activities of especially senior and junior members in the College.
3. The Head of Library shall be appointed by the Vice-Chancellor on behalf of Council in consultation with the Registrar and the University Librarian.

STATUTE 54

Head, Works and Physical Development

1. There shall be a Head, Works and Physical Development who shall be responsible to the Principal of the College in accordance with the guidelines provided by the relevant laws, regulations and standards subject to directives issued by the Director, Works and Physical Development.
2. The Head, Works and Physical Development shall be responsible for management of infrastructural developments of the College.
3. The Vice-Chancellor on behalf of Council shall appoint the Head, Works and Physical Development in consultation with the Registrar and the Director, Works and Physical Development.

STATUTE 55

Dean of Faculty/School

1. Council, on the recommendation of the Academic Board, may establish a Faculty or School to be headed by a Dean.
2. The Dean shall be appointed by Council on the recommendation of the Appointments and Promotions Board. A Head of Department appointed as Dean shall vacate his or her position as Head of Department.
3. The Dean of Faculty shall normally be of Professorial Status. Where there is no professor, a Senior Lecturer with requisite experience may be appointed.
4. A Dean of Professorial Status shall hold office for three (3) academic years.
5. A Dean of Non-Professorial Status shall hold office for two (2) academic years.
6. A Dean may be appointed for a maximum of two (2) continuous terms.
7. Subject to 54 (6) above, a person may be eligible for appointment for another term provided that the additional term is not a continuous extension of the two terms.
8. A Dean appointed in an acting capacity shall at each instance, be appointed for one academic year.
9. When a vacancy occurs or is about to occur in the office of Dean of Faculty, the Registrar shall cause to be advertised such vacancy and invite applications from suitably qualified candidates. The Appointments and Promotions Board, shall conduct enquiries as it deems necessary, interview the applicants and make recommendations to Council for appointment.

STATUTE 56

Functions of Deans of Faculty/School

1. The Dean of Faculty shall be responsible to the Vice-Chancellor (through the Principal as the case may be) for providing leadership to the Faculty or School and for maintaining and promoting the efficiency and good order of the Faculty or School in accordance with policies and procedures prescribed by the Act, the Statutes or as may be determined from time to time by Council, the Academic Board and the Faculty/School Board.
2. The Dean shall be the Head of the Faculty and Chairperson of the Faculty Board.
3. The Dean shall co-ordinate the work of the Departments within the Faculty.
4. The Dean shall, in consultation with the Heads of Department, have responsibility for the training of students and professional development of staff, including those on study leave.
5. The Dean shall liaise and co-operate with other Faculties in the organization of common courses and academic programmes and research.
6. The Dean shall liaise with professional institutions, associations and similar bodies, and organise consultative meetings of Faculty members and experts in the relevant disciplines within the Faculty.
7. The Dean shall provide leadership in raising funds for the Faculty including initiating activities, events, programmes to source funding from local and international donor organisations to support research and other academic activities within the Faculty.
8. The Dean shall undertake income generating interventions to support academic activities within the Faculty.
9. The Dean shall be responsible for the preparation of yearly financial planning and its implementation.

STATUTE 57

Vice-Deans

1. There may be a Vice-Dean for a Faculty or School appointed by the Vice-Chancellor in consultation with the Registrar.
2. The Vice-Dean shall be deputy to the Dean.
3. 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.

4. The Vice-Dean shall handle the schedules in the Dean's Office relating to the following:
 - a. Time-tabling;
 - b. Monitoring the conduct of lectures;
 - c. Examinations; and,
 - d. Any other duties that may be assigned to the Vice-Dean.
5. The Vice-Dean shall normally be of Professorial Status. Where there is no person of Professorial Status, a Senior Lecturer may be appointed.
6. The Vice-Dean of Professorial Status shall hold office for a period of three (3) years and shall be eligible for re-appointment. A Vice-Dean of non-professorial status shall hold office for a period of two (2) academic years and may be eligible for re-appointment for another term provided that the additional term is not a continuous extension of the two (2) terms.

STATUTE 58

Faculty/School Boards

1. There shall be in each Faculty or School, other than the School of Graduate Studies, 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. Heads of Department, Institute, Centre, and Unit within the Faculty or School;
 - e. One elected member from each Department;
 - f. Any other person(s) as may be determined by the Faculty/School Board;
 - g. The Faculty Officer shall serve as the Secretary to the Board; and,
 - h. The Faculty Accounts Officer shall be in attendance of the Faculty Board meetings.
2. Elected members shall serve a term of office of two years renewable for a second term only.
3. Each Faculty Board shall meet at least twice every semester.
4. Emergency meetings of a Faculty or School Board may be called by the Dean at any time at short notice by written notice to members, stating the emergency that has arisen and the business to be transacted.
5. Special meetings shall be called on the written request of at least half of the members of the Board and submitted to the Dean with a statement to be considered. The Dean shall convene a special meeting of the Board within seven days of the receipt of the request.
6. The quorum for a meeting of a Faculty/School Board shall be half of the total membership.

STATUTE 59**Powers and Functions of Faculty/School Boards**

1. Subject to the Act, Statutes and resolutions of the Academic Board, the powers and functions of each Faculty Board shall include the following:
 - a. determine all matters relating to teaching and research in the Faculty;
 - b. determine and regulate the syllabi, the scheme of instruction, and the conduct of examinations in the programmes of the Faculty;
 - c. determine all matters relating to the progress and wellbeing of students and keep appropriate records of them;
 - d. ensure the provision of adequate facilities for research and instruction in the Faculty and co-ordinate the teaching and research programmes of the Departments of the Faculty;
 - e. recommend External Examiners for the approval of Academic Board;
 - f. make recommendations to the Academic Board for the award of degrees (other than honorary degrees), diplomas, certificates, fellowships, studentship, scholarships, prizes and other academic distinctions within the Faculty;
 - g. submit proposals to the Academic Board for academic development within the Faculty;
 - h. appoint sub-committees as it may consider necessary in the discharge of its functions; and,
 - i. discuss any other matter relating to the work of the University and express an opinion, if the Board so desires, to the Academic Board.
2. There shall be in each Faculty, a Faculty Examinations Board which shall be composed of the following:
 - a. The Dean as the Chairperson;
 - b. The Vice-Dean;
 - c. Heads of Department;
 - d. Professors within the Faculty;
 - e. Graduate Coordinators;
 - f. Faculty Examinations Officer;
 - g. External Examiner (if required);
 - h. Departmental Examination Officers; and
 - i. Faculty Officer, Secretary
3. The Faculty Examinations Board shall perform the following functions:
 - a. consider and approve student examination results for each semester before the start of the new semester or academic year;
 - b. present the results of the semester to Faculty Board for consideration and approval;

- c. ensure that student examination results are up-to-date at any given period;
 - d. consider and approve broadsheets of all levels at the end of each academic year; and
 - e. consider the broadsheet of final year students and recommend same to Faculty Board for consideration and approval.
4. The quorum for meetings of the Faculty Examiners Board shall be half of the total membership of the Board.

STATUTE 60

Dean of Student Affairs

1. There shall be an Office of the Dean of Student Affairs headed by a Dean who shall be appointed by the Vice-Chancellor on behalf of Council.
2. The Dean so appointed may be of Professorial status and shall have the rank of a Dean of Faculty. The Dean of Student Affairs of Professorial Status shall hold office for a three (3) years term and may be eligible for re-appointment for another term. The Dean of Student Affairs of non-professorial status shall hold office for two (2) academic years, renewable for another term.
3. The Dean of Student Affairs shall be responsible for the non-academic and welfare matters of Junior Members of the University and shall foster the development of appropriate culture and ethics among students.
4. The Dean of Student Affairs shall ensure effective utilization of the Graduate Students Association of Ghana (GRASAG), Student Representative Council (SRC), Distance Education Student Association (DESA) and Junior Common Room Committee (JCRC) dues and other funds of all student associations, clubs and societies to enhance the integrity, accountability and financial sustainability of students' operations.
5. The Dean of Student Affairs shall develop programmes and activities that will orient and educate newly-elected student leaders, fresh undergraduate, postgraduate and international students.
6. The Dean of Student Affairs shall explore and establish linkages with local and international universities for research, student exchange programmes, etc. in collaboration with the Centre for International Programmes (CIP) to build strong intra and inter university partnerships.
7. The Dean of Student Affairs shall improve human resource management system for student leaders including strengthening the processes to bridge the male-female representation gap.
8. The Dean of Student Affairs shall facilitate the promotion of dynamic and sustained alumni involvement.

9. The Dean of Student Affairs shall conduct research into students' needs and problems and implement recommendations.
10. The Dean of Student Affairs shall assist students in processing applications for such documents as Bank loans, Passport, Visa, Study Leave, etc.
11. The Dean of Student Affairs shall liaise with all relevant offices on all matters affecting the welfare of students. In particular, the Office of the Dean of Student Affairs shall be responsible for the following matters relating to the Junior Members:
 - a. Accommodation of students in halls of residence and hostels;
 - b. Health services;
 - c. Chaplaincy services;
 - d. Guidance and counselling services;
 - e. Sports and recreation, including intra-university, inter-university and international student competitions or meetings; and
 - f. Student governing bodies, organisations, clubs, and societies.
12. The Dean of Student shall perform his or her responsibilities under the direction of the Academic Board.

STATUTE 61

Vice-Dean of Student Affairs

1. There shall be Vice-Deans who shall be appointed by the Vice-Chancellor in consultation with the Registrar.
2. There shall be at least two Vice-Deans at the Office of Student Affairs at the Winneba Campus and at least one at each other College/Campus.
3. The Vice-Deans shall assist the Dean in the performance of his or her duties and the Dean shall nominate one of them to act in his or her absence.
4. The Vice-Deans shall normally be of Professorial rank. Where there is no person of Professorial rank, Senior Lecturers may be appointed.
5. The Vice-Dean of Professorial status shall hold office for a period of three (3) years and shall be eligible for re-appointment. A Vice-Dean of non-professorial status shall hold office for a period of two (2) academic years and shall be eligible for re-appointment.
6. One of the Vice-Deans shall head the Office of Student Housing and Residential Life and shall perform the following functions:
 - a. co-ordinate all student housing and residential affairs;
 - b. liaise with all Hall Managers and private hostel operators and ensure that an exclusive communal ambience is created for students residing in the traditional halls and private hostels;

- c. design an efficient means for collating information, in relation to the well-being of students, especially those residing in the private hostels; and
 - d. receive and keep a documented list of residential students and non-residential students affiliated to the traditional halls and the particular hostel of each non-residential student.
- 7. The other Vice-Dean shall head the Office of Student Life Activities and Welfare Services and shall perform the following functions:
 - a. Be in charge of the following recognized student associations:
 - i. GRASAG;
 - ii. SRC;
 - iii. DESA;
 - iv. Amalgamated Sports and Clubs; and,
 - v. Religious bodies, Clubs and Societies
 - b. Ensure that student issues such as safety and security, health, gender, counseling, police and arbitration of cases, funerals, abuses among others are properly taken care of.

STATUTE 62

Institutes

1. There shall be established by the Academic Board relevant Institutes.
2. An Institute shall be headed by a Director who shall be appointed by Council for a stipulated term and conditions recommended by the Appointments and Promotions Board and may be eligible for re-appointment.
3. The Director of an Institute shall normally be of Professorial Status. Where there is no Professor, a Senior Lecturer with requisite experience may be appointed.
4. A Director of Professorial Status shall hold office for three (3) academic years.
5. A Director of non-professorial status shall hold office for two (2) academic years.
6. A Director of an Institute may be appointed for a maximum of two (2) continuous terms.
7. Subject to 61(6) above a person may be eligible for appointment for another term provided that the additional term is not a continuous extension of the two (2) terms.
8. A Director appointed in an acting capacity shall at each instance, be appointed for one year.
9. The Director of an Institute may be assisted by a Deputy Director who shall be appointed by the Vice-Chancellor.

10. The Director of an Institute shall be responsible for providing leadership to the Institute as well as promoting the efficiency and good order in the Institute.
11. The Academic Board may approve new proposals for a teaching programme for the Institutes only where it is satisfied that such a programme will not divert attention or resources from their core mission and cannot be run by a teaching department or a Faculty.

STATUTE 63

Heads of Academic Department

1. There shall be in each academic department, a Head appointed by the Vice-Chancellor.
2. A Head of Department of Professorial status shall hold office for a term of three (3) years. Where the Head of Department is not of Professorial status, he or she shall hold office for a term of two (2) years.
3. The Head of Department may be eligible for re-appointment for another term provided that the additional term is not a continuous extension of two (2) terms.
4. The Head of Department shall be responsible for promoting research, organising teaching programmes, maintaining acceptable standards of teaching, and ensuring that facilities are available for teaching and research in the department.
5. The Head of Department shall have responsibility for departmental administration, make recommendations for the appointment and promotion of staff, and ensure the maintenance of discipline.
6. He or she shall liaise with other departments, institutions, associations and similar bodies on the development of the Department.
7. The Head of Department shall convene a Departmental Examiners Board meeting to consider students' examination results.
8. He or she shall consult with the Departmental Board and the Dean in all matters affecting the Department and the Faculty.

STATUTE 64

Departmental Boards

1. Each Academic Department shall have a Departmental Board comprising all Senior Members of the Department.
2. The Departmental Board shall meet at least three (3) times every semester to consider general organisation of the Department.
3. The Departmental Board shall regulate teaching and research and submit quarterly reports to the Dean.

4. The Departmental Board shall co-operate with the Faculty Board, Academic Board and all relevant Committees and Boards in all matters affecting the Department, Faculty and the University.
5. The quorum for the transaction of any business of the Departmental Board shall be half its total membership including the Chairperson.

STATUTE 65

Centres

1. The Academic Board may establish Centres for the purposes of engaging in research or professional activities. The specific functions, duties and responsibilities of the officers of the Centres shall be contained in the document of establishment.
2. The Academic Board may approve new proposals for a teaching programme for a Centre only where it is satisfied that such a programme will not divert attention or resources from its core mission and cannot be run by a teaching department or a Faculty.
3. A Centre shall be headed by a Director who shall be appointed by the Vice-Chancellor on the recommendation of the Director/Dean of the School/Faculty/Institute under which the Centre falls.
4. A Head of Centre of Professorial status shall hold office for a term of three (3) years. Where the Head of Centre is not of Professorial status, he or she shall hold office for a term of two (2) years.
5. The Head of Centre may be eligible for re-appointment for another term.

STATUTE 66

Institution and Programme Affiliations

1. The University may admit to affiliation an institution or the members or students of the institution in the manner and on the terms and conditions determined by Council and the Ghana Tertiary Education Commission.
2. The University, based on the terms of the respective MoU, may at any time modify or terminate the terms of the affiliation, granting of privileges or recognition.
3. The Registrar shall maintain a register of the affiliated institutions and shall submit an annual report to Council on affiliated institutions

STATUTE 67

Convocation

1. There shall be a Convocation of the University, the composition of which shall be as follows:
 - a. Vice-Chancellor as Chairperson;
 - b. Pro-Vice-Chancellor;
 - c. Registrar;
 - d. University Librarian;
 - e. Finance Officer;
 - f. Principals, Deans of Faculty/Schools, Directors and Deputy Directors in the University;
 - g. Professors;
 - h. Associate Professors/Deputy Registrars;
 - i. Senior Lecturers/Senior Research Fellows/Senior Assistant Librarians/Senior Assistant Registrars/Senior Accountant/Senior Internal Auditors/Senior Architects/Senior Civil Engineers/Senior Structural Engineers/Senior Electrical Engineers/Senior Quantity Surveyors/Senior Geomatic Engineers/Senior Medical Officers/Senior Pharmacists/Senior Medical Diagnostic Scientists/Senior Specialist Nursing Practitioners/Senior Information and Communication Technology (ICT) Officers/Senior Planning Officers/Senior Estate Officers/Senior Procurement Officers
 - j. Lecturers/Research Fellows/Assistant Librarians/Assistant Registrars/Accountants/Internal Auditors/Architects/Civil Engineers/Structural Engineers/Electrical Engineers/Quantity Surveyors/Geomatic Engineers/Medical Officers/Pharmacists/Medical Diagnostic Scientists/Specialist Nursing Practitioners/Information and Communication Technology (ICT) Officers/Assistant Planning Officers/ Assistant Estate Officers/ Assistant Procurement Officers
 - k. Assistant Lecturers/Assistant Research Fellows/Junior Assistant Librarians/Junior Assistant Registrars/Assistant Accountants/Assistant Internal Auditors/Assistant Architects/Assistant Civil Engineers/Assistant Structural Engineers/Assistant Electrical Engineers/Assistant Mechanical Engineers/Assistant Quantity Surveyors/ Assistant Geomatic Engineers/Assistant Information and Communication Technology (ICT) Officers/Junior Assistant Planning Officers/Junior Assistant Estate Officers/ Junior Assistant Procurement Officers; and,
 - l. Senior members on sabbatical leave appointment or visiting scholars to the University.

2. Senior members on sabbatical leave appointment or visiting scholars to the University shall be in attendance at convocation meeting and shall not be entitled to vote on any proceedings of Convocation.
3. The Registrar shall be the moderator of Convocation.
4. Secretary to be appointed by the Registrar.

STATUTE 68

Functions of Convocation

1. 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 Council
 - e. Receive reports from its representatives on the activities of the respective committees to which they have been appointed
 - f. Receive a report from the Vice-Chancellor towards the end of each semester 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;
 - ii. Employees and students' welfare;
 - iii. External relations and affiliations;
 - iv. Physical development, funds required to complete each project, and expected completion date; and
 - v. Financial Statement of income and expenditure for the immediate past financial year.
2. The Registrar shall be responsible for the maintenance of a register of members of Convocation which shall be published annually, before December.

STATUTE 69

Meetings of Convocation

1. The Chairperson of Convocation shall convene a regular meeting of Convocation at least once each semester. The regular meetings of Convocation shall take place at such time as the Chairperson shall determine.
2. A special meeting of Convocation shall be called by the Chairperson of Convocation on a written request of at least one-third 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.
3. The quorum for meetings of Convocation shall be one-third members, including the Moderator and the Secretary.
4. Decisions of Convocation shall be arrived at normally by consensus. Where it becomes necessary for Convocation to vote on any issue, voting shall be by open or secret ballot.
5. The Chairperson shall have a casting vote in case of a tie.

STATUTE 70

Convocation Representatives on Council

1. Convocation shall elect from its members four (4) persons: one (1) from College of Languages Education, Ajumako Campus and three (3) from Winneba Campus.
2. The term of office of a Convocation Representative on Council shall be two (2) years and eligible for a further term of two (2) years only.
3. When a vacancy occurs in the Convocation representation on Council through death, resignation, or any other cause, Convocation shall immediately elect another member for the unexpired term of office and he or she shall start his or her own term if the remaining term is less than half of the full term.

STATUTE 71

Election of Convocation Representatives on Council

1. The Registrar shall be the Returning Officer and shall conduct the election by secret ballot. He or she shall be assisted by two scrutineers appointed by Convocation for each Campus. No election shall be valid unless and until the scrutineers for the Campus have certified in writing to the Registrar that the counting of the votes and the declaration of the candidates elected have been correctly carried out.

2. When the scrutineers have certified in writing to the Returning Officer that the counting of the votes has been correctly carried out, the Registrar shall declare the results forthwith and send a report to Council at its next meeting.
3. The election of a candidate shall be declared void by the Council on being satisfied that:
 - a. the candidate was at the time of his or her election a person not qualified for election.
 - b. there has been non-compliance with any provision of the Statutes.
4. A candidate for election must be proposed by a member of Convocation, and seconded to the Registrar by two other members of Convocation. The candidate must indicate his or her willingness to contest the elections through the submission of a nomination form to the Registrar.
5. It shall be the duty of the Registrar to notify members of Convocation of the existence of vacancies in the University Council, and shall at the same time call for nominations allowing two weeks for these to be received. He or she shall then notify all members of Convocation of the date of the election, which shall not be later than two (2) weeks after the date on which nominations closed.
6. If a vacancy occurs in the Convocation representation on Council 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.
7. A member of Convocation may vote by proxy in which case he or she shall communicate the name of such proxy to the Registrar not later than twenty-four (24) hours prior to the election.

STATUTE 72

Matriculation

1. A student shall be matriculated once in the University.
2. A person shall be matriculated after he or she has been properly and lawfully admitted into the University and duly registered. He or she shall:
 - a. attend a matriculation ceremony;
 - b. swear the matriculation oath or make a solemn declaration to that effect; and,
 - c. enter his or her name and personally sign the matriculation Register which is kept by the Registrar.
3. No one shall be matriculated into the University unless he or she has fulfilled conditions prescribed by the Academic Board and has been accepted for admission. Decisions on admission of students into the University shall be the exclusive responsibility of the Joint Admissions Board acting in accordance with criteria approved by the Academic Board.

4. The Vice-Chancellor shall preside over the Matriculation ceremony.
5. The matriculation oath and solemn declaration shall be administered by the Registrar.
6. All persons to be matriculated into the University shall be present and members of Convocation shall be in attendance.
7. The Academic Board shall consider all issues relating to matriculation processes.

STATUTE 73

Congregation

1. There shall be a Congregation of the University composed of:
 - a. The Chancellor;
 - b. Chairperson of Council;
 - c. Members of the University Council;
 - d. Members of Convocation;
 - e. Graduates and Diplomates of the University;
 - f. Retired Members of Convocation;
 - g. Honorary Graduates; and
 - h. Alumni.
2. Congregation shall be convened at least once every year at such time and place as shall be determined by the Chairperson of Council in consultation with the Chancellor and Vice-Chancellor.
3. Congregation shall be presided over by the Chancellor.
4. In the absence of the Chancellor, the Chairperson of Council shall preside over Congregation,
5. Where there is neither Chancellor nor Governing Council, the Vice-Chancellor shall preside over Congregation.
6. Council may permit Congregation to be convened as recommended by the Academic Board as and when the Academic Board approves the final results of Colleges, Faculties and Schools and the list of graduands from those Colleges, Faculties and Schools.
7. In the absence of a Chancellor and a Council, the Academic Board may permit Congregation to convene.
8. Congregation of the University shall be for the purpose of:
 - a. conferment of degrees and award of diplomas and certificates;
 - b. receiving reports; and ,
 - c. any other purposes determined by the Chairperson of Council in consultation with the Chancellor and the Academic Board.

