



**University of  
Mines and Technology (UMaT),  
Tarkwa**

# The Statutes

September 8, 2012



---

Published by the Audio Visual Unit, UMaT, Tarkwa

---

# CONTENTS

## Page

<b>Table of Contents</b>	...	1	
Statute 1	Definition of Terms	...	4
Statute 2	Repeals	...	6
Statute 3	University Property	...	6
Statute 4	The Chancellor	...	6
Statute 5	Chairman of Council	...	6
Statute 6	Principal Officers of the University	...	6
Statute 7	The Vice Chancellor	...	6
Statute 8	The Pro Vice Chancellor	...	7
Statute 9	The Registrar	...	8
Statute 10	The Finance Officer	...	9
Statute 11	The Librarian	...	10
Statute 12	The Internal Auditor	...	10
Statute 13	The Director of Works and Physical Development	...	11
Statute 14	The University Council	...	12
Statute 15	Casual Vacancies on Council	...	12
Statute 16	Meetings of Council	...	12
Statute 17	Powers and Functions of Council	...	12
Statute 18	Election of the Convocation Members of Council	...	13
Statute 19	Academic Board	...	15
Statute 20	Composition of the Academic Board	...	15
Statute 21	Powers and Functions of the Academic Board	...	15
Statute 22	Meetings of the Academic Board	...	16
Statute 23	Statutory Committees of the Academic Board	...	17
Statute 24	Structure of Faculties	...	17
Statute 25	Functions and Powers of Deans of Faculties	...	18
Statute 26	Composition of Faculty Board	...	19
Statute 27	Powers and Functions of Faculty Board	...	19
Statute 28	Academic Departments/Centres of the University	...	20
Statute 29	The Welfare Services Board	...	22
Statute 30	Functions of the Welfare Services Board	...	22
Statute 31	Meetings of the Welfare Services Board	...	23
Statute 32	Committees of the Welfare Services Board	...	23
Statute 33	Convocation	...	23
Statute 34	Composition of Convocation	...	23
Statute 35	Functions of Convocation	...	23
Statute 36	Meetings of Convocation	...	24
Statute 37	Convocation Advisory Board	...	24
Statute 38	Congregation	...	25
Statute 39	Discipline in the University	...	25
1	General Provisions	...	25

2	Discipline of Senior Members	...	26
3	Discipline of Staff other than Senior Members	...	27
4	Discipline of Junior Members	...	28
Statute 40	Appointments by the Vice Chancellor	...	28
Statute 41	Terms of Appointment of Senior Members	...	28
Statute 42	Resignation, Retirement and Termination of Appointment of Senior Members	...	29
Statute 43	Power to Make Regulations	....	30
Statute 44	Examinations	....	31
Statute 45	Halls of Residence	...	31
Statute 46	Honorary Degrees	...	31
Statute 47	School of Postgraduate Studies	...	32
Statute 48	Dean of Students	...	33
Statute 49	Office of International Programmes	...	34
Statute 50	Planning and Quality Assurance Unit	...	34
Statute 51	Secular Nature of the University	...	35
Statute 52	Amendment of Statute	...	36
Statute 53	Amendments of Schedules	...	36
Statute 54	Miscellaneous Provisions	...	37

### **Schedules**

Schedule A	Simple Majority Vote System	...	38
Schedule B	Committees of the University Council	...	38
1	Standing and Finance Committee		38
2	Development Committee	...	39
3	Entity Tender Committee	...	39
4	Budget Committee	...	40
5	GUSSS Management Committee		41
6	Joint Council/Academic Board Committee on Honorary Degrees	...	42
7	University Appointments and Promotions Committee	....	42
7.1	Faculty Appointments and Promotions Committee Sub-Committee	...	43
7.2	Administration Appointments and Promotions Sub-Committee	....	44
7.3	Appeals Relating to Appointments and Promotions of Senior Members	....	44
Schedule C	Committees of the Academic Board	...	45
1	Executive Committee	...	45
2	Residence Committee	...	45
3	Library Committee	...	46
4	Books and Publications Committee		46
5	Research and Conferences Committee		47
6	Scholarships Committee	...	47

7	Planning and Resources Committee	...	48
8	ICT Management Committee	...	49
9	University Basic School Management Committee	...	49
10	FM Management Committee	...	50
Schedule D	Committees of the Welfare Services Board	...	50
1	Estate Management Committee	...	50
2	Health Services Committee	...	51
3	Sports and Recreation Committee		52
4	Interdenominational Chaplaincy Committee		52
5	Transport Management Committee		52
6	Security Management Committee		53
Schedule E	Structure of Faculties and Departments of the University...		54
Schedule F	Members of Convocation	...	55
Schedule G	Rules on Discipline in the University Under Statute 39	...	55
Schedule H	Appointments and Promotions Committee – Senior and Junior Staff		57
1	Procedure for Appointments and Promotions of Senior and Junior Staff	...	57
2	Appeals Relating to Appointments and Promotions of Senior and Junior Staff	...	58
Schedule I	Procedure for the Appointment of Registrar, Finance Officer, Internal Auditor, Librarian and Director of Works and Physical Development	...	58
Schedule J	Procedure for the Re-appointment of Registrar, Finance Officer, Internal Auditor, Librarian and Director of Works and Physical Development	...	59
Schedule K	Procedure for the Appointment of Vice Chancellor	...	60
Schedule L	Procedure for the Re-appointment of Vice Chancellor	...	60
Schedule M	Procedure for the Re-appointment of Pro Vice Chancellor		61
Schedule N	Procedure for the Appointment of Chancellor	...	61
Schedule O	Nomination Form for Election (Convocation Members of Council)	...	62
Schedule P	Criteria for Satisfactory Performance	...	62
Schedule Q	Proxy Form for Elections (Convocation Members of Council)		62

# STATUTES OF THE UNIVERSITY OF MINES AND TECHNOLOGY (UMaT), TARKWA

## ***Statute 1 - DEFINITION OF TERMS***

In the construction to these Statutes, unless the context otherwise requires:

“**The Act**” means the University of Mines and Technology, Tarkwa, Act 2004 (Act 677).

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

“**University**” means the University of Mines and Technology (UMaT), Tarkwa, as established by Act 677.

“**Council**” means the University Council as established by Act 677.

“**Academic Board**” means Academic Board of the University as established by Act 677.

“**Professorial Status**” refers to Professors and Associate Professors.

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

“**Junior Member**” means any person registered for a programme of studies or research in the University.

“**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.

“**Junior Staff**” means all persons in the employ of the University of the rank below that of an Administrative Assistant or its equivalent.

“**Convocation**” refers to an assemblage of senior members of the University.

“**Congregation**” is a special assembly of the University to receive reports on the University and witness the conferment of degrees and awards.

**“Section”** means a division in a Department which may develop into a Department.

**“Department”** refers to a part of a Faculty that is concerned with teaching and research in a recognisable academic discipline and has been so designated by the Academic Board.

**“Centre”** means an establishment which has departmental status and is oriented to providing services including teaching for extension purposes, but not for the award of degrees, and diplomas.

**“Unit”** means a sector of the university administrative structure which provides specialised services.

**“Faculty”** means a collection of related Departments as specified in the appropriate Schedule.

**“School”** means a semi-autonomous establishment which has Faculty Status and shares in one or more of the following characteristics – association with a profession, or the preparation of students by a profession for certification.

**“He”** The masculine pronoun “he” is taken to refer equally to female persons. For the avoidance of doubt, in these Statutes, words importing the male sex shall be construed to include females and vice versa as provided for in the Interpretation Act 1960 (CA 4).

**“Institute”** is equivalent to a Faculty.

**“Academic Year”** for purposes of appointment, retirement and related matters is normally presumed to end on the 30th day of September and for teaching purposes is normally presumed to begin in August and end in July unless otherwise defined by the Academic Board or Council.

**“Alumni”** refers to:

- i. all graduates of the University.
- ii. former students of the Tarkwa Technical Institute/Tarkwa School of Mines/UST School of Mines/KNUST School of Mines/Western University College of KNUST.
- iii. all other past students deemed eligible by the Academic Board for membership of congregation.

## ***Statute 2: REPEALS***

All the Statutes made by or for the KNUST School of Mines, Tarkwa, and for Western University College, Tarkwa, which were in force immediately prior to the Operative Date are hereby repealed but not so as to revive the provisions of any Statutes or Charter repealed by those Statutes or to repeal any provisions of any such Statutes or Charter exempted from repeal by those Statutes.

## ***Statute 3: UNIVERSITY PROPERTY***

All the property, real and personal, of every description now or hereafter belonging to the University, shall remain and be vested in the University, and all trusts for, or to be executed by the University under any former name or description or by Council of the Kwame Nkrumah University of Science and Technology, Kumasi shall inure to the benefit of the University, or in accordance with the provisions to these Statutes be executed by the University.

## ***Statute 4: THE CHANCELLOR***

There shall be a Chancellor of the University as provided for by the Act, who shall be the Titular Head of the University. He shall be appointed in the manner prescribed in Schedule N to these Statutes.

## ***Statute 5: CHAIRMAN OF COUNCIL***

There shall be a Chairman of Council who shall be appointed in the manner prescribed in the Act. The Chairman shall hold office for a term of two years but shall be eligible for re-appointment. The Chairman shall be furnished with copies of minutes of the Academic Board in addition to other publications of the University. In the absence of the Chairman from any meeting of Council, Council shall elect from among its members a Government appointee to preside over the meeting.

## ***Statute 6 : PRINCIPAL OFFICERS OF THE UNIVERSITY***

The Principal Officers of the University shall be the Vice Chancellor, Pro Vice Chancellor, Registrar, Finance Officer and Librarian as prescribed in the Act.

## ***Statute 7: THE VICE CHANCELLOR***

- a. There shall be a Vice Chancellor of the University who shall be appointed by Council as prescribed in the Act and in accordance with Schedule I to these Statutes. He shall be the academic and administrative head as well as the chief disciplinary officer of the University; The Vice Chancellor shall, by virtue of his office, be a member of Council as provided for by the Act, and also of Convocation, the Academic Board, the Welfare Services Board, and of every Committee of these Boards.
- b. i. The Vice Chancellor shall be the Chief Executive Officer of the University and shall be responsible, in accordance with these Statutes

and with the decisions of Council and Academic Board, for organizing and conducting the academic, financial, and administrative business of the University.

- ii He shall have overall authority over the academic, financial and administrative staff and shall submit annually through the Academic Board to Council a statement on the staff which, in his opinion, is necessary for the transaction of University business, together with an estimate of the expenditure required for the maintenance of such staff.
- c. It shall be the duty of the Vice Chancellor to advise Council and the Academic Board on all matters affecting policy, University Finance, governance and administration of the University, and for this purpose he shall have unrestricted right of attendance and speaking at all meetings of Council and of all University bodies whether executive or advisory, which are charged with the consideration of such matters.
- d. The Vice Chancellor shall, subject to the approval of Council, have power to delegate any of the functions assigned to him by these Statutes to Senior Members of the University as shall seem to him appropriate.
- e. Where a force majeure occurs, rendering the University to be non-functional, the Vice Chancellor shall in consultation with the Executive Committee and Chairman of Council, take the decision to close down the University until such time that conditions improve for reopening.
- f. The Vice Chancellor shall hold office for a term of four (4) years in the first instance and shall be eligible for re-appointment for only another term of four (4) years or part thereof but not beyond his retiring date from the University.
- g. The Vice Chancellor may resign his office by letter addressed to the Chairman of Council.

**Statute 8: THE PRO VICE CHANCELLOR**

- a. There shall be a Pro Vice Chancellor who shall exercise powers as specified in the Act and such others as may be delegated to him by the Vice Chancellor.
- b. He shall be responsible to the Vice Chancellor for the efficient discharge of his duties.
- c. In the appointment of a Pro Vice Chancellor, the Vice Chancellor shall nominate three academic senior members who shall be of Professorial status. Where there are only two senior members of Professorial status, they shall be nominated. Where there is only one senior member of Professorial status, he shall be nominated.
- d. The University Appointments and Promotions Committee (UAPC) shall evaluate the CVs and Vision Statement(s) and interview the nominee(s) and recommend one of them to Council for appointment as Pro Vice



Chancellor.