STATUTE 74

Honorary Degrees

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.
2. A special Congregation for the conferment of honorary degrees shall be convened as and when the University Council shall determine.
3. A person on whom an honorary degree has been conferred shall be given all the rights and privileges associated with a degree of its class from the University.
4. The Vice-Chancellor shall cause the Registrar to invite nominations from members of Council and Convocation for the conferment of honorary degrees. The Registrar shall be responsible for receiving and collating the necessary information for the Vice-Chancellor.
5. The Academic Board shall be responsible for the selection of persons for the award of honorary degrees.
6. The Academic Board shall report to Council the names of persons selected for honorary degrees together with a statement of their careers and the grounds for their selection.
7. Council shall approve the recommendation of the Academic Board before the persons concerned are notified in writing.
8. All proceedings concerning the award of honorary degree shall be confidential to the nominee(s).
9. Honorary degrees shall not be conferred in absentia unless otherwise decided by the University Council.

STATUTE 75

Academic Programmes

1. 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 distinctions in the University provided that a candidate for the award of such a degree should have been registered in the University for a stated period as determined by the Academic Board.
2. No person shall qualify to graduate from the University with a degree, diploma, certificate or other academic distinctions without having pursued a programme of study approved by the Academic Board in a Faculty or School of the University.

STATUTE 76

Examinations

1. The Academic Board shall prescribe entry requirements and regulations governing examinations for degrees, diplomas and certificates.
2. The Academic Board may approve the examinations for any degree, diploma, certificate or part thereof and for other purposes, courses of instruction and syllabi submitted by any Faculty Board.
3. The Board of Examiners for all prescribed examinations shall be approved by the Academic Board, upon recommendation of the respective Faculty Boards.
4. Examination regulations shall be in accordance with the relevant portions of the *Handbook on Examinations and Review of Academic Programmes, the Students' Handbook* and any other relevant policies, rules and regulations.

STATUTE 77

Halls of Residence and other Residential Facilities

1. There shall be Halls of Residence and other residential facilities of the University for students in the University bearing such names as Council may determine.
2. All students upon admission shall be in residence or affiliated to a Hall of Residence.
3. There shall be appointed a Hall Manager who shall be responsible, subject to the Statutes and Regulations of the University, for all matters concerning the day-to-day administration and management of the Hall. He or she shall be assisted by a Hall Council which shall regulate affairs of the Hall.
4. Each Hall of Residence, hostel or other residential facilities shall consist of such number of students, senior members and other employees of the University as the Hall Council may determine.
5. The Vice-Chancellor shall appoint to each Hall, Senior Members who shall be designated Hall Fellows.
6. Hall Fellows shall liaise with the Office of the Dean of Student Affairs and Hall Managers in performing the following functions:
 - a. Assist in counselling students on diverse issues;
 - b. Assist the Hall Management and Hall Council in promoting peaceful co-existence and cordial relations among students; and,
 - c. Assist the Hall Management and Hall Council in developing programmes to educate students in the Hall on environment and sanitation issues

7. Each Hall of Residence, or other residential facility shall, where conditions permit, be managed, subject to the Statutes, by a Hall Council, as the case may be, consisting of the following:
 - a. Dean of Student Affairs – Chairperson;
 - b. Vice-Deans of Student Affairs;
 - c. Hall Manager;
 - d. Hall Accounts Officer;
 - e. Ten Hall Fellows;
 - f. Hall President;
 - g. Hall Treasurer;
 - h. One (1) representative of the SRC;
 - i. Two (2) students elected by members of the Hall; and,
 - j. Senior Administrative Assistant - Secretary
8. The Hall Council shall, subject to the Statutes and Regulations of the University, be responsible for all matters concerning the smooth administration of the Hall and the general welfare of students.
9. The Hall Council shall approve the budget of the Hall Management and Junior Common Room Committee (JCRC) and monitor its implementation.
10. The Hall Council responsible for the management of each Hall or residential facility shall be responsible for recommending disciplinary action against any Junior Member with respect to breach of discipline of the hall or facility. 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.
11. Subject to the Regulations and the Constitution of each Hall, there shall be established in each Hall, a Junior Common Room Committee to be elected by the Junior Members of the Hall in accordance with a Constitution made by the Junior Members and approved by the Hall Council.

STATUTE 78

Alumni Association

1. There shall be an Alumni Association of the University representing the body of past students of the University.
2. The Association shall comprise all:
 - a. past students of former constituent institutions;
 - b. graduates of constituent institutions; and
 - c. honorary degree holders of both UCEW and UEW.

3. All students, upon graduation, shall be enrolled into the Alumni Association after swearing an oath of allegiance and membership to the Alumni Association and such oath shall be administered by the Alumni President or in his or her absence, the Vice-Chancellor or his or her representative at a graduation ceremony.
4. The Association shall have power to make its own Constitution.

STATUTE 79

Student Governance

5. In pursuance of Section 26 of the Act, there shall be a Student Representative Council (SRC), a Graduate Students Association of Ghana (GRASAG), the Distance Education Students Association (DESA) whose constitution and functions shall conform to the provisions of the statutes of the University.
6. The SRC/GRASAG/DESA shall be the official organ of the Junior Members of this University and shall be responsible for the following:
 - a. Promoting the general welfare and interests of students and coordinate the social, cultural, intellectual and recreational activities of the 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. The SRC/GRASAG/DESA shall have the right to appeal to the Academic Board and ultimately to Council whose decision shall be final;
 - c. Establishing links and maintaining cordial relationships with students of the Universities, educational and voluntary institutions within and outside Ghana;
 - d. Nominating student representatives to serve on appropriate University bodies and Committees and probing or managing the affairs of the students of the University. Any student is eligible to serve on any of the Committees;
 - e. Promoting cordial relationship among all sections of the University community and maintaining good relationship with past students of the University; and
 - f. Publishing records of student activities.
7. The executive membership of the SRC/GRASAG/DESA shall be as prescribed in their constitutions.
8. Without prejudice to the generality of the foregoing, students shall be entitled to form associations in exercise of their right to freedom of association guaranteed under the Constitution of the Republic.

9. No student association shall be formed nor operated within the University without the written approval of the Dean of Student Affairs.
10. The constitution and other governing instruments of the SRC, GRASAG, DESA, the Junior Common Rooms and other student associations shall at all times conform to the Act, the Statutes of the University as enacted by Council, and any other rules, regulations, directives and edicts, duly issued by the University in conformity with the Act.
11. The right of students to demonstrate or go on procession or other public protest on or outside the campus shall be subject to regulations enacted for that purpose by the Academic Board. Without prejudice to the generality of the foregoing, students may not demonstrate or go on procession or other public protest outside the campus without the prior written approval of the Dean of Student Affairs and in accordance with the relevant national law.
12. The Vice-Chancellor, in consultation with the Academic Board, shall have the power to prescribe standards for contesting student offices.

STATUTE 80

Discipline and Penalties

1. The Vice-Chancellor shall be responsible for discipline within the University and shall act in accordance with rules formulated by Council as contained in Schedule F of the Statutes. The Vice-Chancellor may delegate any part of his/ her authority in respect of discipline as he or she shall deem appropriate.
2. Notwithstanding clause 1 above, in all matters involving discipline of senior member(s), the result of which could lead to an imposition of a major penalty, the Vice-Chancellor or whoever acts in that position may handle same in concert or in conjunction with the Governing Council and the involvement or participation of the Governing Council in such original disciplinary procedure does not oust the Governing Council of its powers and authority to hear an appeal or review of the same matter from a dissatisfied or aggrieved senior member(s).
3. Disciplinary Offences in the University shall be as prescribed in Rules 2 to 5 of Schedule F of the Statutes. Without prejudice to the generality of the offences prescribed in Rule 2 to 5 of Schedule F of the Statutes, disciplinary offences in the University shall include the following:
 - a. Conviction by a competent Court of law for any offence, which is considered to be such as to render the person concerned unfit to continue the programme of study or for the discharge of his or her duties;
 - b. Conduct of a scandalous or other disgraceful nature which is considered to be such as to render the person concerned unfit to continue to study in the University, or to continue to be in the employ of the University, or to hold office in any capacity in the University;

- c. Conduct which is considered to be such as to constitute failure on the part of the person concerned to comply with the conditions of admission or to discharge or perform the functions of his or her office, or to comply with the terms of his/her appointment;
 - d. Conduct which amount to plagiarism, academic cheating, dishonesty, misconduct, fraud, misrepresentation not herein otherwise described in order to obtain academic credit or other academic advantage of any kind; and
 - e. Conduct which, in the opinion of the University, brings the name of the University into disrepute.
4. The following are the penalties that may be imposed for breach of discipline involving all employees of the University:
- a. Dismissal;
 - b. Termination of Appointment;
 - c. Reduction in rank, status, or grade;
 - d. Suspension for a stated period; and,
 - 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 specific period of an increment otherwise due;
 - g. Forfeiture of pay for a stated period;
 - h. Interdiction;
 - i. Refund/Surcharge;
 - j. Suspension from the use of specified University services or facilities; and
 - k. reprimand.
5. The following are the penalties that may be imposed for breach of discipline of Junior Members in the University:
- a. Dismissal;
 - b. Rustication;
 - c. Withholding of Certificate;
 - d. Refund/Surcharge;
 - e. Suspension from the use of specified University services or facilities;
 - f. An order for the re-submission of the piece of academic work, in respect of which the offence was committed;
 - g. Award of a grade of zero or a failure for the piece of academic work;
 - h. A reduction of the final grade of the course in respect of which offence was committed;
 - i. Disqualification for contesting election or removal from any office in the University;
 - j. Reprimand; and
 - k. Warning.

6. For purposes of this Statutes, with the exception of *clauses 3(k) and 4(j)* above, which shall be treated as minor penalties, and may be imposed on behalf of the Vice-Chancellor, the other penalties shall be treated as major ones and shall be imposed only by the Vice-Chancellor.
7. For the avoidance of doubt, notwithstanding previous conferment or confirmation of an award of a degree, diploma, certificate, standing credits or any other qualification, howsoever described, the University shall have the power to cancel, withhold or withdraw any award at any time it becomes known that:
 - a. a candidate had gained admission into the University with false qualifications;
 - b. a candidate had been proven guilty of impersonation;
 - c. a candidate had been proven guilty of an examination malpractice or plagiarism; or
 - d. a candidate had engaged in any other conduct which in the opinion of the University would have resulted in the cancellation or withdrawal of award.
8. The decision to cancel, withhold or withdraw an award, as in clause 6 above, shall be made by the Vice-Chancellor, on the recommendation of the Academic Board or a committee duly constituted.
9. Any person affected by any decision of the Vice-Chancellor or the person or body to whom he has delegated authority shall have the right of appeal to Council.
10. Council may, by rules or regulations, make further provisions relating to disciplinary matters in the University.
11. Rules on Student discipline shall be prescribed in accordance with the Student Handbook or Rules and Regulations on Postgraduate Studies enacted by the Academic Board.

STATUTE 81

Discipline of Senior Members

1. There shall be established a Disciplinary Board responsible to the Vice-Chancellor to determine cases affecting Senior Members of the University referred to it by the Vice-Chancellor.
2. Disciplinary offences shall be those stated in Statute 79 (2) above as appropriate and any other which may be provided for by the rules and regulations of the University.
3. The Disciplinary Board shall be composed as follows:
 - a. Pro-Vice-Chancellor as Chairperson;
 - b. Three (3) other members appointed by the Vice-Chancellor who shall not be below the rank of the person being subjected to the Disciplinary processes; and,
 - c. A Lawyer of not less than seven (7) years standing at the Bar appointed by the Vice Chancellor.

4. The quorum for the transaction of business of the Disciplinary Board shall be three members including the Chairperson.
5. The Board shall submit its report to the Vice-Chancellor within the specified period in the letter constituting the membership.
6. The Disciplinary Board shall recommend to the Vice-Chancellor the imposition of any penalty as may be appropriate in accordance with Statute 79.
7. In all proceedings of the Disciplinary Board, the Senior Member affected shall be served with a written notice of the grounds upon which the proceedings are being initiated against him or her. He or she shall then appear before the Board to explain his or her conduct.
8. When the affected Senior Member is served with the notice referred to in clause (7) above, he or she may, after the service of the said notice on him or her, furnish the Board with the grounds upon which he or she intends to defend or exculpate himself or herself.
9. If a document is required to be served personally on the Senior Member to be subjected to disciplinary process and it appears to the Disciplinary Board:
 - a. That two attempts have been made without success to effect personal service on that particular member, and that any further attempt to effect personal service may result on undue delay; or
 - b. that it is otherwise impracticable for any reason to serve the document personally, the Disciplinary Board shall make arrangement for the document to be served by posting a copy on the:
 - i. email of that Senior Member;
 - ii. Notice Board of that Senior Member's Department, Faculty or Office for a period of three (3) days; and
 - iii. using any other appropriate medium of service as the Board shall determine.
10. When the affected Senior Member is served with the notice referred to in clause 9 above, he/she shall furnish the Disciplinary Board with his/her defence within three (3) day upon receipt of the notice.
11. If no defence is received by the Disciplinary Board within three (3) days as stated under clause 10 above, the Disciplinary Board shall proceed with its enquiry in the absence of the affected Senior Member.
12. In all proceedings of the Disciplinary Board, the Senior Member concerned shall be given fair hearing and shall have the right to call witnesses and also cross-examine witnesses who may testify against him by his/herself or his or her counsel.
13. A Senior Member appearing before the Disciplinary Board may come with his or her counsel or friend to witness the proceedings.

14. In all proceedings, the Disciplinary Board shall follow the rules of natural justice.
15. Any Senior Member adversely affected by the decision of the Vice-Chancellor may, within fourteen (14) days upon the receipt of the decision, exercise his or her right to appeal.
16. The Council shall on receipt of any such appeal under section 15 refer the matter to the Appeals Board whose recommendations shall be submitted to Council for a final determination.
17. The Appeals Board shall, upon receipt of the appeal, review the decision by taking into consideration all the circumstances of the case, including the production of fresh evidence by the affected party.
18. Where a Senior Member has been charged with a disciplinary offence which, in the opinion of the Vice-Chancellor, 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, may, in pursuance of his or her powers under the Act and the Statutes, suspend the Senior Member from duty and all other functions in the University, pending the determination of his or her case by the Board until the matter is finally determined by the Disciplinary Board and if an appeal follows, by the Council.
19. The Vice-Chancellor shall report to Council, at its next meeting, the actions taken by him or her on the Disciplinary Board's report.
20. Where no adverse findings are made against a Senior Member, the Vice-Chancellor shall communicate this to the Member within seven (7) days of the receipt of the Disciplinary Board report and if the Member had been suspended, be restored to his/her former position forthwith. All emoluments of the Senior Member otherwise withheld shall be fully restored.
21. A Senior Member suspended shall be entitled to half (1/2) of his or her salary during the period of the suspension.
22. No Senior Member can invoke any Court of Law's jurisdiction without exhausting all the prescribed and internally laid down rules to resolve disputes at the University.
23. All proceedings shall be in writing and any affected Senior Member shall be given a copy upon request.
24. The quorum for the transaction of business of the Disciplinary Board shall be three (3) members, including the Chairman and the Lawyer appointed by the Vice Chancellor. Where a decision is reached by voting and there is a tie, the Chairman shall have a casting vote.

STATUTE 82**Discipline of Senior and Junior Staff**

1. Any member of the University being a Senior Staff or Junior Staff as herein before defined in Statute 1 may, for good cause, be disciplined by the Vice-Chancellor.
2. Disciplinary Offences shall be those stated in Statute 79(2) above as appropriate and any others which may be provided for by the rules and regulations of the University.
3. There shall be established a Disciplinary Committee responsible to the Vice-Chancellor to determine cases affecting Senior and Junior Staff of the University referred to it by the Vice-Chancellor.
4. The Disciplinary Committee shall be composed as follows:
 - a. Three (3) Senior Members appointed by the Vice-Chancellor, one of whom shall be the Chairman;
 - b. One (1) Legal Representative from the Legal Services Office appointed by the Vice-Chancellor;
 - c. One (1) Representative of the Senior Staff Association or One (1) Representative of the Junior Staff Association as the case may be;
 - d. A Secretary appointed by the Registrar.
 - e. The Committee may, in consultation with the Vice-Chancellor, invite any other person(s) to be in attendance.
5. The quorum for the transaction of business of the Disciplinary Committee shall be three (3) members, including the Chairman and the Legal Officer. Where a decision is reached by voting and there is a tie, the Chairman shall have a casting vote.
6. The person under investigation shall be notified in writing of the grounds on which disciplinary action is being taken against him or her and must be given reasonable opportunity to defend himself or herself.
7. The procedure provided for in clauses 5 to 23 of Statute 80 shall apply to the discipline of Senior and Junior Staff as well.

STATUTE 83**Discipline of Junior Members**

1. It shall be the responsibility of the Vice-Chancellor, on the advice of, and in consultation with the Dean of Student Affairs, Hall Manager and the Head of Department of the Junior Member concerned and subject to the Statutes and other relevant regulations, to provide for the discipline of Junior Members of the University.
2. The Vice-Chancellor may delegate his authority, subject to such review procedures, as he or she considers appropriate.

3. The Council or body responsible for the management of each Hall or Residential facility shall be responsible for taking disciplinary action against any Junior Member for any breach of discipline in the Hall, provided that the matter shall be referred to the Vice-Chancellor for his or her decision where the breach of discipline might result in dismissal or, in the opinion of the Council of the Hall or Residential facility, is a major breach of discipline.
4. The Vice-Chancellor, if he or she deems fit, may refer the matter to the Academic Board. Where the Vice-Chancellor decides on dismissal, he or she shall report to the Academic Board at its next meeting.
5. There shall be established a Committee to investigate misconducts of Junior Members which shall be composed as follows:
 - a. Two (2) Senior Members appointed by the Vice-Chancellor, one of whom shall be the Chairman;
 - b. One (1) Representative from the Office of the Dean of Student Affairs;
 - c. One (1) Legal Representative appointed from Legal Services Office;
 - d. One (1) Student Representative from the relevant student association; and
 - e. The Committee may, in consultation with the Vice-Chancellor, have the power to co-opt additional members.
6. The quorum at a meeting shall be three (3) members including the Chairman and the Legal representative.
7. Examination misconduct shall be as provided for in the Statutes, Students' Handbook and any other Rules and Regulations governing the conduct of Junior Members, and an infringement of any of them by a candidate shall constitute examination misconduct and shall attract one or more of the sanctions provided under Clause 11.
8. Where examination malpractice is alleged, the Dean of the Faculty concerned shall promptly appoint a committee to investigate the case and submit a report to the Vice-Chancellor. Membership of the Committee shall not be more than five (5) persons.
9. Any candidate alleged to have engaged in examination misconduct shall be permitted to continue writing the examination, but he/she shall write a statement at the end of the paper. The Invigilator shall submit a written report on the allegation, together with the requisite exhibit(s) to the Faculty Examinations Officer. The Faculty Examinations Officer shall forward the report to the Dean of the Faculty concerned, who shall promptly appoint a committee to investigate the case.
10. The candidate shall be informed in writing to appear before the Committee not as a witness but as a subject of the investigation, and the letter shall indicate his or her right to be accompanied to the enquiry by a friend or relative as a witness, call witnesses on his/her behalf and question witnesses who testify against him or her.
11. The penalties for breach of examination misconduct shall include:
 - a. dismissal from the University;
 - b. rustication from the University for a stated period;

- c. rustication from a Hall of Residence of the University;
 - d. repetition in class;
 - e. cancellation of results of particular paper(s);
 - f. withholding of results of particular paper(s);
 - g. withholding of award of certificate for a stated period;
 - h. reprimand; and,
 - i. warning.
12. Where a candidate is alleged to have engaged in plagiarism, the Head of Department shall submit a report on the allegation through the Dean to the Principal, as the case may be, who shall appoint a committee to investigate same and shall forward the report of the committee to the Vice-Chancellor who shall take any appropriate action based on the report.
 13. Any student adversely affected by the decision of the Vice-Chancellor may, within fourteen (14) days upon the receipt of the decision, exercise his/her right to appeal to the Vice-Chancellor for a review of the decision.
 14. The Vice-Chancellor may, upon receipt of the appeal, review the decision by taking into consideration all the circumstances of the case, including the production of fresh evidence by the candidate.
 15. If the candidate is dissatisfied by the reviewed decision of the Vice-Chancellor, he/she may, within fourteen (14) days upon receipt of the decision, appeal to the University Council. The Council may refer the matter to the Appeals Board and the decision of the Appeals Board shall be final.
 16. The Vice-Chancellor shall withhold the results and/or certificate of any student who is being investigated by any Security Agency for criminal offence(s) or facing trial at a court of competent jurisdiction for criminal offence(s) till the final determination of the case.

STATUTE 84

Appeal Proceedings

1. Without prejudice to the Statutes relating to discipline and other matters affecting staff, there shall be an Appeals Board established by Council.
2. The University Appeals Board shall hear and determine on appeal, matters on:
 - a. acts or omissions in contravention of the Act or the Statutes and referred to Appeals Board by Council; and
 - b. any other matter or dispute referred to the Board by Council.

3. All decisions arrived at by the Appeals Board shall be communicated to Council for a final determination.
4. The Appeal's Board shall consist of:
 - a. a Chairman who shall be a lawyer of at least twelve (12) years standing at the Bar with considerable experience in public university affairs;
 - b. two (2) persons of high moral character and proven integrity one of whom shall be a woman;
 - c. two (2) persons who are not legal practitioners or employees of the University and are of high moral character and proven integrity, one of whom shall be a woman.
5. The Chairman of the Board and two (2) other members shall constitute a quorum for the hearing and determination of a case or matter before it.
6. The term of office of members of the Board shall be two (2) years and may be renewed for another term of two (2) years.
7. Council shall establish the rules and procedures to govern:
 - a. the operations of the Board;
 - b. the appointment and remuneration of its members;
 - c. the establishment of the Secretariat of the Committee; and
 - d. any other relevant matter.

STATUTE 85

Absence from Work and Vacation of Post

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

STATUTE 86

Regulations

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

STATUTE 87

Industrial Action by Unionised Employees

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

STATUTE 88**Amendment to Statutes and Schedules**

1. The Academic Board may recommend to Council any amendments to the Statutes/ Schedules.
2. Any proposal for amendments to the Statutes/Schedules shall be considered by the Academic Board at a special meeting to be convened for this purpose. Such a meeting may be convened at the instance of the Chairman or one-third of the total number of members of the Academic Board.
3. The quorum for the transaction of any business of the special meeting mentioned above shall be half of the total number of the members of the Board.
4. No amendments shall be valid unless adopted by consensus or an affirmative vote of two-thirds of members of Academic Board present and voting.
5. Prior to the date of the meeting, each member shall be given seven clear days' notice setting out the specific subject matter of the proposed amendments and the particular feature of the Statutes/Schedules to which they relate.
6. Council shall consider the draft amendment and may approve the draft with or without amendment. The draft amendment shall be circulated to the members at least seven (7) days before the date of meeting.
7. Amendments shall be adopted by consensus or an affirmative vote of two-thirds of members of Council present and voting.
8. In making amendments to the Statutes/Schedules, Council may solicit professional advice.
9. Notwithstanding the above provisions in 87(1 - 8), Council may on its own convene its own special meeting to hear submissions on any proposed amendments to the Statutes from its members.

STATUTE 89**Miscellaneous Provisions**

1. Unless otherwise provided by the Statutes or Regulations adopted pursuant thereto or the Schedules appended hereto, the quorum for the transaction of business of any University body shall be not less than half of the total membership, or if such half is not a whole number, then the next higher whole number. If any Committee cannot raise a quorum for two successive meetings, the Chairman shall consult the Executive Committee of the Academic Board for a variation in quorum.

2. If there is a tie of votes in respect of any decision reached at any meeting of any University Statutory Body, the Chairman of the meeting shall have, in addition to his/her original vote, a casting vote.
3. Subject to such regulations as may be made under the Statutes, any question(s) as to the procedure to be observed in respect of any matter arising at a meeting of any University Statutory Body shall be determined by the Chairman of such meeting.
4. Members of Committees and Boards are required to exercise the highest caution with regard to the confidentiality and classified nature of documents, discussions and decisions of the meetings and to ensure that they do not damage the peace within the University nor bring the name of the University into disrepute.

STATUTE 90

Transitional Provisions

1. The Statutes shall come into force on an operative date as may be determined by Council.
2. The persons who immediately prior to the coming into force of the Statutes were Vice-Chancellor, Pro-Vice-Chancellor, Registrar, University Librarian, Finance Officer, Director of Works and Physical Development, Internal Auditor, Director of University Health Services shall continue to hold such offices for the periods for which they were appointed or until their deaths or resignations.
3. For the purposes of the initial steps for giving effect to the Statutes, the following shall apply:
 - a. Where a superior body to be constituted under the Statutes cannot be constituted, the subordinate body which is required to elect, nominate, recommend or otherwise contribute to the constitution of the superior body shall be the corresponding body operating under the Statutes or the Regulations existing immediately prior to the operative date; or
 - b. Where that body does not exist, a temporary body shall be constituted by Academic Board for this purpose in the manner as near as possible to the procedure laid down in the Statutes.

SCHEDULE A

Statutory Committees of Council

A1. FINANCE COMMITTEE

Membership

- » Chairperson of Council – Chairperson
- » Vice-Chancellor
- » Pro-Vice-Chancellor
- » Registrar
- » University Librarian
- » Two persons appointed by Council from among those members who are not in the employ of the University
- » Principals of College of the University
- » Two members of the Academic Board elected by that body
- » Senior Assistant Registrar/Deputy Registrar – Secretary

In Attendance

- » Finance Officer
- » Internal Auditor

Quorum

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

Functions and Terms of Appointment

- a. Functions and terms of appointment for Finance Committee members are spelt out under Statute 32 of the Statutes.

A2. AUDIT COMMITTEE

Membership

- » Two independent persons nominated by the Internal Audit Agency and appointed by Council
- » One independent person nominated by the Institute of Chartered Accountants, Ghana and appointed by Council
- » Two (2) members of Council who are not in the employ of the University
- » The Chairperson of an Audit Committee shall be elected from among the independent members of the Committee who are not members of Council
- » The Registrar in consultation with the Vice-Chancellor shall appoint a person to provide secretarial support to the Audit Committee

In Attendance

- » Registrar
- » Finance Officer
- » Internal Auditor

Quorum

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

Functions and Terms of Appointment

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

A3. DEVELOPMENT COMMITTEE

Membership

- » Vice-Chancellor – Chairperson
- » Pro-Vice-Chancellor
- » Registrar
- » Two (2) members of Council not in the employment of the University
- » Principals of College of the University
- » Three (3) persons elected by the Academic Board from its membership
- » Secretary to be appointed by the Registrar

In Attendance

- » Finance Officer
- » Internal Auditor
- » Procurement Officer
- » Head of Estates Department
- » Director of Works and Physical Development

Quorum

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

Functions and Terms of Appointment

- a. Functions and terms of appointment for Development Committee members are spelt out under Statute 35 of the Statutes.

A4. SUPERANNUATION MANAGEMENT BOARD

Membership

- » The Vice-Chancellor;
- » Four members appointed by Council of whom two shall be from the Council who are not staff of the University and two from outside the University with expertise in investment and pension management. One of the two from outside the University

- shall be appointed as Chairperson by Council;
- » Two members, elected by UTAG;
- » One non-teaching Senior Member, elected by GAUA;
- » The Registrar;
- » The Finance Officer (Administrator of GUSSS);
- » Internal Auditor; and,
- » Secretary to be appointed by the Registrar

A5. UNIVERSITY TENDER COMMITTEE

Membership

- » Vice-Chancellor – Chairperson
- » Registrar
- » Finance Officer
- » A Lawyer appointed by Council
- » Three (3) Heads of Department including user department
- » One (1) member of professional body
- » One (1) member appointed by the Ghana Tertiary Education Commission (GTEC)
- » Procurement Officer – Secretary

In Attendance

- » Director, Works and Physical Development

The University Tender Committee may co-opt a person to act as a technical adviser at a meeting of the University Tender Committee, but a co-opted person shall not vote on a matter for decision before the Tender Committee.

Quorum

The Chairperson and four (4) other members

Functions

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

A6. APPOINTMENTS AND PROMOTIONS BOARD

Membership

- » The Vice-Chancellor – Chairperson
- » The Pro-Vice-Chancellor
- » The Registrar
- » Principals of College of the University
- » Three (3) persons of Professorial rank elected by the Academic Board to represent the following groups across all campuses:
 - a. Science and Technology;
 - b. Arts and Social Sciences; and
 - c. Education
- » Deputy Registrar, Human Resource shall serve as the Secretary

In Attendance

- » Dean of the Faculty to which the appointment/promotion is being made.
- » Head of the Department to which the appointment/promotion is being made.
- » Co-opted persons from outside the University where necessary.

Quorum

Five members including the Vice-Chancellor or Pro-Vice-Chancellor

Rules and Procedures

- a. The Vice-Chancellor shall be present for appointments or promotions to Associate Professor or Professor and equivalent grades.
- b. The Board shall review applications received in the light of the following:
 - i. Applicant's formal qualifications, experience and age;
 - ii. Status of contract (short-term, long-term, post-retirement, etc.);
 - iii. Recommendations of the Section from which the applicant is being considered;
 - iv. Report(s) of External Assessors where necessary; and
 - v. Appointment/Promotion shall be made to a named department or departments.
- c. Proceedings of the Appointments and Promotions Board shall be kept in the form of minutes on general policy matters and minutes of individual appointments.
- d. Minutes on general policy matters shall be sent to all Deans/Directors, Heads of Department and other members of the Academic Board.
- e. Relevant extracts from the minutes in respect of individual appointments shall be made available only by the Vice-Chancellor to competent authorities if required.
- f. All documents in the appointment process and all discussions at the Appointments and Promotions Board shall be confidential.
- g. The Registrar shall communicate the decision of the Appointments and Promotions Board to the applicant within four weeks, and in the case of appointments requiring prior approval by the University Council, within two weeks after such approval.
- h. The Appointments and Promotions Board may, on its own or on application, review its own decisions affecting appointment/promotion. For this purpose, at least, two-thirds of the Appointments and Promotions Board members shall be present.
- i. Appeals shall lie from the Appointments and Promotions Board to the University Council. In considering such appeals, Council may be assisted by an expert appointed by Council.

A7. PROFESSIONAL ADVISORY COMMITTEE

- » Without prejudice to Subsection (2) of Act 672 Section 5, there is hereby established a Committee of the University Council to be known as the Professional Advisory Committee.
- » The Professional Advisory Committee shall be a technical committee of the University Council and shall consist of a Chairman who shall be a member of the University Council, and not more than four other persons.
- » The members of the Professional Advisory Committee shall be appointed by the Council on the recommendation of the Secretary and shall be persons with expertise in Teacher Education.

Functions

- a. To review the programmes of the study instituted by the University for the education of teachers and other professional educators and advise the University Council on the programmes.
- b. To advise the University Council on the suitability and relevance of programmes of training of professional teachers for employment by the Ghana Education Service and other educational bodies in Ghana.
- c. To monitor the professional standards of the University and advise the University Council on measures to maintain such standards.
- d. To generally advise and assists the University in the performance of its functions under this Act.

A8. GRANT STEERING COMMITTEE***Membership***

- » Vice-Chancellor, Chairperson
- » Pro-Vice-Chancellor
- » Principals of College of the University
- » Registrar
- » Finance Officer
- » Director, DRID
- » Coordinator, DRID
- » Internal Auditor
- » Administrator, DRID Secretary

Functions

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

A9. ENDOWMENT TRUST FUND BOARD

Membership

- » Vice-Chancellor - Ex officio
- » Principals of College - Ex officio
- » Two Students (one undergraduate and one postgraduate)
- » Nominee of Senior/Junior Staff
- » Nominee of Convocation
- » Two nominees of Alumni
- » Registrar- Ex officio
- » Finance Officer - Ex officio
- » Director OIA
- » Secretary, Assistant/Senior Assistant Registrar OIA
- » Five nominees appointed by Council from outside the University who are well recognised outstanding individuals in their respective professional fields, which may include banking, finance, communication and law, one of whom shall be elected as Chairman

Quorum

Seven (7) members including the Chairman

OTHER COMMITTEES OUTSIDE COUNCIL

A10. FACULTY/SCHOOL APPOINTMENTS AND PROMOTIONS COMMITTEE

Membership

- » Dean of Faculty/School – Chairperson
- » Senior members of Professorial rank
- » Heads of Department within the Faculty
- » Faculty Officer - Secretary

Quorum

Half the membership including the Chairperson

Functions

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

A11. DEPARTMENTAL APPOINTMENTS AND PROMOTIONS COMMITTEE***Membership***

- » Head of Department -Chairperson
- » Two Senior Members of Professorial Rank or two Senior Lecturers
- » Departmental Administrator - Secretary

Quorum

Two (2) members including the Chairperson

Functions

- a. Consider applications for appointments and promotions received from the staff of the Department.
- b. Recommend the appointment and promotion of senior members (academic) by adhering to the approved Criteria for Appointment and Promotion of Senior Members.
- c. Submit comprehensive reports on the applications to the Dean/Director.

A12. ADMINISTRATION APPOINTMENTS AND PROMOTIONS COMMITTEE***Membership***

- » Registrar – Chairperson
- » Finance Officer
- » Internal Auditor
- » Director of Works and Physical Development
- » Director of University Health Services
- » Director of Information and Communication Technology Services
- » Deputy Registrar, Academic Affairs
- » Deputy Registrar, Human Resource
- » Deputy Registrar, Public Relations and Communication
- » Deputy Registrar, Operations
- » Procurement Officer
- » Senior Assistant Registrar (DHR) – Secretary

Quorum

Six (6) members including the chairperson

Functions

- a. Consider applications for appointments and promotions to the various senior administrative/professional ranks/posts.
- b. Recommend the appointments and promotions of Senior Members (Administrative/ Professional) to the Appointments and Promotions Board by adhering to the approved Criteria for Appointment and Promotion of Senior Members.

A13. APPOINTMENTS AND PROMOTIONS COMMITTEE

Membership

- » Pro-Vice-Chancellor – Chairperson
- » Registrar
- » Principals
- » Finance Officer
- » Deputy Registrar, Human Resource
- » One (1) person appointed by Academic Board
- » One external assessor appointed by the Registrar on the recommendation of the Dean/ Head of the respective Faculty/Department/Section/Unit
- » Assistant/Senior Assistant Registrar (DHR) – Secretary

In Attendance

- » The Head of the Department concerned.

Quorum

Three (3) members including the Chairperson, the Head of the Department concerned and the External Assessor.

Functions

- a. Consider applications for appointments and promotions to various Senior and Junior staff positions.
- b. Conduct interviews and recommend the appointments and promotions of Senior and Junior Staff to the Vice-Chancellor.

APPEALS RELATING TO APPOINTMENTS AND PROMOTIONS

- a. The Appointments and Promotions Committee may, on its own or on application, review its own decisions affecting appointments or promotions.
- b. Appeals shall lie from the Appointments and Promotions Committee to the Vice-Chancellor.

SCHEDULE B

Standing Committees of the Academic Board

B1. EXECUTIVE COMMITTEE OF ACADEMIC BOARD

Membership

- » Vice-Chancellor – Chairperson
- » Pro-Vice-Chancellor
- » Registrar

- » Principals of the College of the University
- » Deans/Directors at the level of Dean
- » Three (3) members elected by the Academic Board from its membership not below the rank of Senior Lecturer
- » University Librarian
- » Deputy Registrar, Academic Affairs - Secretary

Quorum

Half the membership including the Chairperson

Functions

- a. To provide oversight and to co-ordinate the development and implementation of strategic initiatives as well as other efforts designed to advance the goals of the University.
- b. To consider and develop appropriate processes and methods for actively engaging the Colleges in comprehensive, integrated and institutional-wide strategic planning.
- c. To consider and develop strategies and recommendations for identifying, developing and implementing strategic goals.
- d. To identify the principles for resource allocation and management of Colleges.
- e. To monitor progress in achieving and realizing strategic objectives.
- f. To serve as an advisory body to the Vice-Chancellor

B2. ACADEMIC PLANNING COMMITTEE

Membership

- » Pro-Vice-Chancellor – Chairperson
- » Registrar
- » University Librarian
- » Principals of College of the University
- » Deans of Academic Faculties
- » Director, Quality Assurance
- » One (1) member elected by each Faculty
- » Deputy Registrar, Division of Academic Affairs - Secretary

In Attendance

Head of Planning and Accreditation Unit

Quorum

Half the membership including the Chairperson

Functions

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

B3. COLLEGE OF DISTANCE AND E-LEARNING (CODEL) BOARD

1. There shall be a College of Distance and e-Learning (CoDeL) Board which shall regulate the academic affairs of the College and shall be responsible to the University Academic Board in all academic matters, exercise the powers of the University Academic Board delegated to it by the University and make recommendations to the University Academic Board.
2. The CoDeL Board shall consist of:
 - a. Principal of the College – Chairperson
 - b. Dean of School of Graduate Studies
 - c. Deans of Academic Faculties with programmes on distance mode
 - d. Director, Quality Assurance
 - e. Director, ITECPD
 - f. College Librarian
 - g. One (1) representative of each Faculty/School of Professorial rank (elected by each Faculty with programmes on distance mode)
 - h. Two (2) Professors (elected by the Academic Board from its membership)
 - i. College Registrar shall serve as the Secretary.
3. The College Board shall meet at least twice each semester.

4. A special meeting of the College Board shall be called by the Principal of the College on the written request of at least half of the members of the Board submitted to the Principal with a statement of the subject matter to be considered at the special meeting. The Principal shall convene a special meeting of the Board within fourteen days of receipt of the request.
5. Emergency meetings of a College Board may be called by the Principal at any time by giving at least 24 hours' notice to members and stating the emergency that has arisen and the business that shall be transacted in relation to the emergency.
6. The quorum for a meeting of a College Board shall be half of the total membership.
7. The Vice-Chancellor and Registrar shall be served with copies of the minutes of meetings of the College Board.
8. The Academic Board shall receive written reports from the College Board.

In Attendance

- » Head of Finance
- » Head of Internal Audit

Quorum

Half the membership including the Chairperson

B4. BOARD OF SCHOOL OF GRADUATE STUDIES

Membership

- » Dean (SGS) – Chairperson
- » Deans of Academic Faculties
- » Director, Quality Assurance
- » University Librarian
- » Director, ITECPD
- » Vice-Dean (SGS)
- » One (1) representative of Professorial rank (elected by each Faculty) from each Faculty/School
- » Two (2) Professors (elected by the Academic Board from its membership)
- » Deputy Registrar, SGS - Secretary

Quorum

Half the membership including the Chairperson

Functions

- a. To formulate rules and regulations for the conduct of higher degrees and graduate diplomas.
- b. To receive and approve graduate programmes submitted by Faculty Graduate Committees.
- c. To approve admission of candidates into graduate programmes.

- d. To approve results of higher degrees and post graduate diplomas examinations and recommend same to the Academic Board for the award of degrees and post graduate diplomas.
- e. To liaise with the Centre for International Programmes and other relevant departments to establish academic linkages with institutions of higher learning both local and international.
- f. To organise workshops, conferences and seminars for graduate students.
- g. To conduct appraisal of candidates, supervisors, coursework, theses topics, titles and synopses for higher qualifications based upon recommendations from Faculty Graduate Committees.
- h. To recommend the appointment of internal and external examiners in respect of written papers for postgraduate courses, dissertations or theses to the Academic Board based upon recommendations from Faculty Graduate Committees.
- i. To keep records of all postgraduate students and publish the postgraduate handbook from time to time.
- j. To periodically initiate the process for review of the graduate curricula.
- k. To liaise with Heads of Department on postgraduate matters in their various departments.
- l. To establish and maintain links with Graduate Schools in other universities or institutions.

B5. RESEARCH, CONFERENCES AND SCHOLARSHIPS COMMITTEE

Membership

- » Pro-Vice-Chancellor - Chairperson
- » Registrar
- » Finance Officer
- » Principals of College of the University
- » Two (2) members elected by the Academic Board from its membership
- » Deans of Faculty
- » Deputy Registrar, Division of Human Resource - Secretary

Quorum: Half the membership including the Chairperson.

Functions

- a. To examine and take appropriate action on grants for research and conferences as may be approved by the Academic Board from time to time.
- b. To consider research proposals, approve and disburse funds allocated for the purpose.
- c. To receive and study applications, and recommend the granting of scholarships to appropriate persons.
- d. To receive and consider applications for further studies.
- e. To support funding for in-service training, research and conferences.
- f. To receive and publish reports on conferences and research from Faculties/Directorates/ Departments/Centres/Sections and prepare annually a comprehensive report for submission to the Academic Board.

B6. LIBRARY BOARD***Membership***

- » Pro-Vice-Chancellor – Chairperson
- » Registrar
- » Principals of College of the University
- » University Librarian
- » Finance Officer
- » Director of ICT Services
- » Heads of College Library
- » One (1) member elected by each Faculty
- » One (1) student member from each College SRC/GRASAG
- » Secretary to be appointed by Registrar

Quorum: Half the membership including the Chairperson.

Functions

- a. To formulate policies and plan for Libraries within the University.
- b. To review recommendations on long-term planning for the University's Library.

B7. JOINT ADMISSIONS BOARD***Membership***

- » Pro-Vice-Chancellor -Chairperson
- » Registrar
- » Principals of College of the University
- » Deans of Faculty
- » Deputy Registrar, Academic Affairs
- » Deputy Registrar/ Senior Assistant Registrar, Admissions Office – Secretary

Quorum: Half the membership including the Chairperson.

Functions

- a. To determine admission quotas.
- b. To approve selection of candidates recommended by Faculty Boards.
- c. To make recommendations to the Academic Board on admission policies.

B8. PUBLICATIONS BOARD***Membership***

- » Chairperson - University Librarian
- » University Editor (appointed by the Vice-Chancellor)
- » One (1) representative (elected by each Faculty Board)
- » Director, ICT Services
- » Deputy Registrar, Public Relations and Communication

- » Head of Printing Press
- » Assistant Registrar, Publishing and Web Development - Secretary
- » **Quorum:** Half the membership including the Chairperson.

Functions

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

B9. FINANCE AND DEVELOPMENT PLANNING COMMITTEE

Membership

- » Vice-Chancellor – Chairperson
- » Pro-Vice-Chancellor
- » Registrar
- » University Librarian
- » Finance Officer
- » Principals of College of the University
- » Deans of Faculty
- » Internal Auditor
- » Director of Works and Physical Development
- » Three (3) members (elected by the Academic Board)
- » Director, Office for Institutional Advancement
- » Procurement Officer
- » Estate Officer
- » Secretary – to be appointed by the Registrar

Quorum: Half the membership including the Chairperson

Functions

- a. To administer the finances and property of the University.
- b. To prepare yearly statement of estimates and accounts of the University for the approval of the Academic Board.
- c. To formulate development policies.
- d. To advise on the non-recurrent development projects of the University.
- e. To advise on the expenditure of the University's capital and development funds.