- e. Where there is only one academic senior member of Professorial status he shall be interviewed and if found suitable he shall be recommended to Council for appointment. If he is not found suitable the Vice Chancellor shall nominate three suitable academic senior members of senior lecturer status to be interviewed by UAPC for appointment of one of them by Council as acting Pro Vice Chancellor for a term of one year.
- f. In the event of any casual vacancy in the Office of the Pro Vice Chancellor occurring by reason of resignation, incapacity, or death, or any other cause, the Chairman of Council on the recommendation of the Vice Chancellor shall appoint one academic member of Professorial status in the University to act as Pro Vice Chancellor until Council is able to make a formal appointment.
- g. In the event of a temporary absence of both the Vice Chancellor and the Pro Vice Chancellor from campus or during a simultaneous vacancy in both offices, the most senior Dean of Faculty/School shall act as the Vice Chancellor.
- h. The Pro Vice Chancellor shall hold office for a term of two (2) calendar years and shall be eligible for re-appointment for another term of two (2) calendar years. The term of the Pro Vice Chancellor shall commence from the beginning of the calendar year and terminate at the end of the second calendar year.
- i. The Pro Vice Chancellor may resign his office by letter addressed to the Chairman of Council through the Vice Chancellor.

**Statute 9: THE REGISTRAR**

- a. There shall be a Registrar who shall be appointed by the University Council in accordance with Schedule I to these Statutes. He shall act as Secretary to Council as provided for by the Act.
- b. The Registrar shall be responsible to the Vice Chancellor for the administration of the University.
- c. He shall be a non-voting member of Council.
- d. He shall be Secretary and a non-voting member of the Academic Board
- e. Except as otherwise provided for in these Statutes, he or his representative shall serve as Secretary of all Boards and Statutory Committees of the University.
- f. The Registrar shall be responsible for the custody of the University Seal and for affixing same to relevant documents of Council and the Academic Board.
- g. The Registrar shall be responsible for the custody of all legal documents and records of the University.
- h. The Registrar shall regularly cause to be published in the University

Recorder at least twice a year all policy decisions of Council, Academic Board and the Welfare Services Board.

- i. The Registrar shall perform any other functions as may be assigned to him by the Vice Chancellor.
- j. The Registrar shall hold office for a term of four (4) years and shall, upon application by him, be eligible for re-appointment for only another term of four (4) years or part thereof but not beyond his retiring date from the University.
- k. The Registrar may resign his office by letter addressed to the Chairman of Council through the Vice Chancellor.

### ***Statute 10: THE FINANCE OFFICER***

- a. There shall be a Finance Officer who shall be appointed by the Council in accordance with Schedule I to these Statutes.
- b. The Finance Officer shall be responsible to the Vice Chancellor for the financial administration of the University.
- c. Without prejudice to the generality of the powers hereby conferred on the Finance Officer by this Statute, or any other law, the specific functions of the Finance Officer shall include the following:
  - i. Formulation and implementation of policies relating to accounting and financial control in the University.
  - ii. Corporate planning involving budgeting and budgetary control and long term strategic planning in respect of all the finances of the University.
  - iii. Liaison with Ministries, Departments and Agencies (MDAs) in respect of financial matters affecting the University.
  - iv. Treasury Management.
  - v. Subject to the approval of the Registrar, human resource management involving the regular appraisal, training and development of the staff under him.
  - vi. Preparation and consolidation of final accounts and commenting on Management Reports of External Auditors.
  - vii. Ensuring on behalf of the University Council, that proper records are kept of all University property, assets, stocks and valuables of every kind in a register.
  - viii. Oversight responsibility for the accounting functions of all the semi-autonomous bodies, self-accounting and income-generating units within the University.
  - ix. Any other functions as may be assigned to him by the Vice Chancellor.
- d. The Finance Officer shall hold office for a term of four (4) years and shall, upon application by him, be eligible for re-appointment for only another term of four (4) years or part thereof but not beyond his retiring date from the University.

- e. The Finance Officer may resign his office by letter addressed to the Chairman of Council through the Vice Chancellor.

**Statute 11: THE LIBRARIAN**

- a. There shall be a Librarian who shall be appointed by Council. He shall be responsible to the Vice Chancellor and serve as the administrative and professional head of the University Library system.
- b. He shall be appointed in the manner prescribed in Schedule I to these Statutes.
- c. He shall be responsible for the provision of adequate reading, listening, and viewing materials to support the teaching, research, and extension functions of the University.
- d. He shall ensure the maintenance of good environment for reading and learning in all the libraries of the University.
- e. He shall be responsible for maintaining linkages with local and international organisations involved in library work.
- f. He shall, in conjunction with the Library Committee, and subject to the approval of the Academic Board, formulate policies for the maximum development and utilisation of all the libraries in the University.
- g. He shall exercise professional and administrative supervision over the staff under him to ensure the efficient and effective functioning of the libraries in the University.
- h. He shall perform any other functions as may be assigned to him by the Vice Chancellor.
- i. The Librarian shall hold office for a term of four (4) years and shall, upon application by him, be eligible for re-appointment for only another term of four (4) years or part thereof but not beyond his retiring date from the University.
- j. He may resign his office by letter addressed to the Chairman of Council through the Vice Chancellor.

**Statute 12: THE INTERNAL AUDITOR**

- a. There shall be an Internal Auditor who shall be appointed by Council to serve as the Head of the Internal Audit Unit of the University.
- b. He shall be appointed in the manner prescribed in Schedule I to these Statutes and shall report directly to the Vice Chancellor.
- c. He shall exercise professional and administrative supervision over the staff under him to ensure that the internal auditing system of the University is efficient and effective.
- d. The Internal Auditor shall, in accordance with the Internal Audit Agency Act, 2003, (Act 658) and in conformity with standards and procedures provided for by the Agency set up under the said Act, carry out periodic internal audit

of the University, and shall submit reports thereof to the Standing and Finance Committee of Council, through the Vice Chancellor.

- e. The recommendations of the Internal Auditor as contained in his report referred to in clause (d) above, shall then be implemented by the Standing and Finance Committee of Council.
- f. Copies of the Internal Auditor's reports shall be submitted to the Director - General of the Internal Audit Agency and the Director-General may upon examination of the Internal Audit report, take such action as it considers appropriate including recommendation of prosecution and disciplinary action in respect of any breaches found.
- g. The Internal Auditor shall hold office for a term of four (4) years and shall, upon application by him be eligible for re-appointment for only another term of four (4) years or part thereof but not beyond his retiring date from the University.
- h. The Internal Auditor may resign his office by letter addressed to the Chairman of Council through the Vice Chancellor.

***Statute 13: THE DIRECTOR OF WORKS AND PHYSICAL DEVELOPMENT***

- a. There shall be a Director of Works and Physical Development who shall be appointed by Council to serve as the Head of the Works and Physical Developments Office of the University.
- b. He shall be appointed in the manner prescribed in Schedule I to these Statutes.
- c. He shall exercise professional and administrative supervision of the staff under him to ensure the efficient and effective functioning of his Office.
- d. He shall be responsible for the development and maintenance of the physical and infrastructural works and facilities of the University.
- e. He shall exercise oversight responsibility over the operations of the Estate Unit, the Maintenance Unit, the Fire Service Unit, as well as all other municipal services of the University.
- f. Subject to the approval of the Development Committee and on the advice of the University Legal Services Unit, he shall handle or deal with all preliminary matters on contracts involving the physical or infrastructural development of the University and/or the use of any part(s) of the University lands.
- g. He shall perform any other functions as may be assigned to him by the Vice Chancellor.
- h. He shall be responsible to the Vice Chancellor for the efficient discharge of his duties.
- i. The Director of Works & Physical Development shall hold office for a term of four (4) years and shall, upon application by him, be eligible for re-appointment for only another term of four (4) years or part thereof but not

beyond his retiring date from the University.

- j. He may resign his office by letter addressed to the Chairman of Council through the Vice Chancellor.

**Statute 14: THE UNIVERSITY COUNCIL**

- a. The governing body of the University shall be the University Council which shall consist of members as stipulated in the Act.
- b. There shall be established Committees of the University Council as specified in Schedule B to these Statutes.

**Statute 15: CASUAL VACANCIES ON COUNCIL**

Any casual vacancy on Council occurring by reason of resignation, incapacity or death or any other cause among the elected or nominated members shall be filled as soon as convenient by the person who or body which appointed or elected the member whose place has become vacant, and the person so appointed to fill a casual vacancy shall hold office for the rest of the term for which the member whom he replaces was elected or appointed.

**Statute 16: MEETINGS OF COUNCIL**

- a. Notice of a meeting of Council, other than an emergency meeting, and the business to be transacted thereat shall be given in writing to each member of Council by the Registrar not later than ten (10) days before the date fixed for such a meeting.
- b. Meetings of Council shall be in accordance with the Act.
- c. Council shall meet at least three times in every academic year.
- d. A meeting of Council may be convened by the Chancellor, the Chairman of Council, the Vice Chancellor or shall be convened if at least eight members of Council sign a request to that effect.
- e. The Chairman of Council shall preside at meetings of Council and in his absence Council shall elect one of the government's appointees to preside over the meeting.
- f. The quorum at meetings of Council shall be nine.
- g. Decisions shall be made by consensus and may, when deemed necessary, be by a simple majority of votes cast.
- h. The Chairman shall have an original vote and a casting vote.

**Statute 17: POWERS AND FUNCTIONS OF COUNCIL**

Without prejudice to the generality of the powers of Council as provided for by the Act and these Statutes, the powers and functions of Council shall include the following:

- a. Council shall have the control and disposition of all property, funds and investments of the University and shall have power:
  - i. to sell, buy, exchange, lease and accept leases of property;

- ii. to borrow money on security of the property of the University or otherwise;
  - iii. generally to enter into, carry out, vary, and cancel contracts.
- b. Council shall control the finances of the University and shall have power to determine finally any question of University 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 University 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.
- c. Council shall 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.
- d. Council shall determine the allocation of funds at the disposal of the University. Unless for special reasons which Council may otherwise determine, all recurrent grants allocated by Council towards the purposes hereinafter mentioned shall be made in the form of block grants, that is to say:
  - i. for expenditure by the Academic Board upon those central activities of the University for which the University is wholly responsible, classified under such heads and sub-heads as Council, after consultation with the Academic Board, consider convenient;
  - ii. for expenditure by the constituent bodies of the University as part of their income.
- e. Council shall annually determine the expenditure necessary for the maintenance of:
  - i. the property of the University;
  - ii. an adequate staff for transacting the academic, financial and administrative business of the University, and shall, in its discretion, appropriate monies for these purposes.
- f. Council may prescribe the manner and form in which units of the University shall submit accounts or estimates of income and expenditure.
- g. Council shall have power, on the recommendation of the Academic Board, to confer the title of Emeritus Professor, Honorary Professor or other Academic titles.

***Statute 18: ELECTION OF CONVOCATION MEMBERS OF COUNCIL***

- a. Convocation shall elect from its members two persons representing Senior Member rank, one of professorial status and one of non-professorial status.