B10. INFORMATION AND COMMUNICATION TECHNOLOGY BOARD

Membership

- » Vice-Chancellor – Chairperson
- » Pro-Vice-Chancellor
- » Registrar

- » Principals of College of the University
- » University Librarian
- » Director, ITECPD
- » Deans of Faculty
- » Director, ICT Services
- » One (1) representative from CoDeL
- » One (1) representative from Finance Office
- » Deputy Registrar, Academic Affairs
- » Head of College Library
- » Secretary – to be appointed by the Registrar

Quorum: Half the membership including the Chairperson.

Functions

- a. To provide strategic direction for the development of ICT in the University.
- b. To provide leadership in the formulation and implementation of effective online teaching and learning.
- c. To advise on the acquisition of digital academic resources to support virtual teaching and learning.
- d. To oversee the implementation of the ICT Policy in the University.
- e. To streamline the acquisition of ICT infrastructure and equipment to ensure standards.
- f. To plan and execute training programmes for staff and training.
- g. To make recommendations to Academic Board on the use of ICT resources.
- h. To provide comprehensive guidelines on the conduct of online academic activities.

B11. STUDENT-STAFF CONSULTATIVE COMMITTEE

Membership

- » Vice-Chancellor – Chairperson
- » Pro-Vice-Chancellor
- » Principals of College of the University
- » Registrar
- » Finance Officer
- » University Librarian
- » Internal Auditor
- » Deans of Faculty
- » Dean of Student Affairs
- » Vice-Deans of Student Affairs
- » Director, ITECPD
- » Director, Works and Physical Development
- » Deputy Registrar, Academic Affairs
- » Director of University Health Services
- » Director of Security
- » Five (5) Executive members of SRC

- » Three (3) Executive members of GRASAG
- » Four (4) Executive members of DESA
- » Secretary – Assistant/Senior Assistant Registrar, Office of the Dean of Student Affairs

Quorum

Half the membership including the Chairperson

Functions

- a. Establish and maintain effective channels of communication between the University Management and students.
- b. Handle issues affecting the general welfare of students.
- c. Provide feedback to students on actions taken in response to their concerns.
- d. Report students' feedback to the parties concerned and to work with them to formulate plans to refine courses and curricula.

B12. HOUSING COMMITTEE

Membership

- » Pro-Vice-Chancellor - Chairperson
- » One (1) representative of Estate Management Committee
- » Four (4) members elected by the Academic Board
- » One (1) representative of SSA-UoG
- » One Member of GAUA
- » Estate Officer– Member/Secretary

Quorum

Five (5) members including the Chairperson

Functions

- a. To provide policy direction for university housing and guest housing.
- b. To identify and allocate houses to staff.
- c. To propose for consideration of Academic Board procedures for the allocation of accommodation to staff.

B13. ESTATE MANAGEMENT COMMITTEE

Membership

- » Pro-Vice-Chancellor - Chairperson
- » Registrar
- » Finance Officer
- » Director of Works and Physical Development
- » Dean of Student Affairs
- » Director of Security
- » Head of Maintenance Section
- » Five (5) members (elected by the Academic Board) with representation from each College
- » Curator

- » Chief Health Superintendent
- » Estate Officer – Member/Secretary

Quorum

Half the membership including the Chairperson

Functions

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

B14. SECURITY AND SAFETY COMMITTEE

Membership

- » Pro-Vice-Chancellor – Chairperson
- » Dean of Student Affairs
- » Director, Gender Mainstreaming
- » Director of Works and Physical Development
- » Director of University Health Services
- » Three (3) Senior Members elected by Convocation
- » One (1) representative nominated by SSA-UoG
- » One (1) representative nominated by TEWU
- » One (1) representative from SRC
- » One (1) representative from GRASAG
- » One (1) representative from the Centre for Disability Studies
- » Two (2) representatives from the Hall Managers
- » Deputy Registrar, Operations
- » Director of Security
- » Secretary – to be appointed by the Registrar

Quorum

Half the membership including the Chairperson

Functions

- a. Monitor and handle security and safety matters of the University.
- b. Carry out security needs assessment.
- c. Recommend security and safety measures to the Academic Board.
- d. Develop policy guidelines for security and safety for the University.

B15. HEALTH AND SANITATION COMMITTEE

Membership

- » Pro-Vice-Chancellor - Chairperson
- » Dean of Student Affairs
- » Two (2) members elected by the Academic Board
- » Head of Centre for Hearing and Speech Services
- » Director of University Health Services
- » Medical Officers of the Colleges of the University
- » Hall Managers
- » Estate Officer
- » Head, Health and Sanitation
- » Curator
- » One (1) representative of GAUA
- » One (1) representative of SSA-UoG
- » One (1) representative of TEWU
- » One (1) member from SRC
- » One (1) member from GRASAG
- » One (1) representative from a Department offering programmes in Food and Nutrition
- » Secretary – Administrator, University Hospital

Quorum

Half the membership including the Chairperson

Functions

- a. Advise Academic Board on matters relating to the health of traders and food vendors on campus.
- b. Recommend to Academic Board appropriate measures on sanitation at all University premises.
- c. Ensure the implementation of decisions on health and sanitation matters in the University.
- d. Provide a periodic report to Academic Board at least twice a year.

B16. STUDENT RESIDENTIAL MANAGEMENT COMMITTEE

Membership

- » Pro-Vice-Chancellor – Chairman
- » Registrar
- » Principals of College
- » Two (2) members elected by Academic Board
- » Dean of School of Graduate Studies
- » Dean of Student Affairs
- » Finance Officer
- » Internal Auditor
- » Director of Works and Physical Development
- » Deputy Registrar, Academic Affairs

- » Heads of Hall or their representatives
- » President of SRC
- » President of GRASAG
- » Presidents of JCRC
- » One (1) representative of Private Hostel Operators
- » Assistant/Senior Assistant Registrar (Office of Dean of Student Affairs) – Secretary

Quorum

Half the membership including the Chairperson

Functions

- a. Monitor and ensure the effective operation of the Hall Management system of the University.
- b. Ensure adequate supervision and welfare of Junior Members.
- c. Advise Academic Board on matters relating to the conduct of Junior Members in the Halls of Residence.
- d. Provide a periodic report to the Academic Board at least twice a year.

B17. SCHOOLS MANAGEMENT COMMITTEE

Membership

- » Chairperson (elected by Academic Board)
- » Director of University Basic Schools
- » One (1) representative of UTAG
- » One (1) representative of GAUA
- » One (1) representative of SSA-UoG
- » One (1) representative of TEWU
- » Heads of University Basic Schools
- » Representatives of University Basic Schools' Parents Teacher Association
- » Secretary to be appointed by the Registrar

Quorum: Half the membership including the Chairperson

Functions

- a. To initiate development projects in the University Basic Schools.
- b. To assist the University in getting support for the development of the schools.
- c. To formulate policy on admission into University Basic Schools.
- d. To liaise with Director of Basic Schools on school management issues emanating from the GES and other related bodies.
- e. To perform such other functions as may be assigned to it by the Academic Board.

B18. FARM MANAGEMENT COMMITTEE

Membership

- » Chairperson (appointed by the Vice-Chancellor)
- » Finance Officer or his/her Representative

- » Farm Manager
- » Two (2) members elected by the Academic Board
- » One (1) representative from the Veterinary Services
- » Senior Assistant Registrar/Assistant Registrar, Division of Operations as the Secretary

Quorum: Half the membership including the Chairperson.

Functions

- a. Ensure the efficient running of the University Farm.
- b. Make recommendations on policy matters to the Academic Board.
- c. Provide periodic report to Academic Board at least twice a year.

B19. TRANSPORT COMMITTEE

Membership

- » Pro-Vice-Chancellor – Chairperson
- » Registrar
- » Finance Officer
- » Internal Auditor
- » Deputy Registrar, Division of Operations
- » Head of Transport
- » One (1) representative nominated by each Faculty/School
- » One (1) representative from CoDEL
- » One (1) representative from ITECPD
- » One (1) representative nominated by SSA-UoG
- » One (1) representative nominated by TEWU
- » One (1) member from SRC
- » One (1) member from GRASAG
- » Assistant/Senior Assistant Registrar, Division of Operations – Secretary

Quorum: Half of the membership including the Chairperson.

Functions

- a. Ensure effective running of the Transport Section.
- b. Recommend to the Academic Board policy guidelines for operating an efficient transport system.
- c. Monitor and ensure the implementation of the Transport Policy.
- d. Provide periodic reports to Academic Board at least twice a year.

B20. STAFF DEVELOPMENT COMMITTEE

Membership

- » Registrar – Chairperson
- » Finance Officer
- » University Librarian

- » Internal Auditor
- » Director, Works and Physical Development
- » Deputy Registrar, Human Resource
- » Senior Assistant Registrar/ Assistant Registrar (Human Resource) – Secretary

Quorum: Half the membership including the Chairperson

Functions

- a. To identify training and development programme needs for non-teaching staff.
- b. To determine the number of employees to be sponsored every year on professional programmes.
- c. To ensure availability of financial resources for such programmes.
- d. To regulate the progress of other staff on study leave.

B21. SPORTS COMMITTEE

Membership

- » Chairperson appointed by Academic Board
- » Director of Sports
- » Two (2) Senior Members nominated by Convocation: One (1) Teaching
- » One (1) Non-Teaching
- » One (1) representative (nominated by SSA-UoG)
- » One (1) representative (nominated by TEWU)
- » One (1) representative of students with special needs
- » Two (2) students elected by Sports Union – One male, one female
- » One (1) representative nominated by the Department of HPERS
- » University Head Coach
- » One (1) Head Coach from each College of the University
- » One (1) representative from Honorary Coaches
- » SRC General Sports Secretary
- » GRASAG/SRC Sports Organiser from each College of the University
- » DESA Sports Organiser
- » An Accounts Officer (assigned by the Finance Officer)
- » Assistant Registrar, Amalgamated Sports Office – Secretary

Quorum

Half the membership including the Chairperson

Functions

- a. Formulate policies for the development of sports and recreation in the University.
- b. Advise the Academic Board on provision of needed facilities for sports and recreation.
- c. Provide periodic reports to the Academic Board at least twice a year.

B22. ADMINISTRATION COMMITTEE

Membership

- » Vice-Chancellor - Chairperson
- » Pro-Vice-Chancellor
- » Registrar
- » Finance Officer
- » University Librarian
- » Internal Auditor
- » Principal, CoDeL
- » Deans
- » Director of University Health Services
- » Director, Office for Institutional Advancement
- » Director of ICT Services
- » Planning Officer
- » Deputy Registrar, Division of Operations
- » Deputy Registrar, Public Affairs and Communication
- » Director of Works and Physical Development
- » Deputy Registrar, Division of Human Resource
- » Deputy Registrar, Division of Academic Affairs
- » Procurement Officer
- » Estate Officer
- » Secretary – to be appointed by the Registrar

Quorum: Half the membership including the Chairperson.

Functions

- a. Oversee operational efficiency of administrative and academic units of the University.
- b. Make recommendations to the relevant sections of the University.

B23. COLLEGE ADMINISTRATION COMMITTEE

Members

- » Principal - Chairperson
- » College Registrar
- » Head of Finance
- » Head of Library
- » Head of Internal Audit
- » Deans
- » Heads of Academic Departments
- » Head of Operations
- » Head of Works and Physical Development
- » Head of Human Resource
- » Head of Academic Affairs

- » Medical Officer
- » Head of Procurement
- » Head of Estates
- » Secretary – To be appointed by the College Registrar

Quorum: Half the membership including the Chairperson.

Functions

- a. Oversee operational efficiency of administrative and academic units of the College.
- b. Make recommendations to the relevant sections of the College.

B24. GENDER MAINSTREAMING COMMITTEE

Membership

- » Pro-Vice-Chancellor - Chairman
- » Principals of College of the University
- » Registrar
- » Finance Officer
- » University Librarian
- » Dean, School of Graduate Studies
- » Dean of Student Affairs
- » Director, Gender Mainstreaming Directorate
- » One (1) representative of Hall Managers
- » One (1) Academic Board Representative
- » Gender Desk Officers/Coordinators Secretary

Quorum

Half the membership including the Chairperson

Functions

- a. Exercise oversight responsibility over the operations of the Gender Mainstreaming Directorate.
- b. Promote an enabling environment for successful gender mainstreaming on all campuses.
- c. Ensure that the processes and procedures to bridge the male/female representation gap are followed.
- d. Submit annual report to Academic Board.

B25. SEXUAL HARASSMENT COMMITTEE

Membership

- » Chairperson appointed by Vice-Chancellor
- » Two (2) members elected by the Academic Board
- » One (1) representative of UTAG
- » One (1) representative of GAUA

- » One (1) representative of SSA-UoG
- » One (1) representative of TEWU
- » One (1) representative of GRASAG
- » One (1) representative of SRC
- » One (1) representative of DESA
- » Head, Legal Unit or representative
- » Director, Gender Mainstreaming Directorate or representative - Member/Secretary

Quorum

Six (6) members including the Chairperson

Functions

- a. Address sexual harassment issues relating to the University community as spelt out in the Sexual Harassment Policy document.
- b. Provide education for the entire community including providing avenues for education and training on the University's Policy on Sexual Harassment to Heads of Department and Academic Advisors, Hall Managers, the Counselling Centre, Dean of Student Affairs and personnel of the Office of the Dean of Student Affairs.
- c. Monitor compliance with the Sexual Harassment Policy.
- d. Receive and investigate complaints on sexual harassment and make appropriate recommendations to the Vice-Chancellor.
- e. Ensure that newly appointed staff and fresh students receive orientation on the Sexual Harassment Policy of the University.
- f. Produce and disseminate educational materials on issues of sexual harassment to the general University Community.

B26. QUALITY ASSURANCE COMMITTEE

Membership

- » Pro-Vice-Chancellor - Chairperson
- » Registrar
- » Finance Officer
- » University Librarian
- » Principals of College of the University
- » Deans of Faculty
- » Director, Quality Assurance Directorate
- » Director, IERIS
- » Director of Works and Physical Development
- » Internal Auditor
- » Two (2) representatives of Academic Board
- » Senior Assistant Registrar/Assistant Registrar,
- » Quality Assurance Directorate - Secretary

Quorum

Half the membership including the Chairperson

Functions

- a. Oversee operational efficiency of the Quality Assurance Directorate.
- b. Monitor the implementation of the University's policies, systems, procedures, strategies and resources for the management of the quality of the core functions of teaching and learning, research and social responsiveness.
- c. Monitor the effectiveness of the quality management systems.
- d. Promote a culture of continuous improvement within the University.
- e. Ensure that effective quality assurance policies and quality management systems are in place throughout the University.
- f. Ensure that recommendations emerging from internal, as well as external reviews conducted by the Ghana Tertiary Education Committee (GTEC) and other external bodies are being addressed.
- g. Act as the overall coordinating body for institution-wide reviews conducted by the Ghana Tertiary Education Committee (GTEC) or other external bodies.
- h. Promote the development of innovations related to quality improvement.
- i. Advise Academic Board on matters relating to alignment with national and institutional quality assurance requirements and make recommendations on matters requiring attention
- j. Promote the dissemination of good practices.
- k. Provide advice to appropriate committees and structures regarding quality promotion.
- l. Meet at least twice in an academic year to receive reports from the Director of Quality Assurance and review semester report on College/Faculty/Departmental performance on University quality mechanism.

B27. INSTITUTIONAL ETHICAL REVIEW BOARD**Membership**

- » Dean, School of Graduate Studies - Chairperson
- » Five Persons with background, extensive knowledge and expertise in research appointed by the Academic Board
- » University Librarian
- » Director, Quality Assurance
- » Director, IERIS
- » Director, Directorate of Research, Innovation and Development
- » Deputy Registrar, School of Graduate Studies as the Secretary

Quorum: Half of the membership.

In attendance

A representative from Finance Office

Functions

- a. Review research that involves human and animal subjects.
- b. Ensure that rights and welfare of human participants and animal subjects in research are protected.
- c. Ensure that in the cases of minors, the consent of parents or guardians is sought.
- d. Ensure that potential risks have been considered and minimised.
- e. Ensure that the potential benefits have been identified and maximised.
- f. Ensure that consent of human beings is sought before participation in research.
- g. Ensure that research is conducted ethically and in compliance with established standards.

B28. AFFILIATIONS COMMITTEE

Membership

- » Pro -Vice-Chancellor-Chairperson
- » One (1) Principal appointed by the Vice-Chancellor
- » Two (2) representatives of the Academic Board
- » One (1) Dean appointed by the Vice-Chancellor
- » Director of Quality Assurance
- » Deputy Registrar, Academic Affairs
- » Assistant Registrar/Senior Assistant Registrar (Affiliations) as Secretary

Quorum

Half of its total membership including the Chairperson

Functions

- a. To develop and direct general affiliation policies.
- b. To receive and consider affiliates' requests for approval by the Academic Board.
- c. To determine the guidelines towards chartering.
- d. To liaise with the Ghana Tertiary Education Commission (GTEC) on matters relating to affiliation.
- e. To receive and deliberate on affiliation reports to inform policy.
- f. To consider the examination results of Affiliate Institutions and forward same to the Academic Board for consideration.
- g. To report on affiliations to the Academic Board at the end of every academic year
- h. To perform any other duties in relation to affiliations as may be assigned by the Vice-Chancellor or the Academic Board

B29. HOSPITAL BOARD

Membership

- » Vice-Chancellor - Chairman
- » Finance Officer
- » Registrar

- » Head of Clinical Services
- » Head of Pharmaceutical Services
- » Head of Medical Diagnostic Services
- » Head of Nursing Services
- » Head of Health and Sanitation
- » Head of Audiology and Speech Centre
- » TEWU Representative
- » SSA-UoG Representative
- » GAUA Representative
- » UTAG Representative
- » Academic Board Representative
- » Ghana Health Service Representative
- » Municipal Assembly Representative
- » Hospital Administrator - Secretary

Quorum

Nine (9) of membership

Functions

- a. Oversight of strategy and mission of UEW Health Directorate
- b. Advisory Body on all health matters of Staff and Students
- c. Development and review of all Health and related Policies of the University

B30. MANAGEMENT COMMITTEE

Membership

- » Vice-Chancellor - Chairperson
- » Pro-Vice-Chancellor
- » College Principals
- » Registrar
- » Finance Officer
- » Senior Assistant Registrar/Assistant Registrar, Vice-Chancellor's Office – Secretary

In Attendance

- » Internal Auditor
- » Director of Works and Physical Development

Quorum

Half the membership including the Chairperson

Functions

- a. Discuss pertinent issues that otherwise would have called for Council or Academic Board meeting, looking at the cost involved and the urgency of the issue.
- b. Receive and consider status reports on day-to-day management issues in the University and make inputs for improvement.
- c. Advise on the general improvement of the University.

B31. CHAPLAINCY COMMITTEE

Membership

- » University Chaplain - Chairperson
- » All Chaplains of the University
- » Ordained Priests in the University
- » Imam from Orthodox Muslim
- » Imam from Ahmadiyya Muslim
- » Deputy Registrar, Operations
- » Dean of Student Affairs
- » Head, Guidance and Counselling Unit
- » Secretary – To be appointed by the Registrar

Quorum: Half the membership including the Chairperson

Functions

- a. Coordinate all religious activities on campus.
- b. Organise joint worship for the University Community on such occasions as may be appropriate.
- c. Liaise with the religious groups on campus and the University authorities.
- d. Recommend the approval of Chaplaincies as they are formed.
- e. Offer pastoral counselling to the University Community.
- f. Provide support and guidance in matters relating to faith and spiritual development for both Students and Staff.

B32. TIME TABLE COMMITTEE

Membership

- » Pro-Vice-Chancellor-Chairperson
- » Deputy Registrar, Academic Affairs
- » Faculty Examination Officers
- » Postgraduate Programme Coordinators
- » Departmental Examination Officers
- » Senior Assistant Registrar (Examination Unit, Academic Affairs) - Secretary

Quorum: Half the membership including the Chairperson

Functions

- » Prepare teaching and examination time tables for the University.
- » Allocate venues for teaching and examinations.
- » Take oversight responsibility for the conduct of all University Examinations.

B33. DIRECTORATE OF RESEARCH, INNOVATION AND DEVELOPMENT BOARD***Membership***

- » Vice-Chancellor – Chairperson
- » Pro-Vice-Chancellor
- » Registrar
- » Finance Officer
- » Principals of College
- » Deans of Faculty
- » Director, DRID
- » Director, IERIS
- » Director, Quality Assurance
- » Internal Auditor
- » Procurement Officer
- » Secretary to be appointed by the Registrar

Quorum: Half the membership including the Chairperson.

Functions

- a. Identify funding agencies.
- b. Keep UEW abreast of current calls for proposals from funding agencies.
- c. Coordinate and ensure that proposals are written to meet donors' requirements.
- d. Coordinate the implementation of externally funded projects.
- e. Report on the implementation of externally funded projects to management and donors.
- f. Provide technical advice to proposal writing teams on donor requirements.
- g. Source, coordinate and report on consultancy services.
- h. Track the implementation of projects according to approved action plans.

B34. BOARD OF SURVEY***Membership***

- » Registrar - Chairperson
- » Finance Officer
- » Internal Auditor
- » External Assessor (where necessary)
- » The Head of Department who has requested for the convening of the Board shall be co-opted.
- » Estate Officer as Member/Secretary

Quorum: Half of the membership including the Chairperson.

Functions

- a. To determine whether the items which have been the subject of enquiry are damaged, bad or unserviceable.
- b. To ascertain the circumstances which led to their being declared bad, damaged or unserviceable.

- c. To make such recommendations or decisions as may be considered necessary for the sale or disposal, either by public auction or open tender, or destruction of the condemned stores.
- d. All decisions of the Board shall be subject to the approval of the Vice-Chancellor.

B35. STRATEGIC PLAN MONITORING COMMITTEE

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

Membership

- » Chairperson of Dean's Status appointed by the Vice-Chancellor - Chairman
- » One Representative from each Faculty/Institute/School
- » One Representative from the Registrars' Department
- » One Representative from the Finance Office
- » One Representative from the Internal Audit Department
- » One Representative from the Directorate of Works and Physical Development
- » One Representative from the Directorate of Quality Assurance
- » One Representative from the University Library
- » Planning Officer – Member/Secretary

Functions

- a. Design key performance indicators for monitoring progress of implementation of the Corporate Strategic Plan
- b. Monitor the implementation of the Corporate Strategic Plan on a regular basis
- c. Facilitate regular communication of progress on implementation of the Strategic Plan to the University community and other key stakeholders
- d. Organise an annual strategic planning retreat to review and discuss progress and challenges of the strategic plan
- e. Produce an annual report on the progress of implementation of the Strategic Plan to be submitted to the University Council through the Vice-Chancellor
- f. Any other related functions that may be assigned to the Committee

Quorum: Half the membership including the Chairperson

Note: Unless otherwise stated, all elected/appointed member(s) on Boards and Committees shall serve for a period of two years and are eligible for re-election/re-appointment.

SCHEDULE C

Faculties, Schools and Departments

C1. AJUMAKO - COLLEGE OF LANGUAGES EDUCATION

Faculty of Ghanaian Languages Education

- » Department of Akan-Nzema Education
- » Department of Ga-Dangme Education
- » Department of Ewe Education
- » Department of Gur-Gonja Education

Faculty of Foreign Languages Education

- » Department of English Education
- » Department of Applied Linguistics
- » Department of French Education
- » German Unit

C2. WINNEBA

School of Creative Arts

- » Department of Art Education
- » Department of Graphic Design
- » Department of Music Education
- » Department of Theatre Arts
- » Department of Textile and Fashion Education
- » Centre for Research in Culture and Creative Arts

School of Communication and Media Studies

- » Department of Communication Instruction
- » Department of Development Communication
- » Department of Journalism and Media Studies
- » Department of Strategic Communication
- » Centre for Communication Education Research and Professional Development
- » Communication Skills Unit

Faculty of Educational Studies

- » Department of Early Childhood Education
- » Department of Basic Education
- » Department of Educational Administration and Management
- » Department of Educational Foundations
- » Educational Resource Centre
- » Department of Counselling Psychology
- » Counselling Centre

- » Department of Special Education
- » Centre for Community Based Rehabilitation and Disability Studies
- » Resource Centre for Students with Special Needs
- » Centre for Hearing and Speech Services

Faculty of Science Education

- » Department of Biology Education
- » Department of Chemistry Education
- » Department of Physics Education
- » Department of Integrated Science Education
- » Department of Mathematics Education
- » Department of HPERS
- » Department of ICT Education
- » Department of Health Administration and Education

Faculty of Home Economics Education

- » Department of Integrated Home Economics Education
- » Department of Clothing/Fashion and Textiles Education
- » Department of Food and Nutrition Education
- » Department of Family Life Management

Faculty of Social Sciences Education

- » Department of History Education
- » Department of Political Science Education
- » Department of Geography Education
- » Department of Economics Education
- » Department of Social Studies Education
- » Centre for African Studies
- » Centre for Conflict, Human Rights and Peace Studies

School of Business

- » Department of Accounting
- » Department of Banking and Finance
- » Department of Management Sciences
- » Department of Marketing and Entrepreneurship
- » Department of Procurement and Supply Chain Management

SCHEDULE D

Structure of Institutes and Centres

D1. INSTITUTE FOR TEACHER EDUCATION AND CONTINUING PROFESSIONAL DEVELOPMENT (ITECPD)

1. There shall be an Institute for Teacher Education and Continuing Professional Development (ITECPD) which shall be responsible for all matters relating to student internship, affiliation and mentoring of Colleges of Education (CoE) and Continuing Professional Development (CPD).
2. There shall be a Director at the level of a Dean who shall be of Professorial Status.
3. The Director may be assisted by a Deputy Director.
4. The Director shall be appointed by the Vice-Chancellor on the recommendation of the Appointments and Promotions Board and in accordance with the Schedules of the Statutes.
5. Where there is no Professor, a Senior Lecturer who has been a Head of Department or its equivalent may be appointed.
6. A Director of Professorial Status shall hold office for three academic years renewable for another term of three (3) years provided that additional term is not a continuous extension of the two terms.
7. A Director of non-professorial status shall hold office for two academic years.
8. A Director may be appointed for a maximum of two continuous terms.
9. A Director appointed in an acting capacity shall at each instance, be appointed for one year.

Functions

- a. Mentor Colleges of Education in terms of developing curriculum, examination and certification of Colleges of Education.
- b. Organise student placements in schools and colleges for internship of UEW students and international students.
- c. Provide opportunities for continuous professional development of skills and knowledge of staff of UEW and other institutions.
- d. Conduct action research and collaborative research in Teacher Education and Continuous Professional Development.
- e. Build relationship and collaborate with professional, statutory and regulatory bodies including Ministry of Education, Ghana Tertiary Education Commission (GTEC), Ghana Education Service, Universities and Colleges of Education.
- f. Organise courses in related relevant disciplines.

Membership of Advisory Board

- » Vice-Chancellor - Chairperson
- » Registrar
- » Principal of CoDeL
- » Director, ITECPD
- » Finance Officer
- » Director, Quality Assurance
- » Dean, Faculty of Educational Studies
- » One (1) representative of Ghana Tertiary Education Commission (GTEC)
- » One (1) representative of GES
- » Director, Teacher Licensing Division, GES
- » All Principals of Colleges of Education affiliated to UEW
- » One (1) member elected by the Academic Board
- » Deputy Registrar, ITECPD – Secretary

In Attendance

Pro-Vice-Chancellor

Meetings of the ITECPD Advisory Board

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

Quorum: Half of the membership

D2. INSTITUTE OF EDUCATIONAL RESEARCH AND INNOVATION STUDIES (IERIS)

1. The Institute of Educational Research and Innovation Studies (IERIS) consists of Centre for School and Community Science and Technology Studies (SACOST), National Centre for Research into Basic Education (NCRIBE) and Centre for Educational Policy Studies (CEPS)
2. There shall be a Director of the Institute appointed by the Vice-Chancellor at the level of a Dean on the recommendation of the Appointments and Promotions Board, in accordance with the Schedules of the Statutes
3. The Director shall normally be of Professorial Status.
4. Where there is no professor, a Senior Lecturer who has been a Head of Department or its equivalent may be appointed.
5. A Director of Professorial Status shall hold office for three academic years.
6. A Director of non-professorial status shall hold office for two academic years.
7. A Director may be appointed for a maximum of two continuous terms.
8. A Director appointed in an acting capacity shall at each instance, be appointed for one year.
9. There may be a Deputy Director appointed by the Vice-Chancellor.

Functions

- a. To promote a culture of research and innovation, develop human resources in educational research, and use evidence-based information to formulate educational policies.
- b. Oversee research and development activities of the Research Centres of the University.
- c. Conduct research into the practice of basic education, education management and leadership, and educational policies at the institutional, national and international levels.

Membership of IERIS Advisory Board

- » Vice-Chancellor (Chairperson)
- » Pro-Vice-Chancellor
- » Registrar
- » Director of IERIS
- » Dean of Graduate School
- » One (1) representative of Academic Board
- » One (1) representative from the Ministry of Education
- » Director of National Council for Curriculum and Assessment (NaCCA)
- » Executive Secretary, National Teaching Council (NTC)
- » Director of Statistics, Research and Information Management (SRIM)
- » One (1) representative from the GES
- » One (1) representative from Association of Ghana Industries (AGI)
- » Deputy Registrar, IERIS - Secretary

Quorum

Half of the membership

Centres within IERIS

The Centres shall be at the level of a Department.

Centre for School and Community Science and Technology Studies (SACOST)**Functions**

- a. To promote interdisciplinary research and development activities related to science and technology in indigenous, informal and formal manufacturing industries in order to improve Science, Technology, Engineering, Arts and Mathematics (STEAM) education on the African continent.
- b. To cultivate relevant research competence, publication proficiency, and quality knowledge to link community and work place science and technology with that of school at the pre-university level.
- c. To function as a Pan-African research and documentation centre for the promotion of community science and technology in African schools.
- d. Develop and produce teaching and learning materials from local/indigenous activities for schools.
- e. Promote the study of Indigenous Knowledge Systems.

National Centre for Research into Basic Education (NCRIBE)

Functions

- a. To conduct research into basic education and engage national and international audiences in best practices in the promotion of basic education.
- b. To conduct research into issues related to basic education delivery in Ghana.
- c. To serve as the documentation centre and the first point of reference on issues relating to basic education in the country.

Centre for Educational Policy Studies (CEPS)

Functions

- a. To serve as an interdisciplinary, reputable, research-led centre that seeks to provide in-depth understanding of the relationship between educational policy, research and practice at the institutional, national and international levels.
- b. To conduct research and play a leading role in the formulation and implementation of educational policies in Ghana and beyond.

D3. CENTRE FOR INTERNATIONAL PROGRAMMES

1. There shall be established under the Office of the Vice-Chancellor, the Centre for International Programmes to handle all matters affecting the University vis-à-vis its relationship with other associated international institutions in respect of academic matters.
2. The Centre for International Programmes shall be headed by a Dean who shall be of Professorial Status. He or she may be assisted by a Vice-Dean.
3. Where there is no Professor, a Senior Lecturer who has been a Head of Department or its equivalent may be appointed.
4. The Dean shall be appointed by Council on the recommendation of the Appointments and Promotions Board on the advice of the Vice-Chancellor.
5. The Dean shall hold office for a term of three (3) years and may be eligible for re-appointment for another term of three (3) years only.
6. A Dean of non-professorial status shall hold office for two academic years and shall be eligible for reappointment for another term of two (2) years.
7. A Dean appointed in an acting capacity shall at each instance, be appointed for one year.
8. When a vacancy occurs or is about to occur in the office of Dean of Centre, the Registrar shall cause to be advertised such vacancy and to invite applications from suitably qualified candidates. The Appointments and Promotions Board, shall conduct enquiries as it deems necessary, interview the applicants and make recommendations for appointment.

Board of the Centre for International Programmes

- » Vice-Chancellor – Chairperson
- » Pro-Vice-Chancellor
- » Registrar
- » Dean (CIP)
- » Vice-Dean (CIP)
- » Deans of Faculty
- » Dean of Student Affairs
- » Senior Assistant Registrar/ Assistant Registrar, CIP - Secretary

Quorum

Half the membership including the Chairperson

Functions

The Dean for the Centre for International Programmes shall under the direction of a supervisory Board:

- a. establish collaborations with international institutions in conjunction with Deans of Faculty and Heads of Department.
- b. regularly update the database on the University's collaborators or partners in respect of international academic programmes.
- c. handle matters involving both staff and student visits and exchange programmes.
- d. establish and maintain links with other universities or institutions and promote exchanges of students and staff engaged in academic work between the University and other institutions.
- e. facilitate all agreements involving the University and its collaborators or partners in respect of external academic programmes.
- f. publish annually a comprehensive report on the activities of the Centre.
- g. perform any other relevant function as may be assigned by the Vice-Chancellor.

D4. GENDER MAINSTREAMING DIRECTORATE

1. There shall be a Gender Mainstreaming Directorate that shall be responsible for developing appropriate interventions aimed at addressing gender imbalances within the University. The Directorate shall be at a level of Head of Department.
2. The Vice-Chancellor shall on the recommendation of the Registrar appoint a Director of Gender Mainstreaming who shall be the head of the Directorate and shall be responsible to the Registrar in the performance of his or her duties provided for in the Statutes and other policies of the University.
3. There shall be a Gender Mainstreaming Committee as in Schedule B24.

Functions

- a. Bridge the gender representation gap, and promote gender equality and equity.
- b. Promote programmes and activities that ensure an environment free from intimidation, exploitation and abuse in line with international conventions ratified by the Government of Ghana and the Sustainable Development Goals.
- c. Solicit sponsorship from local and international institutions.

SCHEDULE E

Disciplinary Rules

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

5. It shall be a misconduct for a Junior Member of the University:
 - a. to be absent from the campus, without permission or reasonable excuse;
 - b. to be absent from lectures and other prescribed assignments without permission or reasonable excuse;
 - c. to be insubordinate;
 - d. to indulge in any anti-social activities while in residence or outside the campus which tends to bring the name of the University into disrepute;
 - e. to indulge in examination malpractice; and
 - f. to assault or cause assault to any member of the University.
6. For breaches of any of the provisions of Rules '4' and '5', any of the penalties, as appropriate, specified in Statute 79 may be imposed in any disciplinary proceedings.
7. Disciplinary proceedings involving the imposition of minor penalties shall be conducted summarily.
8. 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 either of the same rank or above the rank of the person to be disciplined to conduct an enquiry into the charges and make appropriate recommendations to him or her;
 - a. In the case of Junior Staff, the Vice-Chancellor shall appoint an ad hoc Committee on which a representative of the Junior Staff shall serve in accordance with Statute 81;
 - b. In the case of Senior Staff, the Vice-Chancellor shall appoint an ad hoc Committee on which a representative of the Senior Staff shall serve in accordance with Statute 81; and
 - c. In the case of Senior Members, the Vice-Chancellor shall refer the matter to a Disciplinary Board composed of the Pro-Vice-Chancellor as Chairperson and at most other members of the same rank or above the rank of the person to be disciplined as established under Statute 80 to conduct an enquiry into the charges and make appropriate recommendations to the Vice-Chancellor.
9. In every case where a disciplinary enquiry is to be conducted under '8', 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 enquiry by a friend and to call witnesses on his or her behalf and may hear the evidence of any witnesses against him or her. If no reply is received from him or her, the Disciplinary Board will proceed with the enquiry in his or her presence or absence.
10. The provision in 9 above will apply in every case against any offender whether he or she is within or outside the University.
11. A person adversely affected by any decision of the Vice-Chancellor, shall be entitled to petition within seven (7) working days for a review of the decision.

12. Where any such petition is rejected and communicated to him/her by the Vice-Chancellor, the person concerned shall be entitled to appeal within one (1) month after any such rejection to the University Council who may refer the matter to the Appeals Board for a review of the decision.
13. The decision of the Council on the advice of the Appeal's Board shall be final. In the case of minor penalties, any aggrieved person adversely affected by a decision may, within seven (7) days, appeal to the Vice-Chancellor whose decision shall be final.
14. All major penalties imposed on Junior Members shall be subject to ratification by the Vice-Chancellor.
15. In all disciplinary proceedings, which may result in the imposition of major penalties except in the case of Junior Members, the Vice-Chancellor may on the advice of the Disciplinary Committee interdict the person(s) affected until the final determination of the cases against them.
16. During the period of interdiction, the person shall receive two-thirds of his/her salary plus the sum of any deductions made from his/her salary in University account, but shall not be paid any of the approved allowances to which he or she would normally have been entitled. Furthermore, the person shall not be entitled to the use of official vehicles.
17. Notwithstanding the provisions of "16" above, any member of staff who absents himself/herself 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 or her.
18. Without prejudice to the taking of disciplinary proceedings in respect of any absence from duty without leave or reasonable cause for more than ten (10) consecutive working days, the staff may be regarded as having resigned or vacated post from his or her employment without notice and same communicated to him or her through his or her known address.
19. Cheating or any other malpractice in examination by any Junior Member of the University is punishable by dismissal.

SCHEDULE F

Criteria/Procedures for Appointments and Promotions

GENERAL CONDITIONS

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

1. Appointments shall be made with the approval of the Vice-Chancellor to fill vacant positions.
2. Heads of Department who want Academic Senior Members to be appointed shall write to the Principal (where applicable) through their Deans/Directors to seek approval of the Vice-Chancellor and copied to the Registrar.
3. Directors who want Administrative or Professional Senior Members to be appointed shall write to the Vice-Chancellor through the Registrar to seek approval.
4. Upon receiving approval of the Vice-Chancellor, the Registrar shall advertise the position or direct prospective candidates to obtain Application Forms from the Registrar.
5. Completed Application Forms shall be directed to the Registrar and the Registrar shall maintain a register of the applications in his or her office and forward the Completed Application Forms to the Head of the relevant Department through the Principal and Dean or the Director.
6. For Academic Senior Members, the Head of the relevant Department shall do a preliminary assessment of the application and submit comments to the Dean of Faculty or Director of School/Institute/Centre who shall refer the application to the Faculty Appointments and Promotions Committee for consideration.
7. The Faculty Appointments and Promotions Committee shall interview applicants, and in some cases, observe applicants' teaching. No application shall be withheld from the Faculty Appointments and Promotions Committee.
8. For Administrative and Professional Senior Members, the Head of the relevant Division/Directorate/Office shall do a preliminary assessment of the application and submit comments to the Registrar who shall refer the application to the Administrative Appointments and Promotions Committee for consideration.
9. The Administrative Appointments and Promotions Committee shall interview applicants and refer the application and its comments to the Appointments and Promotions Board for consideration.
10. Applicants who do not have a teaching background shall as part of their probation period, be required to pursue the Postgraduate Diploma in Teaching and Learning in Higher Education programme.

I. CRITERIA/PROCEDURES FOR APPOINTMENTS

A. SENIOR MEMBERS (TEACHING)

Assistant Lecturer/Assistant Research Fellow

- a. An applicant for the post of Assistant Lecturer/Assistant Research Fellow shall have a research Master's degree.
- b. The appointment shall be for two years which shall be regarded as a period of probation.
- c. As a pre-requisite for confirmation, an Assistant Lecturer/Assistant Research Fellow must demonstrate evidence of enrolment on a relevant PhD programme in an accredited university.
- d. Appointment to the Assistant Lecturer/Assistant Research Fellow grade may normally be renewed for four (4) years at the end of which the appointment shall be terminated unless the applicant has obtained the requirement for appointment as a Lecturer/Research Fellow.

Lecturer/Research Fellow

- a. For the appointment of a Lecturer or Research Fellow, the applicant must have a research Master's degree and a relevant Doctoral degree.
- b. The appointment shall normally be for six (6) years, of which up to two (2) years shall be regarded as a period of probation.
- c. Appointment shall be renewed at the end of the sixth year and may normally be renewed for not longer than four (4) more years. At the end of the tenth year, appointment shall be terminated if the applicant has neither applied for nor been promoted to the next grade.

Senior Lecturer/Senior Research Fellow

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

- a. Applicants must have taught in a university or in an institution of equivalent status for a minimum of four (4) years including the probation period.
- b. Applicant must show evidence of research or publication to be assessed with reference to the University's criteria for promotion.
- c. An applicant seeking appointment to the grade of Senior Lecturer/Senior Research Fellow from outside any of the Public Universities shall be made to submit the required publications for assessment.
- d. Where the Head of Department or Dean is of a rank lower than the one to which the application is being made, then the Head or Dean shall make arrangements for a person of the appropriate rank to present the application to the Faculty Appointments and Promotions Committee, or the University's Appointments and Promotions Board, as the case may be.
- e. Appointment to the rank of Senior Lecturer/Senior Research Fellow shall be considered on the basis of significant performance in the following:
 - i. Scholarship
 - ii. Research/Contribution to knowledge
 - iii. Teaching

- iv. Academic leadership
 - v. Inventiveness
 - vi. Extension work/service
- f. Two external assessors shall be required to evaluate the application.

Associate Professor

- a. Appointment to the rank of Associate Professor shall be on the basis of outstanding scholarship in the applicant's field of teaching and research and contribution to the intellectual life of the University and development of the country.
- b. An applicant seeking appointment to the grade of Associate Professor from outside any of the Public Universities shall be made to submit the required publications for assessment.
- c. Where the Head of Department or Dean is of a rank lower than the one to which the application is being made, then the Head or Dean shall make arrangements for a person of the appropriate rank to present the application to the Faculty Appointments and Promotions Committee or the University's Appointments and Promotions Board, as the case may be.
- d. Two external assessments shall be required.

Professor

- a. Appointment to the rank of Professor shall be on the basis of internationally acknowledged scholarship in the applicant's field of teaching and research and contribution to the intellectual life of the University and the development of the country.
- b. The Head of Department, Dean or Director shall provide an assessment on teaching taking into account student assessment and external examiners' comments.
- c. Where the Head of Department or Dean is of a rank lower than the one to which the application is being made, then the Head or Dean shall make arrangements for a person of the appropriate rank to present the application to the University's Appointments and Promotions Board as the case may be.
- d. Two external assessments shall be required.
- e. Staff appointed to the rank of Professor shall be required to give an inaugural lecture one year after the date of their promotion letter.

Visiting Scholar/Temporary Appointment

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

Emeritus Professorship

- a. The nominee for the position of Emeritus Professor shall be active in their field and within easy reach of the University.
- b. The title of Emeritus Professor shall be conferred only on a full professor who has left the services of the University.
- c. Nomination shall be considered by the Department, reviewed by the Faculty Board, recommended to the Appointments and Promotions Board and approved by Council.
- d. No stipend is attached to the position of Emeritus Professor, but the appointee shall have access to University facilities such as the library and secretarial support and shall assist the work of the Department for which the expenses of the Emeritus Professor shall be paid.