- b. All members of Convocation of the University shall be qualified to vote either by themselves or by proxy in accordance with rules and regulations governing such voting.
- c. The Returning Officer shall be the Registrar who shall be responsible for conducting the election by secret ballot. The Registrar shall conduct the election in accordance with the system defined in Schedule A to these Statutes. He shall be assisted by three Scrutineers appointed by the Academic Board. No election shall be valid unless and until the Scrutineers have unanimously certified in writing to the Academic Board that the counting of the votes and the declaration of the candidates elected have been correctly carried out.
- d. A candidate for election shall be nominated by completing a nomination form as in Schedule O to these Statutes. The completed form shall be submitted to the Registrar.
- e. If the nominees for a position are more than three, Convocation shall conduct a preliminary ballot to select three candidates for that position, one of whom shall be elected in accordance with Schedule A to these Statutes.
- f. Except as provided for in paragraph (a) of this Statute, the term of office of a Convocation member of Council shall be two calendar years reckoned from the first day of January following his election.
- g. Elections to Council shall be held as soon as possible at the beginning of the Academic Year, and in any event, not later than the 30<sup>th</sup> day of November. The Registrar shall notify all members of Convocation of the existence of vacancies on Council, and shall at the same time call for nominations allowing two weeks for these to be received. He shall then notify all members of Convocation of the date of the election which shall not be later than two weeks after the date on which nominations closed.
- h. Of the two Convocation members of Council, one shall be Professorial and one shall be Non-Professorial. The election shall be conducted in two divisions, namely, Professorial Division and Non-Professorial Division with separate lists of candidates and separate ballot papers for each Division. All members of Convocation shall be entitled to vote in each Division.
- i. If a Non-Professorial Member of Council attains Professorial status during his tenure of office, his membership shall cease forthwith and the vacancy filled in accordance with this Statute.
- j. If a vacancy in the University representation on Council occurs during the year through death, resignation, or any other cause, the Registrar shall immediately notify the members of Convocation of such vacancy and shall conduct a bye-election. Such a bye-election shall be conducted in the same way as regular elections, and the person so elected shall hold office for the residue of the term for which the member whom he replaces was elected.

### **Statute 19: ACADEMIC BOARD**

There shall be an Academic Board of the University as provided for by the Act.

### **Statute 20: COMPOSITION OF THE ACADEMIC BOARD**

The membership of the Academic Board shall be as follows:

- a. The Vice Chancellor
- b. The Pro Vice Chancellor
- c. All Deans
- d. All Heads of Academic Departments and Centres
- e. Professors
- f. Senior Members of Council who are not members of the Academic Board in any other capacity
- g. One member not below the rank of Associate Professor elected from each Faculty by the Senior Members of the Faculty. Where there are no Senior Members of professorial status, senior lecturers shall be elected.
- h. The Registrar shall be the Secretary to the Board.

### **Statute 21: POWERS AND FUNCTIONS OF THE ACADEMIC BOARD**

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 include the following:

- a. To formulate and carry out the academic policies of the University and, generally, to regulate and approve the programme of studies and examinations held in the University.
- b. To promote research within the University and request, at the end of every academic year reports from Faculties, Schools, Departments and Centres on research being done.
- c. To appoint University Internal and External Examiners on the recommendation of the Boards of the Faculties and Schools concerned.
- d. To suspend or remove examiners for negligence or inefficiency or 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 appoint a replacement.
- e. To make regulations after receiving reports or proposals from the Boards of Schools, Faculties and Centres relating to courses of study, degrees, and other academic awards.
- f. To recommend candidates for the award of degrees, diplomas, certificates, and other academic awards to persons who have pursued in the University a programme of studies or research approved by the Academic Board and have passed the prescribed examinations or otherwise satisfied the examiners.



- g. To make, either on its own initiative or at the request of Council, recommendations on any matter affecting the University and within the scope of policies approved by Council, and to take such action as it may deem necessary for the development, welfare, and good governance of the University.
- h. To make recommendations to Council on the institution of new Faculties and Schools, the combination of existing Faculties or Schools, the abolition or change of the scope of any Faculty or School and the division of any Faculty or School into two or more Faculties or Schools.
- i. To make recommendations to Council on the establishment or dissolution of Departments or Centres.
- j. To review annually, and after any inquiries which it may think fit, academic programmes of the University to respond to the social, economic and technological needs of Ghana, and make recommendations to Council.
- k. To determine, subject to any conditions made by the donors which are accepted by Council, considering the mode and conditions of competition for fellowships, scholarships, exhibitions, bursaries, medals and other prizes and examine for the award of these or to delegate this function to the Faculties, Schools and Departments or Committees set up for that purpose by the Academic Board.
- l. To make regulations for the admission of students to the University.
- m. To make regulations for the discipline of Junior Members of the University and to take such steps as it thinks proper for controlling organisations of the student body.
- n. To appoint two of its members to serve on the Joint Council/Academic Board Committee on Honorary Degrees as provided for by Schedule B (6).
- o. To refer proposals on any matters to Convocation for consideration.
- p. To exercise all such powers as are or may be conferred on the Board by the Act or by these Statutes.
- q. To regulate the relationships between the University and associated institutions both national and international.

***Statute 22: MEETINGS OF THE ACADEMIC BOARD***

- a. The Vice Chancellor shall convene a meeting of the Academic Board at least twice in each Semester.
- b. At least, five (5) days' notice shall be given for such a meeting and of the matters to be considered. Emergency meetings may be convened by the Vice Chancellor at any time upon giving all members of the Board at least 24 hours' written notice.
- c. A special meeting of the Academic Board may be convened on the written request of at least one-half of members of the Academic Board submitted to the Vice Chancellor with a statement of the matters to be discussed at such a special meeting. In the event of such a request being made, the Vice

Chancellor shall convene a special meeting within seven days of the receipt of the request specifying in the notice of such a meeting those matters to be considered.

- d. The quorum for the transaction of business of the Academic Board shall be not less than 50%.

**Statute 23: STATUTORY COMMITTEES OF THE ACADEMIC BOARD**

- a. Subject to the approval of Council, there shall be such statutory committees of the Academic Board as the Academic Board may from time to time determine.
- b. For the time being, the Statutory Committees of the Academic Board, their composition, procedures and functions shall be in accordance with Schedule C to these Statutes.
- c. The terms of office of all elected members of Committees shall be two years and the period shall terminate at the end of the calendar year, except students representatives. Elections shall be held not later than 30<sup>th</sup> November of the year preceding that in which the appointee or person elected is to begin his term of office.

**Statute 24: STRUCTURE OF FACULTIES/SCHOOLS**

- a. There shall be in the University Faculties/Schools and such other academic entities as Council may, on the recommendation of the Academic Board, establish.
- b. The internal organization of the University into Faculties/Schools shall be in accordance with Schedule E to these Statutes.
  - i. Each Faculty/School shall be headed by a Dean who will be assisted by a Vice Dean.
  - ii. The Dean shall be appointed from amongst the academic senior members of the Faculty/School who are of professorial status.
  - iii. Where there are no suitable academic senior members of professorial status in the Faculty/School the Dean may be appointed from a cognate Faculty.
  - iv. The Vice Dean shall be appointed from amongst the Heads of Departments in the Faculty. The Dean shall nominate two Heads of Departments with his recommendations to the University Appointments and Promotions Committee (UAPC) for consideration.
  - v. A Head of Department appointed as Dean shall vacate his position as Head of Department.
  - vi. A Dean shall hold office for a period of two years if he is of professorial status, and may be eligible, upon completion of his term of office, for re-

appointment for only another term of two years provided his performance is satisfactory as per the criteria outlined in Schedule N.

- vii. Where there is only one suitable senior academic member of professorial status, he may be re-appointed to serve more than the normal two terms provided his performance is satisfactory.
- viii. Where a suitable senior member of Professorial Status can not be found in the faculties, a suitable senior academic member of Senior Lecturer Status may be appointed to act as Dean notwithstanding the provisions in paragraph b sub-paragraph ii of this Statute. He shall hold office for one year and shall be eligible for re-appointment for another year.
- ix. In the absence of the Dean, the Vice Dean shall act as Dean. In the absence of both the Dean and the Vice Dean the most senior Head of Department in the Faculty shall act as Dean.
- x. When a vacancy occurs in the Faculty, the Pro Vice Chancellor shall present the names and curriculum vitae of the three most senior and suitable academic members of the Faculty with his evaluation and recommendation(s) to the University Appointments and Promotions Committee (UAPC) for consideration. The UAPC shall consider the Pro Vice Chancellor's report and make its own recommendation(s). The UAPC's recommendations shall be forwarded to Council for consideration and appointment.

### ***Statute 25: FUNCTIONS AND POWERS OF DEANS OF FACULTIES***

- a. The Dean of a Faculty shall be responsible to the Vice Chancellor for providing leadership to the Faculty and maintaining and promoting the efficiency and good order of the Faculty in accordance with policies and procedures prescribed by the Act, these Statutes or as may be determined from time to time by Council, the Academic Board and the Faculty Board.
- b. The Dean shall be the Chairman of the Faculty Board and Head of the Faculty.
- c. He shall, in consultation with the Heads of Departments, have the responsibility for the postgraduate training of the Faculty's own graduates and lecturers on study leave.
- d. He shall liaise with industries, professional institutions, associations and similar bodies and organise consultative meetings of Faculty members and industrial experts in the various professional fields within the Faculty.
- e. He shall liaise with other Faculties or Schools and take responsibility for the organisation of common courses.
- f. He shall co-ordinate the work of the Departments within the Faculty.

- g. He shall consult with, and be assisted by, the Heads of Departments in the execution of his duties.

**Statute 26: COMPOSITION OF FACULTY BOARD**

- a. There shall be in each Faculty a Board whose membership shall consist of the following:
  - i. The Dean of the Faculty as Chairman
  - ii. Professors and Associate Professors within the Faculty
  - iii. Faculty members of the Academic Board elected by the Faculty
  - iv. All Heads of Departments within the Faculty
  - v. One other member of each Department elected by the Academic Senior Members of the Departments
  - vi. One representative from each cognate Faculty
  - vii. Two students representatives, one postgraduate and one undergraduate, (who are not in their first year) elected by the students in the Faculty
  - viii. Subject to the approval of the Academic Board, such other persons as may be determined by the Faculty Board
  - ix. The Faculty Officer, who shall be of the rank not below an Assistant Registrar, shall be the Secretary to the Board
- b. The terms of office of members of the Faculty Boards other than Heads of Departments and Professors and Associate Professors in the Faculty shall be two years except students. Such members of the Board shall be eligible for re-election for only another term of two (2) years.
- c.
  - i. Each Faculty Board shall meet at least twice each Semester. Meetings of the Faculty Board shall be convened by the Dean by giving at least five (5) days' notice in writing to all the members of the Faculty Board. Emergency meetings of a Faculty Board may be called by the Dean at any time by giving at least 24 hours' notice to members.
  - ii. A special meeting of the Faculty Board shall be called by the Dean on the written request of at least half of the members of the Board submitted to the Dean with a statement of the subject matter to be considered at that special meeting. The Dean shall convene a special meeting of the Board within seven days of receipt of the request.
  - iii. The quorum for a meeting of a Faculty Board shall be fifty percent (50%) of the total membership.

**Statute 27: POWERS AND FUNCTIONS OF FACULTY BOARD**

Subject to the Act and these Statutes, the Board of each Faculty shall have the following powers and functions under the Academic Board:

- a. To regulate, within the general policy approved by the Academic Board, the teaching and study of the subjects/courses assigned to the Faculty.

- b. To recommend the provision of adequate facilities for instruction and research in the disciplines assigned to the Faculty.
- c. To recommend to the Academic Board Internal and External Examiners for appointment.
- d. To advise on regulations and syllabuses dealing with courses of study for degrees and other awards of the Faculty.
- e. To consider and approve thesis topics/areas and supervisors for postgraduate research projects.
- f. To make recommendations to the Academic Board for the award of degrees (other than honorary degrees), diplomas, certificates, University fellowships, studentships, scholarships and prizes within the Faculty.
- g. To consider the Faculty budget and make allocation to Departments.
- h. To deal with any matters referred to it by the Academic Board.
- i. To appoint such sub-committees as it may consider necessary for the discharge of its functions.

***Statute 28: ACADEMIC DEPARTMENTS AND CENTRES OF THE UNIVERSITY***

- a. Each Faculty shall consist of Departments as specified in Schedule E to these Statutes.
  - i. Each Department in a Faculty shall have an appointed Head.
  - ii. The Head of Department shall be of professorial status. Where there is no suitable academic senior member of Professorial status in the Department, a Senior Lecturer may be appointed as Head if he is found to be suitable. Where there is no suitable Senior Lecturer in the Department, a suitable academic senior member of professorial or senior lecturer status may be appointed from another Department of that Faculty or a cognate Faculty.
  - iii. When a vacancy occurs in the Headship of an Academic Department, the Dean of the Faculty concerned shall present the names and curriculum vitae of the three most senior and suitable academic members of the Department with his recommendations of their suitability to the UAPC for consideration. The UAPC shall consider and make its own recommendations to the University Council for consideration and appointment.
  - iv. The appointment of a Head of an Academic Department shall be for a period of two years, if he is of professorial status and may be eligible for re-appointment for only another term of two years, provided his performance during the first term is satisfactory. Performance shall be measured by the criteria as specified in Schedule P to these Statutes.
  - v. Where a Head of an Academic Department is not of professorial status, he shall hold office for a period of one year and may be eligible for re-

- appointment for only another term of one year provided his performance during the first term is satisfactory. Performance shall be measured by the criteria as specified in Schedule P to these Statutes.
- vi. It shall be the responsibility of the Head of Department with the approval of the Faculty Board, to organise the teaching programme, to maintain acceptable standards of teaching and to ensure that adequate facilities are available for research in their respective disciplines.
  - vii. The Head of Department shall, in consultation with members of the Department, be responsible for recommending to the Faculty Board the development of syllabuses and courses as well as promotion of research in the Department.
  - viii. He shall have direct responsibility for departmental administration, recommendations for the appointment and promotion of staff and, subject to Statute 39, for maintenance of discipline.
  - ix. He shall liaise with other Departments, Centres, Faculties, Schools, Industries, Professional Institutions, Associations and similar bodies on matters affecting the Department.
  - x. He shall consult with the Dean in all matters affecting his Department and the Faculty.
- b.
    - i. The qualification and term of office of the Head of a Centre shall be the same as that of a Head of an academic department as in (a) above.
    - ii. When a vacancy occurs in the headship of a Centre, the Pro Vice Chancellor shall present the names and curriculum vitae of the three most senior and suitable academic members of the Centre with his recommendations of their suitability to the UAPC for consideration. The UAPC shall consider and make its own recommendations to the University Council for consideration and appointment.
  - c. Each Department in a Faculty shall have a Departmental Board comprising the Head of Department as Chairman, and all other Senior Members Meetings shall be convened at least twice every semester to:
    - i. plan and evaluate its work;
    - ii. consider general organisation and regulations of prescribed courses and research;
    - iii. consider the Departmental Budget; and
    - iv. consider matters referred to it by the Faculty Board.
  - d. Each Centre shall have a Board comprising the Head of Centre as the Chairman, and all other Senior Members of the Centre and one representative from each cognate Faculty. Meetings shall be convened at least twice every semester to:
    - i. plan and evaluate its work;
    - ii. consider general organisation and regulation of courses and research;

- iii. consider the Centre's Budget; and
- iv consider matters referred to it by any Faculty Board.
- e. The Head of a Centre shall consult with the Pro Vice Chancellor in all matters affecting his Centre.
- f.
  - i. Meetings of the Boards of Departments/Centres shall be convened by the Head of Department/Centre by giving at least five (5) days' notice in writing to all the Senior Members in the Department/Centre.
  - ii. The Head of Department/Centre shall convene a special meeting at the written request of at least one-third of the Senior Members of the Department/Centre submitted with a statement of the subject matter to be discussed. Such a meeting shall be convened within seven days upon receipt of the request.
- g. The quorum for the transaction of any business of the Boards of Departments and Centres shall not be less than one-half of the total number of members at post.

**Statute 29: THE WELFARE SERVICES BOARD**

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

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

- a. The Vice Chancellor - Chairman
- b. The Pro Vice Chancellor
- c. The Registrar - Member/Secretary
- d. Dean of Students
- e. Two members elected by Convocation from among its members
- f. One member elected by the Senior Staff from among its members
- g. One member elected by the Junior Staff from among its members
- h. Two students – one resident and one non-resident elected by the student body
- i. Chairman of Inter-Denominational Chaplaincy Board
- j. The Finance Officer
- k. The Director of Works and Physical Development

**Statute 30: FUNCTIONS OF THE WELFARE SERVICES BOARD**

The functions of the Welfare Services Board shall be:

- a. To consider all matters affecting the Estate Organization and the Welfare Services within the University, and within the scope of policy approved by Council, to take such action or actions as the Board may deem necessary.
- b. To make reports and representations to Council either on its own initiative or at the request of Council on any matter within the scope of Schedule D to these Statutes.

### ***Statute 31: MEETINGS OF THE WELFARE SERVICES BOARD***

- a. The Vice Chancellor shall convene a meeting of the Welfare Services Board at least once every Semester.
- b. At least five days' notice shall be given for such a meeting and of the matters to be considered. Emergency meetings may be convened by the Vice Chancellor at any time upon giving at least 24 hours written notice to all members of the Board.
- c. A special meeting of the Welfare Services Board may be convened on the written request of at least six members of the Board submitted to the Vice Chancellor with a statement of the matters to be discussed at such special meeting. In the event of such a request being made, the Vice Chancellor shall convene a special meeting within seven days of the receipt of the request specifying in the notice of such meeting those matters to be considered.
- d. The quorum for the transaction of business of the Welfare Services Board shall be not less than one-half of the total membership of the Board.

### ***Statute 32: COMMITTEES OF THE WELFARE SERVICES BOARD***

- a. The Committees of the Welfare Services Board, their membership, procedures, and functions shall be in accordance with Schedule D to these Statutes.
- b. The terms of office of all elected members of the Committees shall be two calendar years. They shall be eligible for re-election for another term of two calendar years only. Elections shall be held not later than 30<sup>th</sup> November of the year preceding that in which the appointee or person elected is to begin his term of office.
- c. The terms of office of the Chairmen of the Committees of the Welfare Services Board appointed by the Vice Chancellor shall be one calendar year, and may be eligible for re-appointment for another term of one year.

### ***Statute 33: CONVOCAATION***

There shall be Convocation of the University as provided for in Schedule F to these Statutes.

### ***Statute 34: COMPOSITION OF CONVOCAATION***

Convocation of the University shall be composed of the categories of persons specified in Schedule F to these Statutes. It shall be the responsibility of the Registrar to maintain a Register of members of Convocation which shall be published annually.

### ***Statute 35: FUNCTIONS OF CONVOCAATION***

In addition to any other powers or functions granted by these Statutes to



Convocation, it shall be the function of Convocation to express opinion on any matter affecting the University and to refer such matter to the appropriate University body for consideration.

**Statute 36: MEETINGS OF CONVOCATION**

- a. The Vice Chancellor shall convene a regular meeting of Convocation at least once a year. At one of such meetings the Vice Chancellor shall present a report on the state of the University and its future plans.
- b. The regular meeting of Convocation shall take place at such time as the Vice Chancellor shall determine.
- c. Upon the request in writing of not less than one half of the members of Convocation stating the purpose for which the meeting is to be called, or upon the request of the Convocation Advisory Board, the Vice Chancellor shall summon a special meeting of Convocation within five (5) days upon receipt of the request. The notice summoning such a meeting shall specify the business to be considered.
- d. No special meeting shall be called within three months of the last foregoing meeting if the purpose of the intended special meeting is the same or substantially the same as the foregoing meeting.
- e. If any question shall arise as to whether or not the purpose of the two meetings is the same or substantially the same, the decision of the Vice Chancellor thereon shall be final.
- f. The quorum of Convocation for the dispatch of business shall be not less than one-half (1/2) of members.

**Statute 37: CONVOCATION ADVISORY BOARD**

**A. Composition of the Convocation Advisory Board**

There shall be a Convocation Advisory Board consisting of five members one of whom shall be Chairman; all of whom shall be elected by Convocation.

**B. Functions of the Convocation Advisory Board**

The Convocation Advisory Board shall be charged with the responsibility of protecting the interest of Convocation. Without prejudice to the generality of this responsibility, the Convocation Advisory Board shall also fulfil the following specific functions:

- a. To ensure that decisions of Convocation are duly carried out or implemented.
- b. To study all events of the University to ensure that matters of interest to Convocation are brought to its attention.
- c. To safeguard the interests of individual members of Convocation.
- d. To make proposals to Convocation for the improvement and proper functioning of the University.
- e. To advise members in the performance of their duties.
- f. To safeguard the interest of the University.

### **C. Meetings of the Convocation Advisory Board**

The Convocation Advisory Board shall meet at least once each Semester

### **D. Rules for the Convocation Advisory Board**

Rules for the Convocation Advisory Board shall be determined by Convocation.

### **Statute 38: CONGREGATION**

- a. There shall be a Congregation of the University which shall be composed of:
  - i. The Chancellor
  - ii. Chairman and Members of Council
  - iii. All graduates and diplomates of the University
  - iv. All past students of Tarkwa Technical Institute, the Tarkwa School of Mines, KNUST School of Mines, Tarkwa and the Western University College, Tarkwa deemed eligible by the Academic Board
  - v. Members of Convocation
  - vi. Members of Convocation who have retired
  - vii. Honorary Graduands
- b. The Vice Chancellor shall, in consultation with the Chancellor and/or Chairman of Council, summon Congregation for the purpose of reporting and awarding Degrees, Diplomas and Certificates of the University.

### **Statute 39: DISCIPLINE IN THE UNIVERSITY**

There shall be disciplinary rules in the University as provided in Schedule G to these Statutes.

#### **1. General Provisions**

- a. The Vice Chancellor shall be responsible for discipline within the University and in this connection shall act in accordance with these Statutes or rules formulated by Council.
- b. The Vice Chancellor may delegate any part of his authority in respect of discipline as to him shall seem appropriate.
- c. The following are the penalties that may be imposed for breaches of discipline:
  - i. Dismissal
  - ii. Termination of appointment
  - iii. Suspension for a stated period with or without pay
  - iv. Reduction in rank or grade
  - v. Deferment of increment, i.e. postponement of the date on which the next increment is due, with corresponding postponement in subsequent years.
  - vi. Stoppage of increment, i.e. non-payment for specified period of an increment otherwise due.

- vii. Forfeiture of pay for a stated period
- viii. Rustication
- ix. Interdiction
- x. Removal from position
- xi. Warning

For the purpose of this Statute, c (i)-(x) shall be treated as major penalties which shall be imposed only by the Vice Chancellor or Council as the case may be. Any other penalties shall be treated as minor.

- d. 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 as prescribed by the rules.
- e. Council may by rules or regulations make further provisions relating to disciplinary matters of the University.
- f. Any person appearing before the Disciplinary Committee may be represented by a lawyer of his choice provided that the person shall be informed in the written statement of offence to take note that the Disciplinary Committee shall complete its mandate within the stipulated time frame determined by the appointing authority of the Disciplinary Committee.

## **2. Discipline of Senior Members**

- a. There shall be established a Disciplinary Committee to determine cases affecting Senior Members referred to it by the Vice Chancellor. Disciplinary offences shall include those enumerated in the Code of Conduct for Senior Members and others which may be provided for by rules and regulations as provided for in Schedule G to these statutes.
- b. The Disciplinary Committee shall be composed of the following:
  - i. Pro Vice Chancellor - Chairman
  - ii. Two (2) members elected by the Academic Board who shall be of professorial status
  - iii. Two (2) members elected by Convocation who shall hold appointment as Heads of Department or Unit or Centre.
  - iv. The quorum for the transaction of business of the Disciplinary Committee shall be three, and no business shall be transacted by the Committee in the absence of the Pro Vice Chancellor. The Committee may at its discretion invite any other person to be in attendance.
  - v. The Registrar shall be Member/Secretary to the Committee. In the absence of the Registrar, any one appointed to serve as Secretary shall be of the rank not below that of Deputy Registrar.
- c. The Disciplinary Committee shall have power to recommend to the Vice Chancellor the imposition of any of the penalties stipulated in 1(c) of this Statute.