UNIVERSITY LIBRARY

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

Junior Assistant Librarian

- a. An applicant for the post of a Junior Assistant Librarian must have a research master's degree in Librarianship, Information Studies, Information Management or related disciplines.
- b. The applicant must show evidence of membership of a library professional body including the Ghana Library Association (GLA), Chartered Institute of Librarians and Information Professionals (UK) and Australian Library and Information Association.
- c. The appointment shall be for two years which shall be regarded as a period of probation.
- d. A Junior Assistant Librarian must have relevant Postgraduate Diploma in Teaching and Learning in Higher Education.
- e. Appointment to the Junior Assistant Librarian grade may normally be renewed for Four (4) years at the end of which the appointment shall be terminated unless the applicant has obtained the requirement for appointment as Assistant Librarian.

Assistant Librarian

- a. For appointment to the grade of Assistant Librarian, applicants must possess a research Master's degree (preferably MPhil. in Library/Information Studies, Information Management) and a relevant Doctoral degree.
- b. The appointee must show evidence of membership of a library professional body including the Ghana Library Association (GLA), Chartered Institute of Librarians and Information Professionals (UK) and Australian Library and Information Association.
- c. The appointment shall normally be for six (6) years, of which up to two (2) years shall be regarded as a period of probation.
- d. Appointments shall be renewed at the end of the sixth year and may normally be renewed for no longer than four (4) more years. At the end of the tenth year, appointments shall be terminated if the member has not been promoted to the next grade.

Senior Assistant Librarian

- a. For appointment to the grade of Senior Assistant Librarian applicants must possess a Master's degree, (preferably MPhil. in Library/Information Studies, Information Management) and a relevant Doctoral degree.
- b. The appointee must show evidence of membership of a library professional body including the Ghana Library Association (GLA), Chartered Institute of Librarians and Information Professionals (UK) and Australian Library and Information Association.
- c. In addition, they must have served as Assistant Librarian or equivalent grade in an analogous institution for a minimum of five (5) years.
- d. Applicant must show evidence of research or publication to be assessed with reference to the University's criteria for promotion.
- e. Two external assessors shall be required to evaluate the application.

Deputy Librarian

- a. For appointment to the grade of Deputy Librarian applicants must possess a Master's degree (preferably MPhil. in Library/Information Studies, Archival Studies) and a relevant Doctoral degree.
- b. The appointee must show evidence of membership of a library professional association including the Ghana Library Association (GLA).
- c. In addition, applicant must have served as Senior Assistant Librarian or equivalent grade in an analogous institution for a minimum of five (5) years.
- d. Applicant must show evidence of research or publication to be assessed with reference to the University's criteria for promotion.
- e. Two external assessors shall be required to evaluate the application.

University Librarian

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

B. SENIOR MEMBERS (ADMINISTRATION AND PROFESSIONALS)

First time appointments to all administrative positions shall be by interview.

REGISTRY

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

Junior Assistant Registrar

- a. Applicant must have a Master's degree (M.A/M.Ed/M.Sc) degree in the relevant area or a higher professional qualification.
- b. The appointment shall be for two years which shall be regarded as a period of probation.
- c. Appointment to the Junior Assistant Registrar grade may normally be renewed for another four (4) years at the end of which the appointment shall be terminated unless the candidate has obtained the requirement for appointment as an Assistant Registrar.

Assistant Registrar

- a. For the appointment of an Assistant Registrar, the candidate must have a Research Masters and/or a higher professional qualification.
- b. The appointment shall normally be for six (6) years, of which up to two (2) years shall be regarded as a period of probation.
- c. Appointments shall be renewed at the end of the sixth year and may normally be renewed for not longer than four (4) more years. At the end of the tenth year, appointments shall be terminated if the candidate has not been promoted to the next grade.

Senior Assistant Registrar

- a. For the appointment of Senior Assistant Registrar, the candidate must have a Research Master's degree and/or a higher professional qualification.
- b. Applicants must have served as Assistant Registrar or equivalent grade in an analogous institution for a minimum of four (4) years.
- c. Or in addition to (a) candidate must have at least seven (7) years post qualification experience in administration in a university or an analogous institution.

Deputy Registrar

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

OFFICE OF FINANCE

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

Assistant Accountant

- a. An applicant for the post of an Assistant Accountant must have a degree in relevant area.
- b. In addition, applicant must have a Professional qualification in Accounting from a recognised Professional Accountancy Body or relevant Master's degree.
- c. Applicant must have at least two (2) years post qualification experience in Accounting and Finance practice.
- d. The appointment shall be for two years which shall be regarded as a period of probation.
- e. Appointment to the Assistant Accountant Grade may normally be renewed for another four (4) years at the end of which the appointment shall be terminated unless the Candidate has obtained the requirement for appointment as an Accountant.

Accountant

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

Senior Accountant

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

Deputy Finance Officer

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

Finance Officer

The post of Finance Officer shall be filled as provided for in the Act and the Statutes. Appointment shall be by term.

OFFICE OF INTERNAL AUDIT

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

Junior Assistant Internal Auditor

- a. An applicant for the post of a Junior Assistant Internal Auditor must have a degree in the relevant area.
- b. In addition, applicant must have a Professional qualification in Accounting or Internal Auditing from a recognised professional accountancy or Internal Auditing Body or a relevant Master's degree.

- c. The appointment shall be for two years which shall be regarded as a period of probation.
- d. Appointment to the Junior Assistant Internal Auditor Grade may normally be renewed for another four (4) years at the end of which the appointment shall be terminated unless the applicant has obtained the requirement for appointment to the next grade.

Assistant Internal Auditor

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

Senior Assistant Internal Auditor

- a. For the appointment of Senior Assistant Internal Auditor, the applicant must have a Master's Degree in Accounting or Finance related discipline and Professional qualification in Accounting or Internal Auditing from a recognised Professional Accountancy or Internal Auditing Body.
- b. Applicant must have served as Internal Auditor or equivalent grade in an analogous institution for a minimum of four (4) years.
- c. Or in addition to (a) above, applicant must have at least seven (7) years post qualification experience in public sector accounting and financial management practice or Internal Auditor in a public sector.

Deputy Internal Auditor

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

Internal Auditor

The post of Internal Auditor shall be filled as provided for in the Act and the Statutes. Appointment shall be by term.

WORKS AND PHYSICAL DEVELOPMENT OFFICE

For appointment as a Senior Member in the Works and Physical Development Office, applicants must satisfy the criteria defined below for the grade to which they are seeking appointment.

Assistant Architect/Assistant Civil Engineer/Assistant Structural Engineer/Assistant Electrical Engineer/Assistant Mechanical Engineer/Assistant Quantity Surveyor/Assistant Geomatic/Mechanical Engineer

- a. An applicant for the post of an Assistant Architect/Assistant Civil Engineer/Assistant Structural Engineer/Assistant Electrical Engineer/Assistant Mechanical Engineer/Assistant Quantity Surveyor must have a degree in relevant area of speciality in the built environment.
- b. In addition, applicant must have Professional qualification in Architecture, Civil Engineering, Electrical Engineering, Mechanical Engineering, Quantity Surveying or Geomatic Engineering as the case may be from a recognised Professional Body.
- c. The appointment shall be for two years which shall be regarded as a period of probation.
- d. Appointment to an Assistant Architect/Assistant Civil Engineer/Assistant Structural Engineer/Assistant Electrical Engineer/Assistant Mechanical Engineer/Assistant Quantity Surveyor Grade may normally be renewed for another four (4) years at the end of which the appointment shall be terminated unless the Candidate has obtained the requirements for appointment as an Architect/Civil Engineer/Structural Engineer/Quantity Surveyor.

Architect/Civil Engineer/Structural Engineer /Electrical Engineer/Quantity Surveyor/ Geomatic/Mechanical Engineer

- e. An applicant for the post of an Architect/Civil Engineer/Structural Engineer/Electrical Engineer/Quantity Surveyor must have a degree in relevant area of speciality in the built environment and relevant research Master's degree
- f. In addition, applicant must have Professional qualification in Architecture Civil Engineering, Electrical Engineering, Mechanical Engineering, Quantity Surveying or Geomatic Engineering as the case may be from a recognised Professional Body.
- g. The appointment shall normally be for six (6) years, of which up to two (2) years shall be regarded as a period of probation.
- h. Appointment shall be renewed at the end of the sixth year and may normally be renewed for no longer than four (4) more years. At the end of the tenth year, appointment shall be terminated if the candidate has not been promoted to the next grade.

Senior Architect/Senior Civil Engineer/Senior Structural Engineer/Senior Electrical Engineer/Senior Quantity Surveyor/Senior Geomatic/Mechanical Engineer

- a. An applicant for the post of a Senior Architect/Senior Civil Engineer/Senior Structural Engineer /Senior Electrical Engineer/Senior Quantity Surveyor/Senior Geomatic/Mechanical Engineer must have a degree in relevant area of speciality in the built environment and relevant research Master's degree.
- b. In addition, applicant must have Professional qualification in Architecture Civil Engineering, Electrical Engineering, Mechanical Engineering, Quantity Surveying or Geomatic Engineering as the case may be from a recognised Professional Body.
- c. Applicants must have served as Architect/Civil Engineer /Structural Engineer/Electrical Engineer/Quantity Surveyor/Geomatic/Mechanical Engineer or equivalent grade in an analogous institution for a minimum of four (4) years.
- d. Or, in addition to (a) and (b) applicant must have at least seven (7) years post qualification experience as a practitioner in Architecture, Civil Engineering, Electrical Engineering, Mechanical Engineering, Quantity Surveying or Geomatic Engineering with proven ability to handle various complex and live projects to completion.

Deputy Director of Works and Physical Development

- a. An applicant for the post of a Deputy Director must have a degree in relevant area of speciality in the built environment and relevant research Master's degree.
- b. In addition, applicant must have Professional qualification in Architecture, Civil Engineering, Electrical Engineering, Mechanical Engineering, Quantity Surveying or Geomatic Engineering as the case may be from a recognised Professional Body.
- c. In addition, candidate must have at least ten (10) years post qualification experience as a practitioner in Architecture, Civil Engineering, Electrical Engineering, Mechanical Engineering, Quantity Surveying or Geomatic Engineering with proven ability to handle and complete live complex projects of considerable magnitude and value.
- d. Or in addition to (a) and (b) above applicant must have served as Senior Architect/Senior Civil Engineer/Senior Structural Engineer/Senior Electrical Engineer/Senior Quantity Surveyor/Senior Geomatic Engineer or equivalent grade in an analogous institution for a minimum of five (5) years.

DIRECTOR OF WORKS AND PHYSICAL DEVELOPMENT

The post of Director of Works and Physical Development shall be filled as provided for in the Statutes. Appointment shall be by term.

DIRECTORATE OF UNIVERSITY HEALTH SERVICES

For appointment as a Senior Member in the Directorate of University Health Services, applicants must satisfy the criteria defined below for the various ranks and must have specialised in the relevant area.

Medical Doctor Category

For appointments of professionals in the Medical/Surgical/Dental/Optomerty disciplines, applicants must possess the following:

Medical Officer

- a. An applicant for the post of a Medical Officer shall have a degree in Medicine/Surgery/Dentistry/Optomerty and shall have completed his/her Houseman rotations and must be on the permanent register of the Ghana Medical and Dental Council.
- b. The appointment shall normally be for six (6) years, of which up to two (2) years shall be regarded as a period of probation.
- c. Appointment shall be renewed at the end of the sixth year and may normally be renewed for not longer than four (4) more years. At the end of the tenth year, appointment may be terminated if the candidate has not been promoted to the next grade.

Senior Medical Officer

- a. An applicant for the post of a Senior Medical Officer must have a degree in Medicine/Surgery/Dentistry/Optomerty and must have completed his/her Houseman rotations and must be on the permanent register of the Ghana Medical and Dental Council.
- b. Applicants must have served as Medical Officer or equivalent grade in an analogous institution for a minimum of four (4) years.
- c. Or, applicants with Specialist qualification/Health-related Postgraduate qualification may enter on this grade subject to evidence of contribution to health delivery with the presentation of five (5) papers/reports/memos.

Deputy Director of Health Services

- a. An applicant for the post of a Specialist Medical/Surgical/Dental/Optomerty Practitioner must have a degree in Medicine/Surgery/Dentistry/Optomerty and must have completed his/her Houseman rotations and must be on the permanent register of the Ghana Medical and Dental Council.
- b. Applicant must have a specialist qualification or health-related post graduate degree.
- c. In addition to (a) and (b) above applicant must have served as Senior Medical Officer or equivalent grade in an analogous institution for a minimum of five (5) years.
- d. Or applicant must have a specialist qualification or health-related post graduate degree with at least ten (10) years post qualification working experience. Applicant must show evidence of contribution to health delivery.

Pharmacist Category

For appointment of professionals in the Pharmacy disciplines, applicants must possess the following:

Pharmacist

- a. An applicant for the post of a Pharmacist must possess a Bachelor of Pharmacy (BPharm) or Doctor of Pharmacy (PharmD) qualification and must have completed his/her Houseman rotations and must be on the permanent register of the Ghana Pharmacy Council. Holders of BPharm must possess relevant postgraduate qualification.

- b. The appointment shall normally be for six (6) years, of which up to two (2) years shall be regarded as a period of probation.
- c. Appointment shall be renewed at the end of the sixth year and may normally be renewed for not longer than four (4) more years. At the end of the tenth year, appointment may be terminated if the applicant has not been promoted to the next grade.

Senior Pharmacist

- a. An applicant for the post of a Senior Pharmacist must possess a Doctor of Pharmacy (PharmD) qualification and must have completed his/her Houseman rotations and must be on the permanent register of the Ghana Pharmacy Council.
- b. Applicants must have served as a Pharmacist or equivalent grade in an analogous institution for a minimum of four (4) years.
- c. Or, Applicant holding specialist qualification in Pharmacy/Pharmacy-related postgraduate degrees with at least five (5) years post-qualification working experience may enter on this grade subject to evidence of contribution to health delivery with the presentation of five (5) papers/reports/memos.

Deputy Director Pharmaceutical Services

- a. An applicant for the post of a Deputy Director must possess a Bachelor of Pharmacy (BPharm) or Doctor of Pharmacy (PharmD) qualification and must have completed his/her Houseman rotations and must be on the permanent register of the Ghana Pharmacy Council.
- b. In addition, applicant must have Pharmacy/Pharmacy-related postgraduate qualification.
- c. Or in addition to (a) and (b) above candidate must have served as Senior Pharmacist or equivalent grade in an analogous institution for a minimum of five (5) years.
- d. Or, Applicants with Specialist postgraduate qualifications or Pharmacy-related postgraduate degrees must have at least ten (10) years post qualification working experience and must have shown evidence of contribution to health delivery with the presentation of twelve (12) papers/report/memos.

Medical Diagnostic Services

Medical Diagnostic Services comprise professionals in the Medical Laboratory, Radiology, Sonography and other adjunct disciplines.

Medical Diagnostic Scientist

- a. An applicant for the post of a Medical Diagnostic Scientist must possess a specialist degree in Diagnostics/Diagnostics-related discipline and Master's Degree in Diagnostics-related discipline and must be on the permanent register of the Allied Health Professions Council of Ghana.
- b. The appointment to this grade shall normally be for six (6) years.
- c. Appointment shall be renewed before the end of the sixth year and may normally be renewed for not longer than four (4) more years. At the end of the tenth year, appointment may be terminated if the applicant has not been promoted to the next grade.

Senior Medical Diagnostic Scientist

- a. An applicant for the post of a Senior Medical Diagnostic Scientist must possess a Specialist degree in Diagnostics and Diagnostics-related Master's Degree and must have registered with the Allied Health Professions Council of Ghana.
- b. Applicant must have served as Medical Diagnostic Scientist for at least six (6) years and show evidence of contribution to health delivery.
- c. Or applicant holding Specialist qualification in Diagnostics/Diagnostics– related postgraduate degrees with at least nine (9) years post-specialization experience may enter on this grade subject to evidence of contribution to health delivery.

Deputy Director of Medical Diagnostic Scientist

- a. Applicant must possess a postgraduate qualification in Diagnostics or Diagnostics related postgraduate degrees and must have registered with the Allied Health Professions Council of Ghana.
- b. Applicant must have served as Senior Medical Diagnostic Scientist for at least five (5) years in the University or an analogous institution, and present at least seven (7) papers/reports/memos as evidence of contribution to health delivery.
- c. Or, applicant with Specialist postgraduate qualification in Diagnostics or Diagnostics-related postgraduate degrees must have at least ten (10) years post qualification working experience and must have shown evidence of contribution to health delivery with the presentation of twelve (12) papers/reports/memos.

Nursing Practitioner/Dietetics/Nutritionist/Clinical Psychologist/Physiotherapist/Physician Assistantship

- a. An applicant for the post of a Specialist Nursing Practitioner must possess a specialist qualification in Nursing/Nursing-related Master's Degree and must be on the permanent register of the Nurses and Midwifery Council/Regulatory Body.
- b. The appointment shall normally be for six (6) years.
- c. Appointment shall be renewed at the end of the sixth year and may normally be renewed for not longer than four (4) more years. At the end of the tenth year, appointment shall be terminated if the member has not been promoted to the next grade.

Senior Nursing Practitioner/Dietician/Nutritionist/Clinical Psychologist/Physiotherapist/Physician Assistant/Anaesthetist Assistant

- a. Applicant must possess a postgraduate degree in Nursing or equivalent postgraduate qualification in the field of practice, and must have registered with the Nurses and Midwifery Council or appropriate regulatory body.
- b. Applicant must have served as Nursing Practitioner or equivalent for at least four (4) years and present at least five (5) papers/reports/memos as evidence of contribution to health delivery.
- c. Or, Applicant holding a postgraduate qualification in Nursing or its equivalent with at least seven (7) years post-specialization experience may enter on this grade subject to evidence of contribution to health delivery with the presentation of five (5) papers/reports/memos.

Deputy Director Nursing Practitioner/Dietician/Nutritionist/Clinical Psychologist/Physiotherapist/Physician Assistant/Anaesthetist Assistant

- a. Applicant must possess a postgraduate degree in Nursing or its equivalent and must have registered with the Nurses and Midwifery Council or appropriate regulatory body.
- b. Applicant must have served as Senior Nursing Practitioner or equivalent for at least five (5) years in the University or an analogous institution, and present at least seven (7) papers/reports/memos as evidence of contribution to health delivery.
- c. Or, Applicant with postgraduate degree in Nursing or its equivalent must have at least ten (10) years working experience post qualification and must have shown evidence of contribution to health delivery with the presentation of twelve (12) papers/reports/memos.

Director of University Health Services

The post of Director of University Health Services shall be filled as provided for in the Statutes. Appointment shall be by term.

DIRECTORATE OF INFORMATION AND COMMUNICATION TECHNOLOGY (ICT) SERVICES

For appointment as a Senior Member in the Directorate of ICT Services, candidates must satisfy the criteria defined below for the various ranks and must have specialization in any of the following areas:

- a. Systems Administration
- b. Network Administration
- c. Telecoms Administration
- d. Software Development (Programming, Web Development, Database Development, Systems Analysis)
- e. IT Compliance
- f. Applications Specialist
- g. Multimedia Specialist
- h. User Support Specialist
- i. Hardware and Electronics Specialist
- j. Any other ICT speciality that may become relevant

Junior Assistant Information and Communication Technology (ICT) Officer

- a. An applicant seeking appointment as Junior Assistant ICT Officer must have a good first degree in Computer Science/ICT/Information Systems/Electronics/Electrical Engineering
- b. In addition, applicant must have a Research Master's degree in Computer Science/Information Communication Technology/Information Systems/Electronics/Electrical Engineering or a final certificate of a recognised professional ICT certification body including:
 - i. Cisco (E.g. CCNA, DevNet, CCNP, CCIE, CCDA)
 - ii. Microsoft (E.g. MCSE, MCSA, MCSA)
 - iii. IT Infrastructure Library
 - iv. Information Systems Audit and Control Association (E.g. CRISC, CISM, CISA)

- v. Project Management Institute (E.g. PMP)
- vi. International Information System Security Certification Consortium (E.g. CISSP)
- c. Applicant must have at least two (2) years relevant experience in ICT environment.
- d. The appointment shall be for two years (2) which shall be regarded as a period of probation.
- e. Appointment to the Junior Assistant ICT Officer grade may normally be renewed for another three (3) years at the end of which the appointment shall be terminated unless the member has obtained the requirement for appointment to the next grade.

Assistant Information and Communication Technology (ICT) Officer

- a. An applicant seeking appointment as ICT Officer must have a Degree in Computer Science/ICT/Information Systems/Electronics/Electrical Engineering.
- b. In addition, applicant must have a Research Master's degree in Computer Science/ICT/Information Systems/Electronics/Electrical Engineering and a final certificate of a recognised professional ICT certification body including:
 - i. Cisco (E.g. CCNA, DevNet, CCNP, CCIE, CCDA)
 - ii. Microsoft (E.g. MCSE, MCSA, MCSA)
 - iii. IT Infrastructure Library
 - iv. Information Systems Audit and Control Association (E.g. CRISC, CISM, CISA)
 - v. Project Management Institute (E.g. PMP)
 - vi. International Information System Security Certification Consortium (E.g. CISSP)
- c. The appointment shall normally be for six (6) years, of which up to two (2) years shall be regarded as a period of probation.
- d. Appointment shall be renewed at the end of the sixth year and may normally be renewed for not longer than four (4) more years. At the end of the tenth year, appointment shall be terminated if the member has not been promoted to the next grade.

Senior Information and Communication Technology (ICT) Officer

- a. An applicant seeking appointment as Senior ICT Officer must have a degree in Computer Science/ICT/Information Systems/Electronics/Electrical Engineering.
- b. In addition, applicant must have a Research Master's degree in Computer Science/ICT/Information Systems/Electronics/Electrical Engineering and a final certificate of a recognised professional ICT certification body including:
 - i. Cisco (E.g. CCNA, DevNet, CCNP, CCIE, CCDA)
 - ii. Microsoft (E.g. MCSE, MCSA, MCSA)
 - iii. IT Infrastructure Library
 - iv. Information Systems Audit and Control Association (E.g. CRISC, CISM, CISA)
 - v. Project Management Institute (E.g. PMP)
 - vi. International Information System Security Certification Consortium (E.g. CISSP)

- c. Applicant must have served as Assistant ICT Officer or equivalent grade in an analogous institution for a minimum of four (4) years.
- d. Or in addition to (a) and (b) applicant must have at least seven (7) years post qualification experience in the ICT practice.