- d. The recommendations of the Disciplinary Committee and the action taken by the Vice Chancellor shall be communicated by the Vice Chancellor to Council at its next meeting.
- e. In all proceedings of the Disciplinary Committee, the Senior Member affected shall be entitled to written notice of the grounds on which the proceedings are initiated and the right of appearance before the Committee for the purpose of explaining his conduct.
- f. In all proceedings of the Disciplinary Committee, the Senior Member affected shall be entitled to call witnesses on his behalf and the Committee shall similarly be entitled to call and to hear witnesses.
- g. A Senior Member adversely affected by any decision of the Vice Chancellor, after consideration of the recommendation of the Disciplinary Committee shall be entitled, within fourteen days of the receipt of the decision, to petition the Vice Chancellor for a review of the decision. Where he is dissatisfied with the review, he may appeal to Council against such a decision. The decision of Council shall be final.
- h. 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 powers under Statute (7a), interdict the Senior Member. It shall be the duty of the Vice Chancellor to ensure that the matter is determined as expeditiously as possible. The Vice Chancellor shall report to Council at its next meeting the circumstances leading to any action taken.

### **3. Discipline of Staff other than Senior Members**

- a. Any member of the University being a Senior Staff or Junior Staff as defined in Statute 1 may, for good cause, be disciplined by the Vice Chancellor in accordance with the Unified Conditions of Service for Unionised Staff of the Public Universities of Ghana and others which may be provided for by rules and regulations as mentioned in Schedule G to these Statutes. The Vice Chancellor may delegate such authority, subject to such procedures as he considers appropriate.
- b. The person concerned must be notified in writing of the grounds on which disciplinary action is being taken against him and must be given reasonable opportunity to defend himself before a disciplinary committee constituted by the Vice Chancellor.

### **4. Discipline of Junior Members**

- a. A Junior Member of the University may for good cause be disciplined by the Vice Chancellor in accordance with the Student Guide of UMaT and others which may be provided for by rules and regulations as mentioned in Schedule G to these Statutes. The Vice Chancellor may delegate his

- authority, subject to such procedures, as he considers appropriate.
- b. The body responsible for the management of each Hall and other residential facility shall be responsible for taking disciplinary action against any Junior Member for any breach of discipline in the Hall or residential facility provided that where the breach of discipline may result in dismissal or is in the opinion of the body a major breach of discipline, the matter shall be referred to the Vice Chancellor for his decision. Where the Vice Chancellor decides on dismissal, he shall report the fact to the Academic Board at its next meeting.
  - c. The person affected must be notified in writing of the grounds on which disciplinary action is being taken against him and must be given reasonable opportunity to defend himself before a disciplinary committee constituted by the Vice Chancellor.

***Statute 40: APPOINTMENTS BY THE VICE CHANCELLOR***

- a. The Vice Chancellor shall be the appointing authority of all employees of the University other than Senior Members. The procedure for such appointment shall be as specified in Schedule H to these Statutes.
- b. The Vice Chancellor may delegate such power to the Pro Vice Chancellor or the Registrar.
- c. The Vice Chancellor may, in exigencies, recommend a Senior Member for appointment to the UAPC.
- d. The conditions of service of the employees of the University referred to in the foregoing three paragraphs of this Statute shall be determined by Council.

***Statute 41: TERMS OF APPOINTMENT OF SENIOR MEMBERS***

The terms of appointment of a Senior Member shall be specified in his letter of appointment. In addition the following provisions shall be observed:

- a.
  - i. Each Senior Member shall conform to such directions and regulations as have been or shall be given and adopted by the University.
  - ii. Each Senior Member shall give such time and labour as shall be considered sufficient by the Vice Chancellor and the Head of Department to the work of the Department to which he is attached and to its extension and development and to the general interest of the University. He shall also not undertake or continue in any other work or occupation of any kind which may, in the opinion of the Vice Chancellor or the Head of Department, interfere with the proper performance of his duties or be detrimental to the interest of the University. No employee of the University shall undertake any other job without the explicit permission of the Vice Chancellor or his delegated authority.

- b. Consultancy services may be rendered provided that:
  - i. such projects are integrated into the research and teaching programmes of the various Academic Departments and regulated to ensure that there is no conflict between the private interests of a Senior Member and his official duties;
  - ii. the Senior Member has obtained the written permission for engaging in consultancy work;
  - iii. the Head of Department ensures that a Senior Member does not undertake any outside work if his normal duties would be disrupted; and
  - iv. where abuses of the facility are proved, appropriate disciplinary action, including payment for use and/or withdrawal of the facility, shall be taken by the Vice Chancellor.
- c. Whether the services referred to in Section (b) of this Statute are undertaken by individuals or groups, the following rules shall apply:
  - i. The University will levy a charge of 20% of the gross earnings where University facilities are used;
  - ii. Where no University facilities or equipment are used, the University will levy a charge of 10% of the gross earnings; and
  - iii. In both cases a declaration of earnings shall be made to the Vice Chancellor and income tax laws complied with.
- d. Any work using research grants of any form shall also be considered as consultancy and attract the respective levies.

***Statute 42: RESIGNATION, RETIREMENT AND TERMINATION OF APPOINTMENT OF SENIOR MEMBERS***

- a. Except as may otherwise be provided by Council, a Senior Member may resign his appointment or notify his voluntary retirement and thereby terminate his engagement with the University on giving, in writing under his signature to the Vice Chancellor at least six months' notice terminating on the last day of July of the year in which his resignation or voluntary retirement takes effect. The Senior Member shall pay six months salary in lieu of notice.
- b. Except as may be otherwise provided in special cases by Council, a Senior Member appointed to a full-time position in the University or on a renewable contract shall retire from his appointment and all other offices held by him in the University by virtue of his appointment at the end of the academic year in which he attains the retiring age as specified by the University. For the purpose of this clause, the academic year is presumed to end on the 31st day of July.
- c. Council may at anytime terminate the appointment of any Senior Member whose services are no longer required by the University by giving him/her

six months' notice in writing. In lieu of six month's notice, the University shall pay six months salary.

- d. A Senior member whose appointment is terminated may appeal to Council in writing within one month of receipt of notice. Where a person appeals against a notice of termination of his appointment, Council shall consider the appeal at least two months before the date on which the termination is due to take effect, and Council's decision shall be final.
- e.

***Statute 43: POWER TO MAKE REGULATIONS***

- a. The Academic Board, Convocation, and the Welfare Services Board respectively may make regulations for their own procedures and for the exercise of their respective powers under the Act or under these Statutes, subject to the approval of Council.
- b. The Academic Board or Convocation or the Welfare Services Board shall not make or ratify any regulation altering, revoking, or adding to the Regulations for the time being in force except at its ordinary meeting and provided that notice of the proposed regulations has been given on the agenda paper of such meeting.
- c. Each Committee of the Academic Board and the Welfare Services Board, and each Faculty Board may from time to time, subject in each case to review by the Academic Board or the Welfare Services Board as the case may be make regulations for its own procedure and for the exercise of the power assigned to it by these Statutes or delegated to it by or under regulation of the Academic Board, or the Welfare Services Board.
- d. Each Committee of the Academic Board or the Welfare Services Board shall report to the Academic Board or the Welfare Services Board as the case may be at its next sitting any action or actions taken by it in accordance with its general functions or any action specifically delegated to it by the Academic Board or the Welfare Services Board.
- e. The University Council, the Academic Board, Convocation, and the Welfare Services Board respectively shall, in approving, ratifying, making, altering, or revoking regulations observe the following conditions:
  - i. No regulation shall be repugnant to law or the Statutes of the University currently in force.
  - ii. No person shall be awarded a degree other than an honorary degree, without appropriate examination or other test as laid down in the prescribed regulation.
- f. If any doubt shall arise as to the validity of any regulation made by the Academic Board, Convocation, the Welfare Services Board or any Committee or Board, the matter shall be referred to Council and the decision of Council thereon shall be final.

#### ***Statute 44: EXAMINATIONS***

- a. The Academic Board shall prescribe the University entrance requirements and the regulations governing all examinations for degrees, diplomas and certificates.
- b. The Academic Board may, if it thinks fit, approve of the examinations for any degree or any part thereof and for other purposes, programme of studies and syllabuses submitted by any Departmental Board and approved by the Faculty Board.
- c. Boards of Examiners for all prescribed examinations shall be approved by the Academic Board upon the recommendation of the respective Faculty Boards or the Board of Postgraduate Studies.
- d. The Dean of the Faculty shall be the Chairman of all Boards of Examiners in his Faculty.

#### ***Statute 45: HALLS OF RESIDENCE***

- a. There shall be such number of Halls of the University and such other residential facilities as Council may determine.
- b. Each Hall of Residence or other residential facility shall consist of such number of students, members of the academic staff and other employees of the University as the Residence Committee may determine. Every Senior Member at post shall be assigned to a Hall of Residence as a Fellow.
- c. Each Hall of Residence or other residential facility shall, where conditions permit, be managed, subject to these Statutes, by a Hall Council consisting of elected Fellows and the Student Representatives of that Hall or facility.
- d. The Hall Council shall be responsible for the management of each Hall or residential facility and shall be responsible for taking disciplinary action against any Junior Member with respect to breach of discipline of the Hall or facility provided always that where the breach of discipline results in dismissal or is, in the opinion of the Hall Council, a major breach of discipline, the matter shall be referred to the Vice Chancellor for his decision.

#### ***Statute 46: HONORARY DEGREES***

- a. A Congregation for the conferment of honorary degrees shall be convened as and when Council shall determine.
- b. On the directive of the Vice Chancellor or Council, nominations for the award of honorary degrees shall be called for and received by the Registrar from all members of the University including the alumni of the University.
- c. The nominations received shall then be considered by a Joint Committee of Council and the Academic Board.
- d. The Vice Chancellor shall be the Chairman of that Committee.
- e. The decision of Council on recommendations submitted to it by the Joint Committee of Council and the Academic Board shall be final.



- f. Processes for nomination including final decision by Council shall be completed before the end of the First Semester in each year.

**Statute 47: SCHOOL OF POSTGRADUATE STUDIES**

- a. i. There shall be established a School of Postgraduate Studies with a Dean assisted by a Vice Dean both appointed by Council on the recommendation of the UAPC. The Dean and Vice Dean so appointed shall be of professorial status.
- ii. When a vacancy occurs in the School of Postgraduate Studies, the Pro Vice Chancellor shall provide the names and curriculum vitae of three senior academic members of professorial status with his evaluation and recommendations to the UAPC for consideration. The UAPC shall consider the Pro Vice Chancellor's report and make its own recommendations for the appointments. The UAPC's recommendations shall be forwarded to Council for consideration and appointments.
- iii. The Dean shall hold office for a period of two years and may be eligible, upon completion of his term of office, for re-appointment for only another term of two years provided his performance is satisfactory as per the criteria outlined in Schedule P.

**b. Composition of Board of Postgraduate Studies**

There shall be a Board of Postgraduate Studies whose membership shall consist of the following:

- i. Dean - Chairman
- ii. Vice Dean
- iii. A representative from the Faculty Boards not below the rank of senior lecturer and HOD of the students concerned.
- iv. The Faculty Officer of the School, not below the rank of Assistant Registrar - Secretary to the Board.