Deputy Director of Information and Communication Technology (ICT) Services

- a. An applicant seeking appointment as Deputy Director of ICT must have a degree in Computer Science/ICT/Information Systems/Electronics/Electrical Engineering.
- b. In addition, applicant must have a Research Master's degree in Computer Science/ICT/Information Systems/Electronics/Electrical Engineering and a final certificate of a recognized professional ICT certification body including:
 - i. Cisco (E.g. CCNA, DevNet, CCNP, CCIE, CCDA)
 - ii. Microsoft (E.g. MCSE, MCSA, MCSD)
 - iii. IT Infrastructure Library
 - iv. Information Systems Audit and Control Association (E.g. CRISC, CISM, CISA)
 - v. Project Management Institute (E.g. PMP)
 - vi. International Information System Security Certification Consortium (E.g. CISSP)
 - vii. CISSP)
- c. Candidates must have served as Senior ICT Officer or equivalent grade in an analogous institution for a minimum of five (5) years.
- d. Or in addition to (a) and (b) applicant must have at least ten (10) years post qualification experience in the ICT practice.

Director of Information and Communication Technology Services

The post of Director of Information Communication and Technology Services shall be filled as provided for in the Statutes. Appointment shall be by term.

Planning Office

For appointment as a Senior Member in the Planning Office, applicants must satisfy the criteria defined as follows:

Junior Assistant Planning Officer

- a. An applicant for the post of Junior Assistant Planning Officer must have a degree in relevant area.
- b. In addition to (a), applicant must have a Master's degree in Planning, Statistics, Economics, Development Planning or any other relevant discipline.
- c. Or in addition to (a) above, applicant must have relevant professional qualification from recognised Professional Body.
- d. The appointment shall be for two (2) years which shall be regarded as a period of probation.

- e. Appointment to Junior Assistant Planning Officer Grade may normally be renewed for another three (3) years, at the end of which the appointment shall be terminated unless the member has obtained the requirement for appointment as Assistant Planning Officer.

Assistant Planning Officer

- a. For the appointment of a Assistant Planning Officer, the applicant must have a Master degree in Statistics of Economics, Mathematics or Finance related discipline and relevant Professional qualification from a recognised Professional Body.
- b. In addition, applicant must have at least two (2) years post qualification experience.
- c. The appointment shall normally be for six (6) years, of which up to two (2) years shall be regarded as a period of probation.
- d. Appointment shall be renewed at the end of the sixth year and may normally be renewed for not longer than four (4) more years. At the end of the tenth year, appointment shall be terminated if the member has not been promoted to the next grade.

Senior Assistant Planning Officer

- a. For the appointment of Senior Assistant Planning Officer, the applicant must have a Master's degree in Statistics or Economics, Mathematics or Finance-related discipline and relevant Professional qualification from a recognised Professional Body.
- b. Applicant must have served as Assistant Planning Officer or equivalent grade in an analogous institution for a minimum of four (4) years.
- c. Or, in addition to (a) candidate must have at least seven (7) years post qualification experience.

Deputy Planning Officer

- a. For the appointment of Deputy Planning Officer, the applicant must have a Master's degree in Statistics or Economics, Mathematics or Finance-related discipline and relevant Professional qualification from a recognized Professional Body.
- b. Applicant must have served as Senior Assistant Planning Officer or equivalent grade in an analogous institution for a minimum of five (5) years.
- c. Or, in addition to (a) candidate must have at least ten (10) years post qualification experience.

Planning Officer

- a. For the appointment of Planning Officer, the applicant must have a Master's degree in Statistics or Economics, Mathematics or Finance-related discipline and relevant Professional qualification from a recognised Professional Body.
- b. Candidates must have served as Deputy Planning Officer or equivalent grade in an analogous institution for a minimum of five (5) years.
- c. Or, in addition to (a) candidate must have at least 15 (15) years post qualification experience.

ESTATE OFFICE

For appointment as a Senior Member in the Estates Directorate, applicant must satisfy the criteria defined as follows:

Junior Assistant Estate Officer

- a. An applicant for the post of a Junior Assistant Estate Officer must have a degree in relevant area.
- b. In addition to (a), applicant must have a Master's degree in Estate Management, Land Economy and/or any relevant discipline.
- c. Or in addition to (a), applicant must have relevant professional qualification from a recognised Professional Body.
- d. The appointment shall be for two (2) years which shall be regarded as a period of probation.
- e. Appointment to the Junior Assistant Estate Officer grade may normally be renewed for another three (3) years at the end of which the appointment shall be terminated unless the member has obtained the requirement for appointment to the next grade.

Assistant Estate Officer

- a. An applicant for the post of an Assistant Estate Officer must have a degree in relevant area.
- b. In addition to (a), applicant must have a Master's degree in Estate Management, Land Economy and or any relevant discipline and relevant professional qualification from a recognized Professional Body.
- c. The appointment shall normally be for six (6) years, of which up to two (2) years shall be regarded as a period of probation.
- d. Appointment shall be renewed at the end of the sixth year and may normally be renewed for not longer than four (4) more years. At the end of the tenth year, appointment shall be terminated if the member has not been promoted to the next grade.

Senior Assistant Estate Officer

- a. For the appointment of Senior Assistant Estate Officer, the candidates seeking appointment as Senior Assistant Estate Officer must have at least Master's degree in the relevant field and be licensed by the relevant recognised Professional Body.
- b. Applicant must have served as Assistant Estate Officer or equivalent grade in an analogous institution for a minimum of four (4) years.
- c. Or in addition to (a) candidate must have at least seven (7) years post qualification experience.

Deputy Estate Officer

- a. For the appointment of Deputy Estate Officer, the candidate seeking appointment as Senior Assistant Estate Officer must have at least Master's degree in the relevant field and be licensed by a relevant recognised Professional Body.

- b. Applicant must have served as Senior Assistant Estate Officer or equivalent grade in an analogous institution for a minimum of five (5) years.
- c. In addition to (a) candidate must have at least ten (10) years post qualification experience.

Estate Officer

The post of Estate Officer shall be filled by appointment only. An applicant seeking appointment as Estate Officer must have served in a university as Deputy Estate Officer and have a minimum of ten (10) years relevant post-qualification experience.

PROCUREMENT OFFICE

For appointment and career progression as a Senior Member in the Procurement Office, applicants must satisfy the following academic and professional qualification.

Junior Assistant Procurement Officer

- a. An applicant for the post of a Junior Assistant Procurement Officer must have a degree in relevant area.
- b. In addition to (a), applicant must have a Master's degree in Accounting, Procurement and Supply Chain Management, or Logistics and Supply Chain.
- c. Or in addition to (a) applicant must have relevant professional qualification from a recognised Professional Body.
- d. The appointment shall be for two (2) years which shall be regarded as a period of probation.
- e. Appointment to the Junior Assistant Procurement Officer grade may normally be renewed for another three (3) years at the end of which the appointment shall be terminated unless the member has obtained the requirement for appointment to the next grade.

Assistant Procurement Officer

- a. An applicant for the post of Assistant Procurement Officer must have a degree in relevant area.
- b. In addition to (a), applicant must have a Master's degree in Accounting, Management, Procurement and Supply Chain Management, or Logistics and Supply Chain and must have relevant professional qualification from recognised Professional Body.
- c. Candidate must have at least two (2) years post qualification experience.
- d. The appointment shall normally be for six (6) years, of which up to two (2) years shall be regarded as a period of probation.
- e. Appointment shall be renewed at the end of the sixth year and may normally be renewed for not longer than four (4) more years. At the end of the tenth year, appointment shall be terminated if the member has not been promoted to the next grade.

Senior Assistant Procurement Officer

- a. An applicant for the post of a Senior Assistant Procurement Officer must have a Master's degree in Accounting or Management, Procurement and Supply Chain Management, or Logistics and Supply Chain and relevant professional qualification from recognised Professional Body.
- b. Candidate must have served as Assistant Procurement Officer or equivalent grade in an analogous institution for a minimum of four (4) years.
- c. Or, in addition to (a) candidate must have at least seven (7) years post qualification experience.

Deputy Procurement Officer

- a. An applicant for the post of Deputy Procurement Officer must have a Master's degree in Accounting or Management, Procurement and Supply Chain Management, or Logistics and Supply Chain and relevant professional qualification from recognised Professional Body.
- b. Candidate must have served as Senior Assistant Procurement Officer or equivalent grade in an analogous institution for a minimum of five (5) years.
- c. Or, in addition to (a) candidate must have at least ten (10) years post qualification experience.

Procurement Officer

- a. An applicant for the post of Procurement Officer must have a Master's degree in Accounting or Management, Procurement and Supply Chain Management, or Logistics and Supply Chain and relevant professional qualification from recognised Professional Body.
- b. Applicant must have served as Deputy Procurement Officer or equivalent grade in an analogous institution for a minimum of four (4) years.
- c. Or, in addition to (a) candidate must have at least fifteen (15) years post qualification experience.

II. CRITERIA/PROCEDURES FOR PROMOTIONS

A. SENIOR MEMBERS (TEACHING)

- 1.0 Promotion shall normally proceed from one rank to the immediate next rank:
 - a. Assistant Lecturer to Lecturer to Senior Lecturer to Associate Professor to Professor.
 - b. Junior Assistant Librarian to Assistant Librarian to Senior Assistant Librarian to Deputy Librarian.
- 1.1 Notwithstanding the normal progression as stated in 1.0 above, any member of the University may apply at any time to be promoted to any rank for which he or she considers himself or herself qualified.

2.0 SUBMISSION OF APPLICATION

- 2.1 Application indicating the position sought and the area of discipline concerned shall be submitted to the Dean/Director/Librarian through the Head of Department with a covering letter copied to the Registrar.

3.0 PROCESSING OF APPLICATION

- 3.1 The Dean/Director/Librarian shall forward to the Registrar one copy of each application submitted as confirmation that the application has been received and the forwarding letter shall be copied to the applicant.

4.0 DEPARTMENT REVIEW

- 4.1 There shall be a Departmental Appointments and Promotions Committee comprising all Senior Members of Professorial rank and two Senior Lecturers to consider all applications. Where there are no qualified persons in the Department for the position being applied for, the application shall be referred to the Faculty Appointments and Promotions Committee to review.
- 4.2 On receipt of an application, the Head shall refer it to the Departmental Appointments and Promotions Committee for consideration. No application shall be withheld from the Departmental Appointments and Promotions Committee.
- 4.3 The Departmental Appointments and Promotions Committee shall consider all applications for promotions and shall forward the list of all applications with their comments and recommendations to the Registrar through the Dean as the case may be.
- 4.4 The Departmental Appointments and Promotions Committee shall meet as frequently as reasonably necessary.

5.0 FACULTY REVIEW

- 5.1 There shall be a Faculty Appointments and Promotions Committee comprising all Heads of Department and persons of Professorial rank in the Faculty to consider all applications. Where there are no qualified persons in the Faculty for the position being applied for, the application shall be referred to the Pro-Vice-Chancellor who shall constitute the relevant ad-hoc committee to review the application.
- 5.2 On receipt of an application, the Dean/Director shall refer it to the Faculty Appointments and Promotions Committee for consideration. No application shall be withheld from the Faculty Appointments and Promotions Committee.
- 5.3 The Faculty Appointments and Promotions Committee shall consider all applications for promotions and shall forward the list of all applications with their comments and recommendations to the Registrar through the Dean as the case may be.

- 5.4 The Faculty Appointments and Promotions Committee shall meet as frequently as reasonably necessary.

6.0 HANDLING OF AN APPLICATION AT THE DEAN'S/LIBRARIAN'S OFFICE

- 6.1 Following the recommendation by the Faculty Appointments and Promotions Committee, the Dean/Director/Librarian shall, in consultation with the Head of Department, recommend to the Vice-Chancellor through the College Principal where applicable, and registrar, five (5) persons, three of whom shall be considered for appointment as External Assessors for an evaluation of an applicant's work.
- 6.2 The Registrar shall request each External Assessor to comment on each publication submitted for assessment stating its contribution to the candidate's academic/administrative/professional standing.
- 6.3 The request for an assessment shall be accompanied by a copy of the application including curriculum vitae and copies of publications and other exhibits of the applicant's work, and criteria for appointment/promotion. No internal assessment report shall be sent to the External Assessor.
- 6.4 An External Assessor shall be a person of good standing in the applicant's field but normally not employed by or in any way connected with the University.

7.0 CRITERIA FOR PROMOTION

- 7.1 An applicant shall be assessed on the basis of evidence of continuing performance in respect of the following:
- a. Scholarship
 - b. Research/contribution to knowledge
 - c. Teaching
 - d. Academic leadership
 - e. Inventiveness
 - f. Extension work/service
- 7.2 Application shall be supported by publications including books, refereed articles in journals or manuscripts (or evidence of acceptance for publication in such journals), publication of conference proceedings, systematized teaching materials, monographs, technical reports, and creative works, evidenced by patents.
- 7.3 For extension work/service, the following may be taken into account by the Appointments and Promotions Board:
- i. Contribution to University Boards/Committees
 - ii. National/International recognition.

8.0 HANDLING OF APPLICATIONS AT THE REGISTRY

- 8.1 The Registrar shall maintain a register of applications received in his or her Office indicating the dates of receipt and shall bring the register to the attention of the Appointments and Promotions Board at least twice a semester indicating the stage of processing of each application.
- 8.2 When the processing of an application is completed, the Registrar shall satisfy himself or herself that everything is in order and shall list the applications for consideration by the Appointments and Promotions Board, inviting the candidates for interview where necessary.
- 8.3 In each case of a promotion, the Registrar shall provide the Appointments and Promotions Board with:
- The approved departmental establishment
 - The approved criteria for promotion
 - The reports of the Faculty Appointments and Promotions Committee
 - The report of the Referees/External Assessors
 - Salary scale attached to the position

8.4 Pass Mark

The following are the average marks for the respective ranks:

Lecturer to Senior Lecturer and equivalent grades	65
Senior Lecturer to Associate Professor and equivalent grades	70
Associate Professor to Professor	70

9.0 LEVELS OF PROMOTION

- 9.1 Promotion from Assistant Lecturer/Assistant Research Fellow to Lecturer/Research Fellow

Applicant should meet the requisite qualification as provided for in the Statues and should pass a confirmation interview.

- 9.2 Promotion from Lecturer/Research Fellow to Senior Lecturer/Senior Research Fellow

- Normally, the applicant must have taught for a minimum period of four (4) years as a lecturer or serve as Assistant Lecturer/Assistant Research Fellow.
- Applicant must submit at least five (5) publications for assessment. At least one of these should be in an international publication.
- Publications should be in reputable peer reviewed high impact journals.
- At least two (2) of the publications should be sole-authored especially, for applicants in the Humanities.

9.3 Senior Lecturer/Senior Research Fellow to Associate Professor

- a. Normally, the applicant must have taught for a minimum period of three years as a Senior Lecturer.
- b. Applicant must submit at least seven (7) publications obtained after their appointment as Senior Lecturer for assessment. At least two of these should be in an international publication.
- c. Publications should be in reputable peer reviewed high impact journals.
- d. At least two (2) of the publications should be sole-authored especially for applicants in the Humanities.
- e. In addition, applicant must have attended at least two (2) reputable international conferences.

9.4 Associate Professor to Professor

- a. Normally, the applicant must have taught for a minimum period of two (2) years as Associate professor.
- b. Applicant must submit at least eight (8) publications obtained after their appointment as Associate Professor for assessment. At least two of these should be in an international publication.
- c. Applicant must demonstrate academic leadership.
- d. Publications should be in reputable peer reviewed high impact journals.
- e. At least two (2) of the publications should be sole-authored especially for applicants in the Humanities.
- f. In addition, applicant must have attended at least two (2) reputable international conferences.
- g. Staff appointed to the rank of Professor shall be required to give an inaugural lecture one year after the date of their promotion letter.

10.0 UNIVERSITY LIBRARY

For promotion to Senior Membership grade in the University Library, candidates must satisfy the criteria defined below for the various grades.

10.1 Promotion from Junior Assistant Librarian to Assistant Librarian

Applicant should meet the requisite qualification for Assistant Librarian and should pass a confirmation interview.

10.2 Promotion from Assistant Librarian to Senior Assistant Librarian

- a. Normally, the applicant must have served as Assistant Librarian for a minimum period of four (4) years.
- b. Applicant must submit at least five (5) publications for assessment. At least one (1) of these should be in an international publication.

10.3 Promotion from Senior Assistant Librarian to Deputy Librarian

- a. Normally, the applicant must have served as Senior Assistant Librarian for a minimum period of three (3) years.
- b. Applicant must submit seven (7) publications obtained after their appointment as Senior Assistant Librarian for assessment. At least two (2) of these should be in an international publication.

B. SENIOR MEMBERS (ADMINISTRATION AND PROFESSIONAL)

1.0 CRITERIA FOR ASSESSMENT

Promotion shall normally proceed from one rank to the immediate next rank:

- a. Junior Assistant Registrar and analogous grades to Assistant Registrar and analogous grades to Senior Assistant Registrar and analogous grades to Deputy Registrar and analogous grades.
- b. Notwithstanding the normal progression as stated in (a) above any member of the University may apply at any time to be promoted to any rank for which he or she considers himself or herself qualified.
- c. Promotion shall be based on satisfactory performance in the following assessable areas:
 - i. Ability to work
 - ii. Additional responsibilities
 - iii. Promotion of profession
 - iv. Human relations

2.0 GRADING OF ASSESSMENT

Grading of assessment shall be as follows:

- | | | |
|------------------|----------------|-----------|
| a. Exceptional | - A (80 - 100) | Excellent |
| b. Above Average | - B (70 - 79) | Very good |
| c. Average | - C (60 - 69) | Good |
| d. Below Average | - D (50 - 59) | Fair |
| e. Fail | - E (Below 50) | Poor |

2.1 Pass Mark

The following marks shall apply to the following respective ranks:

- a. Assistant Registrar to Senior Assistant Registrar 65 and above
- b. Senior Assistant Registrar to Deputy Registrar 70 and above

3.0 GENERAL PROCEDURE FOR PROMOTION

The following general procedure for promotion shall apply in all cases:

- 3.1 Any member of staff who wishes to be considered for promotion shall complete appropriate application forms and submit same to the Registrar through the Head of Department/Section/Unit;
- 3.2 On receipt of the application, the Head of Department/Section/Unit shall forward same to the Registrar together with his or her written assessment of the candidate;
- 3.3 The Registrar shall submit all applications for promotion to the Administration Appointments and Promotions Committee. There shall be an internal assessment of all documents submitted in support of the application; and
- 3.4 The Administration Appointments and Promotions Committee shall forward to the University Appointments and Promotions Board the following:
 - a. The completed application forms of every candidate;
 - b. The written assessment by the candidate's Head of Department/Section/Unit and the Registrar; and
 - c. A comprehensive assessment of the candidate's suitability for promotion by the Administration Appointments and Promotions Committee.

4.0 EVALUATION OF ATTAINMENT AND PERFORMANCE FOR PROMOTION

4.1 Assessment for Promotion

Assessment for promotion shall be made by:

- a. the Head of Department/Section/Unit who shall assess the candidate in the five (5) assessable areas; and
- b. the Administration Appointments and Promotions Committee shall assess the candidate in all the five (5) assessable areas.

4.2 Handling of an Application at the Office of the Registrar

- 4.3 Following the recommendation by the Administration Appointments and Promotions Committee, the Registrar, in consultation with the relevant Head of Department, shall recommend to the Vice-Chancellor five (5) person, three of whom shall be considered for appointment as External Assessor for and evaluation of an applicant's work.
- 4.4 The Registrar shall request each External Assessor to comment on each publication submitted for assessment stating its contribution to the candidate's academic/administrative/professional standing.
- 4.5 The request for an assessment shall be accompanied by a copy of the application including curriculum vitae and copies of publications and other exhibits of the applicant's work, and criteria for appointment/promotion. No internal assessment report shall be sent to the External Assessor.

- 4.6 An External Assessor shall be a person of good standing in the applicant's field but normally not employed by or in any way connected with the University.

4.7 Consideration by Appointments and Promotions Board

The University Appointments and Promotions Board shall consider the evidence submitted by:

- a. the candidate;
- b. the Registrar/Head of Department/Section/Unit;
- c. the Administration Appointments and Promotions Committee; and
- d. the External Assessors.

5.0 GUIDELINES FOR EVALUATING PERFORMANCE AND ATTAINMENT

The following guidelines/indicators shall apply in assessing and evaluating competence:

5.1 Ability to Work

- a. Proven ability in work schedule as evidenced by:
 - i. grasp of administrative procedures, current administrative trends including relevant Government administrative policies and guidelines;
 - ii. ability to do independent work;
 - iii. initiative, resourcefulness and drive;
 - iv. sense of responsibility;
 - v. capacity for sustained work; and
 - vi. quality of servicing committees (preparation of materials for meetings, writing of minutes and reports promptly and accurately, taking follow-up actions effectively).
- b. leadership qualities and drive;
- c. supervision of subordinate staff; and
- d. quality of overall output.

5.2 Additional Responsibilities

Additional tasks other than normal schedule of work.

5.3 Promotion of Profession

Written reports, papers, memoranda on administrative matters and issues and relevant publications.