**c. Functions of Board of Postgraduate Studies**

- i. To give approval of candidatures, supervisors, coursework, theses topics, titles and synopses for higher qualifications based upon the recommendations from the Departmental and Faculty Boards.
- ii. To recommend the appointment of Internal and External Examiners in respect of written papers, dissertations or thesis to the Academic Board based upon recommendations from the Departmental and Faculty Boards.
- iii. To keep records of all postgraduate students.
- iv. To give provisional approval to postgraduate examination results upon recommendations from the Departmental and Faculty Boards.
- v. To liaise with the Deans on postgraduate matters in their various Faculties.

- vi. To establish, through the Dean of International Programmes, and maintain links with Postgraduate Schools in other Universities or institutions and promote exchanges of postgraduate students and staff engaged in postgraduate work between this University and other institutions.

**Statute 48: DEAN OF STUDENTS**

- a.
  - i. There shall be a Dean of Students assisted by a Vice Dean, who shall be one of the Senior Tutors, both of whom shall be appointed by Council on the recommendation of the UAPC. The Dean so appointed shall preferably be of professorial status while the Vice Dean shall not be below the rank of senior lecturer.
  - ii. When a vacancy occurs in the Office of the Dean of Students, the Pro Vice Chancellor shall in consultation with the Vice Chancellor provide the names and curriculum vitae of three suitable senior academic members as stated in [a (i)] above with his evaluation and recommendations to the University Appointments and Promotions Committee (UAPC) for consideration. The UAPC shall consider the Pro Vice Chancellor's report and make its own recommendations for the appointments. The UAPC's recommendations shall be forwarded to Council for consideration and appointments.
  - iii. The Dean shall hold office for a period of two years if he is of professorial status, and may be eligible, upon completion of his term of office, for re-appointment for only another term of two years provided his performance is satisfactory as per the criteria outlined in Schedule P.

**b. Responsibilities**

The Dean of Students shall have responsibility for the welfare of Junior Members of the University in relation to academic, residential and social matters. He shall exercise this responsibility through the Vice Chancellor under the direction of the following:

- i. Academic Board,
- ii. Welfare Services Board,
- iii. Residence Committee,

and shall liaise with Deans of Faculties and Schools, Heads of Centres, the Registrar, Senior Tutors and the Students Representative Council in all matters affecting the welfare of students.

**Statute 49: OFFICE OF INTERNATIONAL PROGRAMMES**

- a. There shall be established under the Vice Chancellor's Office, the Office of International Programmes to handle all matters affecting the University vis-à-vis its relationship with other associated international institutions in respect of academic matters.

- b. The Office of International Programmes shall be headed by a Dean who shall be of Professorial Status. He shall be assisted by a Vice Dean.
- c. The Dean and the Vice Dean shall be appointed by Council on the recommendation of the UAPC on the advice of the Vice Chancellor.
- d. The Dean shall hold office for a term of two (2) years and may be eligible for re-appointment for another term of two (2) years only.
- e. Board of the Office of International Programmes
  - i. Dean as Chairman
  - ii. Vice Dean
  - iii. Deans of Faculties
  - iv. Dean of Students
  - v. Dean of Postgraduate Studies
  - vi. Head of Academic and Student Affairs Unit - Member/Secretary
- f. **Functions**
  - i. In collaboration with the Deans of Faculties and Heads of Department to establish collaboration with international institutions, and regularly update the database on the University's collaborators or partners in respect of international academic programmes, and to handle matters involving both staff and student visits and exchange programmes.
  - ii. To establish and maintain links with other universities or institutions and promote exchanges of students and staff engaged in academic work between this University and other institutions.
  - iii. In conjunction with the Registrar's Office, to handle all agreements involving the University and its collaborators or partners in respect of external academic programmes.
  - iv. To publish annually a comprehensive report on the activities of the Office.
  - v. To perform any other relevant functions as may be assigned by the Vice Chancellor.

**Statute 50: PLANNING AND QUALITY ASSURANCE UNIT**

- a. There shall be established, under the Vice Chancellor's Office, a Planning and Quality Assurance Unit. The Unit shall be headed by a suitable Senior member appointed by the Vice Chancellor.
- b. The Planning and Quality Assurance Unit shall be headed by a Dean who shall be of Professorial Status. He shall be assisted by a Vice Dean.
- c. The Dean and the Vice Dean shall be appointed by Council on the recommendation of the UAPC on the advice of the Vice Chancellor.
- d. The Dean shall hold office for a term of two (2) years and may be eligible for re-appointment for another term of two (2) years only.
- e. The Planning and Quality Assurance Unit shall be responsible for strategic planning, management of quality assurance, as well as the management of information systems of the University.

- f. Without prejudice to the generality of the functions hereby assigned to the Unit in clause (f) above, the Unit shall in consultation with Deans, Heads of Department and the University Administration:
  - i. Coordinate the activities of the Schools, Faculties, Departments and Centres regarding the preparation, implementation, monitoring and evaluation of strategic planning as well as quality service delivery in respect of teaching and research to ensure that the University attains academic excellence.
  - ii. Prepare and maintain an up-to-date database on staff and students as well as basic statistics on the University.
  - iii. Facilitate the yearly appraisal of Senior Members.
  - iv. Perform any other relevant functions as may be assigned to the Unit by the Vice Chancellor.

***Statute 51: SECULAR NATURE OF THE UNIVERSITY***

- a. The University is a secular institution and shall operate as such, without any allegiance to the rules and norms of any religion or association.
- b. Every employee, student or anybody connected with the University shall be free to join any religion or society approved by the University and observe the rules and regulations of the religion or society so long as such rules and regulations as well as any activities thereof do not contravene the rules and regulations of the University.
- c. By way of emphasis the rules, regulations and activities of the University shall supercede any rules, regulations, practices and activities of any religion or association operating in the University.
- d. Consequently, every employee or student of the University shall obey the rules and regulations of the University and shall partake in all activities organised for him by the University.
- e. The following practices are not allowed in the University:
  - i. Refusal to participate in any function organised for him by the University;
  - ii. Refusal to comply with the rules and procedures of ceremonial activities e.g. singing of national anthem, etc;
  - iii. Indulging in blood covenants and occultism;
  - iv. Suicide pact and the like;
  - v. Sodomy, orgies, lesbianism, homosexuality, and allied sexual aberrations.

***Statute 52: AMENDMENT OF STATUTES***

- a. Amendments to the Statutes may be by Council on its own initiative or upon receiving proposals from the Academic Board.
- b. Any proposals by the Academic Board for amendments to the Statutes shall be made at a special meeting which shall be convened at the instance of the

Vice Chancellor or at least, one-third (1/3) of the members of the Academic Board.

- c. The quorum for the transaction of any business of the aforementioned special meeting shall be at least two-thirds (2/3) of the members of the Board.
- d. No amendment shall be valid unless it is adopted by an affirmative vote of at least two-thirds (2/3) of the members of the Academic Board present and voting.
- e. Prior to the date of the meeting, each member shall be given seven (7) clear days' notice clearly setting out the specific subject-matter of the proposed amendments and the particular features of the Statute to which they relate.
- f. Proposals for amendments to the Statutes by the Academic Board shall be placed before Council at its next meeting.
- g. In making amendments to the Statutes, Council may, if it so desires, solicit professional advice.

***Statute 53: AMENDMENTS OF SCHEDULES***

- a. Council may on its own initiative or upon recommendation from the Academic Board make amendments to the Schedules to these Statutes.
- b. The Academic Board shall have the power to recommend to Council amendments of the Schedules to these Statutes.
- b. Upon the approval of any proposal for amendment which shall be by a simple majority of the Academic Board at its regular meeting, the proposal shall be put before Council for consideration at the next regular meeting of Council.
- c. Unless Council expresses its disapproval of the proposed amendment at that meeting, the approval of Council shall be deemed to have been given and the required amendment duly effected forthwith.

***Statute 54: MISCELLANEOUS PROVISIONS***

- a. Unless otherwise provided for by the Act and these Statutes, the term of office of members of Committees shall be two years for senior members of professorial status and one year for those of non-professorial status. For the non-teaching staff, the term of office shall be two years.
- b. Unless as otherwise provided by the Act, these Statutes or regulations adopted pursuant thereto, or the schedules appended, the quorum for the transaction of business of any University body shall be not less than one-half (1/2) of the total membership of that body, or if such half is not a whole number, then the next higher whole number. If any committee is unable to raise a quorum for two successive meetings, the Chairman of that Committee shall report to the Executive Committee of the Academic Board for advice. The Executive Committee shall have the power to take

- appropriate action as it deems fit.
- b. No decision reached at a meeting of any University body shall be valid unless it received the approval of not less than one-half (1/2) of the members present and voting at that meeting. If there is an equality of votes in respect of any decision reached in any meeting of any University body, the Chairman of the meeting shall have, in addition to his original vote, a casting vote.
  - c. Subject to such regulations as may be made under these Statutes in that behalf, any questions as to the procedure to be observed in respect of any matter arising at a meeting of any University body shall be determined by the Chairman of such meeting.
  - d. Proceedings of Council, Academic Board, Welfare Services Board, Convocation and Statutory Boards and Committees (and documents relating to them) shall be regarded as confidential and restrictive and shall neither be made available nor disclosed to non-members unless by the orders of Council or a Court of competent jurisdiction.
  - e. Programme of studies (postgraduate and undergraduate) pursued by a student of the University in an institution or a place approved by the Academic Board on the recommendation of the Faculty/School Board may, with the approval of the Academic Board, be deemed part of a qualifying scheme for a degree in the University provided that a candidate for the award of such a degree should have been registered in this University as undergraduate student for a minimum of two academic years or as a postgraduate student for a minimum of one academic year including the final year.
  - f. Unless otherwise provided for by these Statutes no act or decision of any University body shall be invalid by reason of the existence of any vacancy among its members.
  - g. Matters not expressly covered in the Act or in these Statutes or in any regulations may, pursuant thereto, be determined by the Vice Chancellor in consultation with the Academic Board and subject to the approval of Council.

# SCHEDULES

## SCHEDULE A

### ***SIMPLE MAJORITY VOTE SYSTEM***

1. The election shall be by secret ballot, and the ballot box shall be transparent.
2. The Registrar shall be the Returning Officer.
3. All members of the electorate shall be qualified to vote either personally or by proxy. If by proxy they shall fill a proxy form as in Schedule O and submit same to the Registrar, not later than twenty-four (24) hours prior to the election.
4. Every elector, in giving his vote, shall indicate or mark on the ballot paper the name of the candidate he prefers.
5. A ballot paper shall be invalid on which:
  - i. no name is indicated or marked or
  - ii. more than one name is indicated or marked
6. At the end of the voting:
  - i. the Returning Officer shall arrange the ballot papers (other than the invalid ones) in accordance with the votes recorded for each candidate; and
  - ii. the Returning Officer shall then credit each candidate with the total number of votes received by him.
7. The candidate who receives the highest number of votes shall be declared the winner.
8. In the event of the first two (2) candidates obtaining an equal number of votes, a second ballot shall be held.
9. In the event of the second ballot failing to produce a clear winner, the Returning Officer shall make a report thereof through the Vice Chancellor to Council which shall appoint one of the candidates.

## SCHEDULE B

### ***COMMITTEES OF THE UNIVERSITY COUNCIL***

#### **1. STANDING AND FINANCE COMMITTEE**

##### ***a. Composition***

Chairman of Council - Chairman

Vice Chancellor

Two (2) Government Nominees on Council

Professorial Member of Council

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

Pro Vice Chancellor

Finance Officer

Registrar- Secretary

b. **Quorum**

50% of its total membership

c. **Functions**

- i. To consider and advise Council on estimates of income and expenditure of the University and on accounts and all financial matters of the University.
- ii. To recommend modifications of policy to the Welfare Services Board.
- iii. To act on all matters referred to it by Council and also act on behalf of Council in emergencies or when necessary.

## 2. DEVELOPMENT COMMITTEE

a. **Composition**

Vice Chancellor - Chairman

Pro Vice Chancellor

One (1) Government Nominee on Council

One (1) Member of Council appointed by Council

**In Attendance**

Registrar

Finance Officer

Director of Works & Physical Development

Maintenance Engineer

Head of General Administration Unit – Secretary

b. **Quorum**

50% of its total membership

c. **Functions**

- i. To advise Council generally on buildings and on all matters concerning the physical development of the University. In carrying out its functions, the Committee may appoint a Sub-committee.

## 3. ENTITY TENDER COMMITTEE

a. **Composition**

Chairman of Council - Chairman

Registrar

Finance Officer

A Lawyer appointed by Council

One (1) member nominated by the Development Committee

One (1) member appointed by the Ministry of Education

One (1) member appointed by the National Council for Tertiary Education (NCTE)



One representative of the Students' Representative Council (SRC)  
and one representative from the Association of University Teachers  
Head of General Administration Unit – Secretary

***In Attendance:***

Vice Chancellor

b. ***Quorum***

Five (5)

c. ***Voting***

Decisions shall be by simple majority and the Chairman shall have a casting vote.

d. ***Functions***

The Committee shall:

- i. review procurement plans in order to ensure that they support the objectives and operations of the University;
- ii. confirm the range of acceptable costs of items to be procured and match these with the available funds in the approved budget;
- iii. 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), its operating regulations and guidelines;
- iv. ensure that the necessary concurrent approval is secured from the relevant Tender Review Board, in terms of the applicable threshold in Schedule 3 of the Public Procurement Act, 2003 (Act 663), prior to the award of the contract;
- v. facilitate contract administration and ensure compliance with all reporting requirements under the Public Procurement Act, 2003 (Act 663); and
- vi. ensure that stores and equipment are disposed of in compliance with the Public Procurement Act, 2003 (Act 663).

**4. BUDGET COMMITTEE**

a. ***Composition***

Vice Chancellor as Chairman

Pro Vice Chancellor

Finance Officer

Registrar

Librarian

Dean of the School of Postgraduate Studies

Deans of Faculties or their representatives

Dean of Students

Director of Works and Physical Development

Internal Auditor

**In Attendance**

Head of General Administration Unit -Secretary

b. **Quorum**

50% of its total membership

c. **Functions**

- i. To administer the University Finance and property of the University except where such functions have been assigned by Council or these Statutes to another person or body.
- ii To prepare for the approval of the Council a yearly statement of the estimates and accounts of the University.
- iii To do such other acts as Council may authorise.

**5. GUSSS MANAGEMENT COMMITTEE**

a. **Composition**

Chairman appointed by Council

One (1) member appointed by Council from outside the Institution

Two (2) members appointed from within Council members

Two (2) academic senior members elected from among themselves

One (1) non-teaching senior member elected from among themselves

Registrar

**In Attendance**

Fund Manager (Finance Officer)

Finance Officer's representative not below the rank of Accountant-Secretary

b. **Quorum**

50% of its total membership

c. **Functions**

- i. To keep under review the functioning of the GUSSS
- ii. To cause the GUSSS accounts to be audited annually
- iii. To make recommendations on the operations of the GUSSS to Council
- iv. To perform such other function as may be assigned to it from time to time by Council

**6. JOINT COUNCIL/ ACADEMIC BOARD COMMITTEE ON HONORARY DEGREES**

a. **Composition**

Vice Chancellor - Chairman

Two (2) members to be appointed by Council from its membership

Two (2) members to be appointed by the Academic Board from its

membership, at least one of whom shall be of professorial status.  
Registrar or his representative not below the rank of Assistant Registrar - Secretary.

b. **Quorum**

Three, including the Chairman and, at least, one member appointed by the Academic Board.

c. **Functions**

To make recommendations to Council for the award of Honorary Degrees as provided for in the University Recorder.

## 7. UNIVERSITY APPOINTMENTS AND PROMOTIONS COMMITTEE

a. **Composition**

Vice Chancellor as Chairman

Pro Vice Chancellor

Registrar as Member/Secretary

Two members of professorial status, at least one of whom shall be a professor, appointed by the Academic Board;

One(1) alternate member who shall be a professor appointed by Academic Board. Where there are no professors in the University, the Academic Board may appoint professors from outside the University;

Dean of the Faculty; and

Head of Department of the Candidate under consideration provided that such Dean or Head of Department shall not be below the rank to which the candidate is seeking to be promoted.

Where the rank of either the Dean of Faculty or the Head of Department is below that of the position being considered, the Vice Chancellor may co-opt other person(s) to replace him (or them) at the meeting of the Committee.

With regard to interviews for fresh appointments to Administrative and Professional positions equivalent to Professorial status, an External Assessor shall be appointed to serve on the Committee, but he shall not be entitled to vote.

b. **Quorum**

Four (4) of its total membership

i. With regard to appointments and promotions to the grade of a professorial status and equivalent other than those appointments made under Schedule J no business shall be conducted unless the Vice Chancellor is present.

ii. For appointments and promotions to grades below those specified above, business shall be conducted only in the presence of either the Vice Chancellor or Pro Vice Chancellor.

c. **Functions**

- i. To receive applications for appointments and promotions from Senior Members. Such applications shall, in the first instance, be considered either by the Faculty Appointments and Promotions sub-Committee or the Administration Appointments and Promotions Sub-Committee as appropriate.
- ii. To make recommendations for the appointment and promotion of all senior members as specified in Section 3 (b) (i) of this Schedule to Council for approval.
- iii. All appointments and promotions approved by Council shall be brought to the notice of Academic Board at its next meeting following the approval from Council.

**7.1 FACULTY APPOINTMENTS AND PROMOTIONS SUB-COMMITTEE**

- a. There shall be in each Faculty, a Faculty Appointments and Promotions Sub-Committee to consider applications for appointments and promotions to Senior Member positions in the Academic Departments in the University. The Dean of the Faculty shall be the Chairman of the Sub-Committee. Where the Dean is below the rank of the position being considered, all the papers of the candidate shall be forwarded to the University Appointments and Promotions Committee. The membership shall be all persons of professorial status and all Heads of Departments within the Faculty, provided always that a Head of Department shall not be below the rank of the position to which the candidate is seeking to be appointed or promoted. The Faculty Officer, who shall be of the rank not below an Assistant Registrar, shall be the Secretary to the Committee.
- b. Applications for appointments and promotions shall be forwarded to the Head of Department in the first instance. The Head of Department shall then forward each application with his comments to the Dean. Upon receipt of the application, the Dean shall refer it to the Faculty Appointments and Promotions Sub-Committee for consideration. No application shall be withheld from the Faculty Appointments and Promotions Sub-Committee. The Sub-Committee shall consider all applications for Appointments and Promotions and shall forward the papers of all applicants with its comments and recommendations to the University Appointments and Promotions Committee. Where any member of the Sub-Committee is being considered for promotion, he shall not participate in the discussions.
- c. The Sub-Committee shall conduct no business unless there are, at least, three members present.
- d. If in the observation of the provisions of Sections (b) and/or (f) of this Schedule, the membership of the Sub-Committee is less than three, then

the papers of the candidate shall be forwarded directly to the University Appointments and Promotions Committee for its consideration.

## **7.2 ADMINISTRATION APPOINTMENTS AND PROMOTIONS SUB-COMMITTEE**

- a. There shall be an Administration Appointments and Promotions Sub-Committee to consider applications for appointments and promotions to Senior Member positions in Non-Academic Units in the University
- b. Membership of the Sub-Committee shall consist of:
  - i. Pro Vice Chancellor - Chairman
  - ii. The Registrar
  - iii. The Finance Officer
  - iv. The Librarian
  - v. Internal Auditor
  - vi. Head of the Unit of the Applicant
  - vii. Head of Human Resource Unit-Secretary
- c. The Sub-Committee may co-opt other members as appropriate to assist in its work.
- d. All applications for appointments and promotions shall be forwarded to the Registrar in the first instance. The Registrar shall then forward each application with his comments to the Administration Appointments and Promotions Sub-Committee for consideration. No applications shall be withheld from the Registrar, and the Registrar in turn shall not withhold any application(s) from the Administration Appointments and Promotions Sub-Committee.
- e. The Sub-Committee shall consider all applications for appointments and promotions, and shall forward the papers of all applicants with its recommendations to the University Appointments and Promotions Committee.

## **7.3 APPEALS RELATING TO APPOINTMENTS AND PROMOTIONS OF SENIOR MEMBERS**

- a. The University Appointments and Promotions Committee may, upon petition by a senior member, review its own decisions affecting the appointment or promotion of the Senior Members.
- b. If the Senior Member is still dissatisfied with the outcome of his petition to the Appointments and Promotions Committee, he may appeal to Council.
- c. In considering such appeals, Council may be assisted by an expert or experts invited by Council

## **SCHEDULE C**

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

#### **1. EXECUTIVE COMMITTEE**

a. **Composition**

Vice Chancellor - Chairman  
Pro Vice Chancellor  
Registrar - Member/Secretary  
Librarian  
Finance Officer  
Dean of the School of Postgraduate Studies  
Deans of Faculties  
Dean of Students

b. **Quorum**

Fifty percent (50%) of its total membership

c. **Functions**

To take such actions and make such decisions as may be necessary to implement the general policy established by the Academic Board; and to carry out such other functions as may, from time to time, be delegated to it by the Academic Board.

#### **2. RESIDENCE COMMITTEE**

a. **Composition**

Pro Vice Chancellor - Chairman  
Dean of Students  
Registrar  
One (1) Senior Tutor  
One (1) Member appointed by the Academic Board.  
Two (2) Students elected by the student body, one undergraduate and one postgraduate  
Chairman, Inter-denominational Chaplaincy Committee

**In Attendance**

Head of Academic and Student Affairs Unit -Secretary  
Director of Works and Physical Development  
Head, Security Unit

b. **Quorum**

50% of its total membership

c. **Functions**

- i. To keep the Hall System under review.
- ii Subject to the approval of the Academic Board, to make regulations to ensure the proper functioning of the Hall System.
- iii Subject to the approval of the Academic Board, to make adequate

provision for the supervision and the welfare of the students of the University.

### 3. LIBRARY COMMITTEE

#### a. **Composition**

Pro Vice Chancellor - Chairman

One (1) member to be appointed by each Faculty Board

Two (2) members to be appointed by the Students Representative Council (one undergraduate and one postgraduate)

Librarian

Registrar or his representative as secretary

#### b. **Quorum**

50% of its total membership

#### c. **Functions**

Subject to the approval of the Academic Board, to formulate policies for the maximum development and utilization of all Libraries in the University.

### 4. BOOKS AND PUBLICATIONS COMMITTEE

#### a. **Composition**

Pro Vice Chancellor - Chairman

One (1) member of professorial status to be appointed by each Faculty

Two (2) members to be appointed by the Student Body (one undergraduate and one postgraduate)

Librarian

The Registrar

Head, Audio Visual Unit

Representative of CENCES

Head, University Relations Unit - Secretary

#### **In Attendance**

Finance Officer or his representative

#### b. **Quorum**

50% of its total membership

#### c. **Functions**

Subject to the approval of the Academic Board:

i. To formulate policies for the publication of books, periodicals and recorders in the University;

ii To supervise publication of books, periodicals and recorders in the University;

iii. to administer such funds as may be provided for such publications.

## 5. RESEARCH AND CONFERENCES COMMITTEE

### a. **Composition**

Vice Chancellor - Chairman

Pro Vice Chancellor

The Dean of Postgraduate Studies

Two (2) members elected by the Academic Board

One (1) member elected by each Faculty, not below the rank of Associate Professor

### **In Attendance**

Head of the Department of Applicant

Registrar's representative not below the rank of Assistant Registrar-Secretary

### b. **Quorum**

50% of its total membership

### c. **Functions**

Subject to the approval of the Academic Board:

i. To formulate and publish the research policies and priorities of the University and to provide guidelines for the assessment of research proposals.

ii. To examine and take appropriate action on all applications for grants chargeable to the Research and Conferences Fund.

iii. To receive and publish reports on Conferences and Research from Departments and prepare annually a comprehensive report for submission to the Academic Board.