5.4 Human Relations

Good image and comportment in dealing with staff and the public

6.0 LEVELS OF PROMOTION IN THE REGISTRY

For promotion to Senior Membership grade in the Registry candidates must satisfy the criteria defined below for the various grades:

6.1 Promotion from Junior Assistant Registrar to Assistant Registrar

Applicant should meet the requisite qualification for Assistant Registrar as provided for in the Statutes and should pass a confirmation interview.

6.2 Promotion from Assistant Registrar to Senior Assistant Registrar

Candidates seeking promotion to Senior Assistant Registrar grade must have:

- a. served as an Assistant Registrar in a University for at least four (4) year;
- b. achieved at least 'above average' performance in proven ability to work and 'average' performance in two other areas one of which should be 'promotion of profession';
- c. two (2) external assessors' reports on applicant's memoranda, reports, papers, publications, will be required; and
- d. applicant must submit at least five (5) of such documents.

6.3 Promotion from Senior Assistant Registrar to Deputy Registrar

Applicants seeking promotion to Deputy Registrar must satisfy the conditions below:

- a. served as Senior Assistant Registrar in a University for at least five (5) years;
- b. achieved at least 'above average' performance in all the assessable areas;
- c. two (2) external assessors' reports on applicant's memoranda, reports, papers, publications shall be required; and
- d. applicant must submit at least seven (7) of such documents.

7.0 LEVELS OF PROMOTION IN THE FINANCE OFFICE

For promotion to senior membership grade in the Finance Office candidates must satisfy the criteria defined below for the various grades:

7.1 Promotion from Assistant Accountant to Accountant

Applicant should meet the requisite qualification for Accountant as provided for in the Statutes and should pass a confirmation interview.

7.2 Promotion from Accountant to Senior Accountant

Applicants seeking promotion to Senior Accountant must have:

- a. served as an Accountant in a University for at least four (4) years;
- b. achieved at least 'above average' performance in proven ability to work and 'average' performance in two (2) other areas one (1) of which should be 'promotion of profession';
- c. two (2) external assessors' reports on applicant's memoranda, reports, papers, publications, will be required; and
- d. applicant must submit at least five (5) of such documents.

7.3 Promotion from Senior Accountant to Deputy Finance Officer

Applicants seeking promotion to Deputy Finance Officer must satisfy the conditions below:

- a. served as Senior Accountant in a University for at least five (5) years;
- b. achieved at least 'above average' performance in all the assessable areas;
- c. two (2) external assessors' reports on applicant's memoranda, reports, papers, publications shall be required; and
- d. applicant must submit at least seven (7) of such documents.

8.0 LEVELS OF PROMOTION IN THE INTERNAL AUDIT OFFICE

For promotion to senior membership grade in the Internal Audit Office, applicants must satisfy the criteria defined below for the various grades:

8.1 Promotion from Junior Assistant Internal Auditor to Assistant Internal Auditor

Applicant should meet the requisite qualification for Assistant Internal Auditor as provided in the Statutes and should pass a confirmation interview.

8.2 Promotion from Assistant Internal Auditor to Senior Assistant Internal Auditor

Applicants seeking promotion to Senior Assistant Internal Auditor must have:

- a. served as an Assistant Internal Auditor in a University for at least four (4) years;
- b. achieved at least 'above average' performance in proven ability to work and 'average' performance in two other areas one of which should be 'promotion of profession';
- c. two (2) external assessors' reports on applicant's memoranda, reports, papers, publications, will be required; and
- d. applicant must submit at least five of such documents.

8.3 Promotion from Senior Assistant Internal Auditor to Deputy Internal Auditor

Applicants seeking promotion to Deputy Internal Auditor must satisfy the conditions below:

- a. served as Senior Assistant Internal Auditor in a University for at least five (5) years;
- b. achieved at least 'above average' performance in all the assessable areas;
- c. two (2) external assessors' reports on applicant's memoranda, reports, papers, publications shall be required; and
- d. applicant must submit at least seven (7) of such documents.

9.0 LEVELS OF PROMOTION IN THE DIRECTORATE OF WORKS AND PHYSICAL DEVELOPMENT

For promotion to senior membership grade in the Works and Physical Development Directorate, applicants must satisfy the criteria defined below for the various grades:

9.1 Promotion from Assistant Architect/Assistant Civil Engineer/Assistant Structural Engineer/Assistant Electrical Engineer/ Assistant Mechanical Engineer/Assistant Quantity Surveyor/Assistant Geomatic/Mechanical Engineer to Architect/Civil Engineer /Structural Engineer /Electrical Engineer/Quantity Surveyor/Geomatic/Mechanical Engineer

Applicant should meet the requisite qualification for Architect/Civil Engineer/Structural Engineer/Electrical Engineer/Quantity Surveyor/Geomatic/Mechanical Engineer as provided in the Statutes and should pass a confirmation interview.

9.2 Promotion from Architect/Civil Engineer/Structural Engineer/Electrical Engineer/ Quantity Surveyor/Geomatic/Mechanical Engineer to Senior Architect/Senior Civil Engineer/Senior Structural Engineer/Senior Electrical Engineer/Senior Quantity Surveyor/ Senior Geomatic/Mechanical Engineer

Applicants seeking promotion to Senior Architect/Senior Civil Engineer /Senior Structural Engineer /Senior Electrical Engineer/Senior Quantity Surveyor/Senior Geomatic Engineer must have:

- a. served as an Architect/Civil Engineer /Structural Engineer /Electrical Engineer/Quantity Surveyor/Geomatic Engineer in a University for at least four (4) years;
- b. achieved at least 'above average' performance in proven ability to work and 'average' performance in two other areas one (1) of which should be 'promotion of profession';
- c. two (2) external assessors' reports on applicant's memoranda, reports, papers, publications, will be required; and
- d. applicant must submit at least five of such documents.

9.3 Promotion from Senior Architect/Senior Civil Engineer /Senior Structural Engineer /Senior Electrical Engineer/Senior Quantity Surveyor/Senior Geomatic/ Mechanical Engineer to Deputy Director of Works and Physical Development.

Applicants seeking promotion to Deputy Architect/ Deputy Civil Engineer/Deputy Structural Engineer/Deputy Electrical Engineer/Deputy Quantity Surveyor/Deputy Geomatic Engineer must satisfy the conditions below:

- a. served as Senior Architect/Senior Civil Engineer/Senior Structural Engineer /Senior Electrical Engineer/Senior Quantity Surveyor/ Senior Geomatic Engineer in a University for at least five (5) years;
- b. achieved at least 'above average' performance in all the assessable areas;

- c. two (2) external assessors' reports on applicant's memoranda, reports, papers, publications shall be required; and
- d. applicant must submit at least seven (7) of such documents.

10.0 LEVELS OF PROMOTION IN THE DIRECTORATE OF UNIVERSITY HEALTH SERVICES

Clinical Services

For promotion within senior member grade in Clinical Services, applicants must satisfy the criteria defined for the various grades.

10.1 Promotion from Medical/Dental/Optomtry Officer to Senior Medical /Dental/ Optomtry Officer

- a. Applicant must possess a Degree in Medicine/Surgery/Dentistry/Optomtry and must have must completed Houseman rotations.
- b. Applicant must have served as Medical Officer or equivalent for at least four (4) years in the University and present at least five (5) papers/reports/memos as evidence of contribution to health delivery.
- c. Achieved at least above-average performance in proven ability to work and two (2) other areas in the criteria for assessment, one (1) of which should be promotion of profession.
- d. Two (2) external assessors' reports on applicant's memoranda, reports, papers, publications shall be required.

10.2 Promotion from Senior Medical/Dental/Optomtry Officer to Deputy Director of Health Services

- a. Applicant must possess a postgraduate qualification in Medicine/Surgery/ Dentistry/Optomtry or health related Master's degree and must have registered with the Ghana Medical and Dental Council.
- b. Applicant must have served as Senior Medical/Dental/Optomtry Officer for at least five (5) years in the University and present at least seven (7) papers/reports/memos as evidence of contribution to health delivery.
- c. Achieved at least above-average performance in all assessable areas.
- d. Two (2) external assessors' reports on applicant's memoranda, reports, papers, publications shall be required.

Pharmaceutical Services

10.3 Promotion from Pharmacist to Senior Pharmacist

- a. Applicant must possess a BPharm or PharmD qualification from a recognised University and must have registered with the Ghana Pharmacy Council.
- b. Applicant must have served as Pharmacist for at least four (4) years and present at least five (5) papers/reports/memos as evidence of contribution to health delivery.

- c. Achieved at least above-average performance in proven ability to work and two (2) other areas in the criteria for assessment one (1) of which should be promotion of profession.
- d. Two (2) external assessors' reports on applicant's memoranda, reports, papers, publications shall be required.

10.4 Promotion from Senior Pharmacist to Deputy Director of Pharmaceutical Services

- a. Applicant must possess a postgraduate qualification in Pharmacy or a Pharmacy related Master's degree from a recognised University and must have registered with the Ghana Pharmacy Council.
- b. Applicant must have served as Senior Pharmacist for at least five (5) years in the University and present at least seven (7) papers/reports/memos as evidence of contribution to health delivery.
- c. Achieved at least above-average performance in all assessable areas.
- d. Two (2) external assessors' reports on applicant's memoranda, reports, papers, publications shall be required.

Medical Diagnostic Services

10.5 Promotion from Medical Diagnostic Scientist to Senior Medical Diagnostic Scientist

- a. Applicant must possess a Postgraduate degree in Diagnostics or its equivalent and must have registered with the Allied Health Professions Council of Ghana.
- b. Applicant must have served as Medical Diagnostics Scientist for at least four (4) years and present at least five (5) papers/reports/memos as evidence of contribution to health delivery.
- c. Achieved at least above-average performance in proven ability to work and two (2) other areas in the criteria for assessment one (1) of which should be promotion of profession.
- d. Two (2) external assessors' reports on applicant's memoranda, reports, papers, publications shall be required.

10.6 Promotion from Senior Medical Diagnostics Scientist to Deputy Director Medical Diagnostics Scientist

- a. Applicant must possess a Postgraduate degree in Diagnostics or its equivalent and must have registered with the Allied Health Professions Council of Ghana.
- b. Applicant must have served as Senior Medical Diagnostics Scientist (SMDS) for at least five (5) years in the University and present at least seven (7) papers/reports/memos as evidence of contribution to health delivery.
- c. Achieved at least above-average performance in all assessable areas.
- d. Two (2) external assessors' reports on applicant's memoranda, reports, papers, publications shall be required.

Nursing Services

10.7 Promotion from Nursing Practitioner to Senior Nursing Practitioner

- a. Applicant must possess a Postgraduate degree in Nursing or its equivalent and must have registered with the Nurses and Midwifery Council or appropriate regulatory body.
- b. Applicant must have served as Nursing Practitioner for at least four (4) years and present at least five (5) papers/reports/memos as evidence of contribution to health delivery.
- c. Achieved at least above-average performance in proven ability to work and two (2) other areas in the criteria for assessment one (1) of which should be promotion of profession.
- d. Two (2) external assessors' reports on applicant's memoranda, reports, papers, publications shall be required.

10.8 Promotion from Senior Nursing Practitioner to Deputy Director Nursing Practitioner

- a. Applicant must possess a Postgraduate degree in Nursing or its equivalent and must have registered with the Nurses and Midwifery Council or appropriate regulatory body.
- b. Applicant must have served as Senior Nursing Practitioner for at least five (5) years in the University and present at least seven (7) papers/reports/memos as evidence of contribution to health delivery.
- c. Achieved at least above-average performance in all assessable areas.
- d. Two (2) external assessors' reports on applicant's memoranda, reports, papers, publications shall be required.

11.0 LEVELS OF PROMOTION IN THE DIRECTORATE OF INFORMATION AND COMMUNICATION TECHNOLOGY (ICT) SERVICES

For promotion to senior membership grade in the Information and Communication Technology (ICT) Services Directorate, applicants must satisfy the criteria defined below for the various grades:

11.1 Promotion from Junior Assistant Information and Communication Technology (ICT) Officer to Assistant Information and Communication Technology (ICT) Officer

Applicant should meet the requisite qualification for Assistant Information and Communication Technology (ICT) Officer as provided in the Statutes and should pass a confirmation interview.

11.2 Promotion from Assistant Information and Communication Technology (ICT) Officer to Senior Assistant Information and Communication Technology (ICT) Officer

Applicants seeking promotion to Senior Information and Communication Technology (ICT) Officer must have:

- a. served as an Assistant Information and Communication Technology (ICT) Officer in a University for at least four (4) years;
- b. achieved at least 'above average' performance in proven ability to work and 'average' performance in two (2) other areas one (1) of which should be 'promotion of profession';
- c. two (2) external assessors' reports on applicant's memoranda, reports, papers, publications, will be required; and
- d. applicant must submit at least five (5) of such documents.

11.3 Promotion from Senior Assistant Information and Communication Technology (ICT) Officer to Deputy Information and Communication Technology (ICT) Services

Applicants seeking promotion to Deputy Director Information and Communication Technology (ICT) Officer must satisfy the conditions below:

- a. served as Senior Information and Communication Technology (ICT) Officer in a University for at least five (5) years;
- b. achieved at least 'above average' performance in all the assessable areas.
- c. two (2) external assessors' reports on applicant's memoranda, reports, papers, publications shall be required; and
- d. applicant must submit at least seven (7) of such documents.

12.0 PLANNING OFFICE

For promotion to senior membership grade in the Planning Office, applicants must satisfy the criteria defined below for the various grades.

12.1 Promotion from Junior Assistant Planning Officer to Assistant Planning Officer

Applicants should meet the requisite qualification for Assistant Planning Officer as provided for in the Statutes and should pass a confirmation interview.

12.2 Promotion from Assistant Planning Officer to Senior Assistant Planning Officer

Applicants seeking promotion to Senior Assistant Planning Officer must have:

- a. served as an Assistant Planning Officer in a University for at least four (4) years;
- b. achieved at least 'above average' performance in proven ability to work and 'average' performance in two (2) other areas one (1) of which should be 'promotion of profession';
- c. two (2) external assessors' reports on applicant's memoranda, reports, papers, publications, will be required; and
- d. applicant must submit at least five (5) of such documents.

12.3 Promotion from Senior Assistant Planning Officer to Deputy Planning Officer

Applicants seeking promotion to Deputy Planning Officer must satisfy the conditions below:

- a. served as Senior Assistant Planning Officer in a University for at least five (5) years;
- b. achieved at least 'above average' performance in all the assessable areas;
- c. two (2) external assessors' reports on applicant's memoranda, reports, papers, publications shall be required; and
- d. applicant must submit at least seven (7) of such documents.

13.0 ESTATE OFFICE

For promotion to senior membership grade in the Estate Office, applicants must satisfy the criteria defined for the various grades.

13.1 Promotion from Junior Assistant Estate Officer to Assistant Estate Officer

Applicant should meet the requisite qualification for Assistant Estate Officer as provided in the Statutes and should pass a confirmation interview.

13.2 Promotion from Assistant Estate Officer to Senior Assistant Estate Officer

Applicants seeking promotion to a Senior Assistant Estate Officer must have:

- a. served as an Assistant Estate Officer in a University for at least four (4) years;
- b. achieved at least 'above average' performance in proven ability to work and 'average' performance in two (2) other areas one (1) of which should be 'promotion of profession';
- c. two (2) external assessors' reports on applicant's memoranda, reports, papers, publications, will be required; and
- d. applicant must submit at least five (5) of such documents.

13.3 Promotion from Senior Assistant Estate Officer to Deputy Estate Officer

- a. Applicants seeking promotion to Deputy Estate Officer must satisfy the conditions below:
- b. Served as a Senior Assistant Estate Officer in a University for at least five (5) years;
- c. Achieved at least 'above average' performance in all the assessable areas.
- d. Two (2) external assessors' reports on applicant's memoranda, reports, papers, publications shall be required.
- e. Applicant must submit at least seven (7) of such documents.

14.0 PROCUREMENT OFFICE

For promotion to senior membership grade in the Procurement Office, applicants must satisfy the criteria defined below for the various grades.

14.1 Promotion from Junior Assistant Procurement Officer to Assistant Procurement Officer

Applicants should meet the requisite qualification for Assistant Procurement Officer as provided for in the Statutes and should pass a confirmation interview.

14.2 Promotion from Assistant Procurement Officer to Senior Assistant Procurement Officer

Applicants seeking promotion to Senior Assistant Procurement Officer must have:

- a. served as an Assistant Procurement Officer in a University for at least four (4) years;
- b. achieved at least 'above average' performance in proven ability to work and 'average' performance in two (2) other areas one (1) of which should be 'promotion of profession';
- c. two (2) external assessors' reports on applicant's memoranda, reports, papers, publications, will be required; and
- d. applicant must submit at least five (5) of such documents.

14.3 Promotion from Senior Assistant Procurement Officer to Deputy Procurement Officer

Applicants seeking promotion to Deputy Procurement Officer must satisfy the conditions below:

- a. served as a Senior Assistant Procurement Officer in a University for at least five (5) years;
- b. achieved at least 'above average' performance in all the assessable areas;
- c. two (2) external assessors' reports on candidate's memoranda, reports, papers, publications shall be required; and
- d. applicant must submit at least seven (7) of such documents.

III. CONFIRMATION OF APPOINTMENT AFTER PERIOD OF PROBATION

- a. The duration of probation periods for the various categories of staff in University shall be determined by the Appointments and Promotions Board/Committee in accordance with the Unified Conditions of Service for Unionised Staff of the Public Universities of Ghana and the Conditions of Service of Senior Members of the Public Universities of Ghana.
- b. A member of staff whose probation period is coming to an end shall notify the Registrar in writing with updated curriculum vitae, six (6) months in advance through the Head of Department to have his or her appointment confirmed.

- c. Without prejudice to (a) above, a member of staff whose probation period is coming to an end may be notified in writing by the Deputy Registrar, Human Resource through the Head of Department six (6) months in advance to provide updated curriculum vitae to his or her Dean/Registrar through the Head of Department/Section.
- d. Appropriate information from the member of staff and comments by the Head of Department shall be reviewed by the Faculty/Administrative Appointments and Promotions Committee which may recommend or decline confirmation, indicating duration to the University's Appointments and Promotions Board.

IV Renewal of Contract

- a. A member of staff whose contract is coming to an end shall notify the Registrar in writing with an updated curriculum vitae, six (6) months in advance through the Head of Department to have his or her contract renewed.
- b. Without prejudice to (a) above, a member of staff whose contract is coming to an end may be notified in writing by the Deputy Registrar, Human Resource through the Head of Department six (6) months in advance to provide updated curriculum vitae to his or her Dean/Registrar through the Head of Department/Section.
- c. Appropriate information from the member of staff and comments by the Head of Department shall be reviewed by the Faculty/Administrative Appointments and Promotions Committee which may recommend or decline renewal, indicating duration to the University Appointments and Promotions Board.

V Post-Retirement Contract Appointment

- a. Post-retirement contract appointments in the University shall require the approval of the Vice-Chancellor.
- b. The Faculty Appointments and Promotions Committee shall make recommendations to the Vice-Chancellor.
- c. Post-retirement contract appointments shall satisfy the following requirements:
 - i. evidence of Departmental needs;
 - ii. approved Teaching load;
 - iii. graduate teaching and graduate thesis supervision;
 - iv. research and development activities;
 - v. mentorship programme for young Faculty/Staff; and
 - vi. medical certification.

SCHEDULE G

General Regulations Governing Halls of Residence

1. Establishment

There shall be established in the University of Education, Winneba, Halls of Residence bearing such names as the University may from time to time determine.

2. Membership

Membership of each Hall shall comprise all Junior Members assigned to the Hall as resident or non-resident/affiliated students.

3. Hall Fellows

The Vice-Chancellor shall appoint to each Hall, Senior Members who shall be designated Hall Fellows.

4. Management of Halls

There shall be appointed a Hall Manager who shall be responsible, subject to the Statutes and Regulations of the University, for all matters concerning the day-to-day administration and management of the Hall. He or she shall be assisted by a Hall Council which shall regulate affairs of the Hall.

5. Hall Council

5a. Composition

- » Dean of Student Affairs – *Chairperson*
- » Vice-Dean(s) of Student Affairs
- » Hall Manager
- » Ten Hall Fellows
- » Hall President
- » Hall Treasurer
- » One (1) representative of the SRC
- » Two (2) students elected by members of the Hall Members
- » Hall Secretary - Secretary

In Attendance

- » Hall Accounts Officer
- » Chief Hall Assistant

5b. Quorum

Half the total membership including the Dean of Student Affairs or Vice-Dean, the Hall Manager or a Hall Fellow and the Hall President or the Secretary.

5c. Meetings

The Hall Council shall meet twice every semester. Special meetings shall be called as and when necessary.

5d. Powers and Functions of Hall Council

- a. The Hall Council shall, subject to the Statutes and Regulations of the University, be responsible for all matters concerning the smooth administration of the Hall and the general welfare of students.
- b. It shall approve the budget of the Junior Common Room Committee (JCRC) and monitor its implementation.
- c. It shall approve the budget of the Hall Management and monitor its implementation.

6. Junior Common Room Committee (JCRC)

Subject to the Regulations stated above and the Constitution of the Hall, there shall be established a Junior Common Room Committee to be elected by the Junior Members of the Hall.

7. Hall Accounts

- a. All Hall accounts shall be established in accordance with the University Financial and Stores Regulations.
- b. There shall be three signatories to JCRC Account namely:
 - i. Hall Manager or a Hall Fellow;
 - ii. Hall President; and
 - iii. Hall Financial Secretary or Treasurer.
- c. The Head of Internal Audit shall audit Hall accounts at least once a year and submit a report to the Vice-Chancellor, copied to the Hall Council.

Operative Date: 24th December in the year of our Lord, 2020, at 1:45 p.m.



University of Education, Winneba

Statutes

DECEMBER, 2020

P. O. Box 25, Winneba,
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