## 6. SCHOLARSHIPS COMMITTEE

### a. **Composition**

Vice Chancellor - Chairman

Pro Vice Chancellor

Deans of Faculties

The Dean of Postgraduate Studies

Dean of International Programmes

Registrar

Head of Department of Applicant

### b. **In Attendance**

Head, Human Resources Unit -Secretary

### c. **Quorum**

50% of its total membership

### d. **Functions**

Subject to the approval of the Board:



- i. to advise the Academic Board on University Scholarships policy;
- ii. to consider the award of scholarships; and
- iii. to consider the applications for the grant of study leave.

## **7. PLANNING AND RESOURCES COMMITTEE**

### **a. Composition**

Vice Chancellor - Chairman

Pro Vice Chancellor

Registrar

Finance Officer

Librarian

All Deans

Director of Works and Physical Development

The Committee may co-opt any number of persons from time to time to advise on technical issues. Such persons shall not have the right to vote.

### **In Attendance**

Registrar's representative -Secretary

### **b. Quorum**

The quorum shall be one-half (1/2) of the total membership including the Vice Chancellor or Pro Vice Chancellor; and Finance Officer, Director of Works & Physical Development, the Registrar, or their Deputies.

### **c. Functions**

The functions of the Planning and Resources Committee shall be:

- i. To advise the Academic Board on the future development of the University on matters regarding academic, physical, financial and human resource development.
- ii. To advise the Academic Board on appropriate planning models and strategies covering all aspects of the University activities as stated in paragraph (i) above.
- iii. To give general guidelines and directions to the operations of the Quality Assurance and Planning Unit.
- iv. To advise the Academic Board on matters relating to the establishment of new departments.
- v. To consider the immediate and long-term academic needs of the University and design appropriate strategies and plans to meet them.
- vi. To advise on new programmes of study for the University taking into consideration the manpower needs of the nation and the goals set for the University.

## 8. ICT MANAGEMENT COMMITTEE

### a. **Composition**

Chairman appointed by Vice Chancellor  
Head, Computer Science and Engineering Department  
Head, ICT Unit  
One (1) member from each Faculty  
Representative of Finance Officer  
SRC Representative  
Registrar's Representative not below the rank of Assistant Registrar-Secretary

### b. **Quorum**

50% of its total membership

### c. **Functions**

The functions of the ICT Management Committee shall be:

- i. To formulate policies and guidelines for the running of the ICT Unit
- ii. To oversee the administration of the Unit
- iii. To make recommendations to the Academic Board on the use of ICT facilities in the University
- iv. To offer advise on the development of ICT infrastructure and acquisition of Computers and ICT equipment.

## 9. UNIVERSITY BASIC SCHOOL MANAGEMENT COMMITTEE

### a. **Composition**

Chairman appointed by Vice Chancellor  
Head of Basic School  
Two representatives of Convocation (one teaching and one non-teaching)  
Representative of Senior Staff  
Representative of Junior Staff  
Teachers Representative  
P. T. A. Representative  
Registrar or his representative as Secretary

### b. **Quorum**

The quorum shall be one-half (1/2) of the total membership including the Chairman.

### c. **Functions**

The functions of the Basic School Management Committee shall be:

- i. To exercise oversight responsibilities over the administration of the Basic School
- ii. To formulate and implement the academic policy of the School

- iii. To regulate and approve, within the scope of GES policy, the programmes of study and activities of the School
- iv. To exercise such other functions as may be assigned to it from time to time by the Vice Chancellor

## **10. FM RADIO MANAGEMENT COMMITTEE**

### **a. Composition**

Chairman appointed by the Vice Chancellor  
 Representative of Senior Staff  
 Representative of Junior Staff  
 General Manager  
 University Relations Officer  
 Representative of SRC  
 Representative of Finance Office  
 Registrar or his representative - Secretary

### **b. Quorum**

50% of its total membership

### **c. Functions**

The functions of the FM Management Committee shall be:

- i. To exercise oversight responsibilities over the administration of the FM Radio Station.
- ii. To keep under regular control and review the effective functioning of the FM Radio Station.
- iv. To exercise such other functions as may be assigned to it from time to time by the Vice Chancellor.

## **SCHEDULE D**

### **COMMITTEES OF THE WELFARE SERVICES BOARD**

#### **1. ESTATE MANAGEMENT COMMITTEE**

##### **a. Composition**

Pro Vice Chancellor - Chairman  
 Registrar  
 One (1) member elected by Convocation Advisory Board  
 One (1) member elected by the Senior Staff  
 One (1) member elected by Junior Staff  
 Finance Officer  
 Director of Works and Physical Development  
 Estate Officer - Member/Secretary

##### **b. Quorum**

50% of its total membership

c. **Functions**

- i. To be responsible under the Welfare Services Board for the efficient running of the Estate including buildings and grounds and gardens and to ensure that the policies decided by the Welfare Services Board are carried out.
- ii. To recommend modifications of policy to the Welfare Services Board.
- iii. To keep the housing accommodation of the University under review and to determine its adequacy to the needs of staff and advise accordingly.
- iv. To advise the Welfare Services Board on the establishment and administration of an equitable system for allocating housing units other than Hall Flats.
- v. To set up sub-committees as may be appropriate.
- vi. To advise the Welfare Services Board on the University Housing policy.
- vii. To allocate houses to members of staff in accordance with established policy.
- viii. To do such other acts and things as may be delegated to it by the Welfare Services Board.

**2. HEALTH SERVICES COMMITTEE**

a. **Composition**

Chairman, to be appointed by the Vice Chancellor

Head of University Clinic

Dean of Students

The Finance Officer's representative

One (1) member elected by the Convocation Advisory Board

One (1) member elected by the Senior Staff

One (1) member elected by the Junior Staff

Two (2) students elected by the Student Body (one undergraduate and one postgraduate)

Registrar or his representative not below the rank of Assistant

Registrar- Secretary

b. **Quorum**

50% of its total membership

c. **Functions**

To keep under review the functioning of the University Clinic and Health Services and make recommendations on them to the Welfare Services Board.

### 3. SPORTS AND RECREATION COMMITTEE

#### a. **Composition**

Chairman appointed by the Vice Chancellor  
Dean of Students  
University Sports Coach  
One (1) Representative of SRC  
One (1) Representative of GRASAG  
Head, Academic and Student Affairs Unit-Secretary

#### b. **Quorum**

50% of its total membership

#### c. **Functions**

- i. To formulate policies for development of sports and recreation in the University
- ii. To regulate sporting and recreation activities in the University.
- iii. To administer funds allocated for sporting and recreational activities, and
- iv. To prepare and present periodic reports on sporting and recreational activities and account for the sports and recreation funds to the Vice Chancellor.

### 4. INTER-DENOMINATIONAL CHAPLAINCY COMMITTEE

#### a. **Composition**

Chairman appointed by the Vice Chancellor  
Dean of Students  
Two (2) representatives of undergraduates  
One representative of postgraduates  
Head, Guidance and Counselling Unit – Member/Secretary

#### b. **Quorum**

50% of its total membership

#### c. **Functions**

- i. To formulate policies for interdenominational religious activities in the University
- ii. To regulate other religious activities in the University

### 5. TRANSPORT MANAGEMENT COMMITTEE

#### a. **Composition**

Chairman appointed by the Vice Chancellor  
Head, Transport Unit  
Head, Mechanical Engineering Department  
One (1) representative elected by Senior Staff  
One (1) representative elected by Junior Staff  
One (1) representative of SRC

The Finance Officer or his representative not below the rank of Accountant

Head, General Administration as Member/Secretary

b. **Quorum**

50% of its total membership

c. **Functions**

i. To keep under review the functioning of the Transport Unit

ii. To make recommendations on it to Academic Board

iii. To perform such other functions as may be assigned to it from time to time by the Vice Chancellor

## 6. SECURITY MANAGEMENT COMMITTEE

a. **Composition**

Chairman appointed by Vice Chancellor

Dean of Students

Senior Hall Tutors

Head, Security Unit

One (1) Person elected by Convocation

Finance Officer's Representative

One (1) person elected by Senior Staff

One (1) person elected by Junior Staff

SRC Representative

Head of General Administration as Member/Secretary

b. **Quorum**

50% of its total membership

c. **Functions**

i. To keep under regular control and review the security arrangements in the University and suggest improvements.

iii. To perform such other functions as may be assigned to it from time to time by the Vice Chancellor

## SCHEDULE E

### **STRUCTURE OF FACULTIES, SCHOOLS AND DEPARTMENTS OF THE UNIVERSITY**

No.	FACULTY/ SCHOOL	DEPARTMENT/CENTRE	REPRESENTA- TION ON FAC- ULTY BOARD FROM
1	MINERAL RE- SOURCES TECHNOLOGY (FMRT)	<ul style="list-style-type: none"> <li>• Geological Engineering</li> <li>• Mining Engineering</li> <li>• Mineral Engineering</li> <li>• Geomatic Engineering</li> <li>• Petroleum Engineering</li> <li>• Environmental and Safety Engi- neering</li> <li>• Others as the need arises</li> </ul>	<ul style="list-style-type: none"> <li>• FOE</li> <li>• FIMS</li> </ul>
2	ENGINEERING (FOE)	<ul style="list-style-type: none"> <li>• Mechanical Engineering</li> <li>• Mathematics</li> <li>• Electrical and Electronic Engi- neering</li> <li>• Computer Science and Engineering</li> <li>• Civil Engineering</li> <li>• Renewable Energy Engineering</li> <li>• Others as the need arises</li> </ul>	<ul style="list-style-type: none"> <li>• FMRT</li> <li>• FIMS</li> </ul>
3	POSTGRADU- ATE STUDIES (SPS)	<ul style="list-style-type: none"> <li>• All Departments</li> <li>• Others as the need arises</li> </ul>	<ul style="list-style-type: none"> <li>• FMRT</li> <li>• FOE</li> <li>• FIMS</li> </ul>
4	INTEGRATED MANAGEMENT SCIENCES (FIMS)	<ul style="list-style-type: none"> <li>• Center for Communications and Entrepreneurship Skills</li> <li>• Others as the need arises</li> </ul>	<ul style="list-style-type: none"> <li>• FMRT</li> <li>• FOE</li> </ul>

## **SCHEDULE F**

### **MEMBERS OF CONVOCATION**

Members of Convocation shall be the following persons holding office in the University of Mines and Technology, Tarkwa:

1. The Chancellor who shall, if present, preside over Convocation
2. The Chairman of Council who shall, if present, preside over Convocation in the absence of the Chancellor
3. The Vice Chancellor who shall, if present, preside over Convocation in the absence of the Chancellor and the Chairman of Council
4. The Pro Vice Chancellor who shall, if present, preside over Convocation in the absence of the Chancellor, Chairman of Council and Vice Chancellor
5. All Senior Members of the University. Those who are on part time appointment and those coming on sabbatical or visiting scholars to the University shall not be entitled to vote in any proceedings of Convocation.

## **SCHEDULE G**

### **RULES ON DISCIPLINE IN THE UNIVERSITY (UNDER STATUTE 39)**

The offences which constitute misconduct in the University are detailed in the following documents:

- i. Code of Conduct for Senior Members;
  - ii. Unified Conditions of Service for Unionised Staff of the Public Universities of Ghana; and
  - iii. The Student Guide of UMaT for Junior Members.
1. These Rules shall be referred to as the Disciplinary Rules and, except as provided, shall apply to all staff and students of the University.
  2. Any act done without reasonable excuse by a person to whom these Rules apply which amounts to a failure to perform in a proper manner any duty imposed on him as such, or which contravenes any regulation, instruction or directive relating to employees or Junior Members of the University, or which is otherwise prejudicial to the efficient functioning of the University, or tends to bring the University into disrepute shall constitute a misconduct; and the setting forth in Rules 3 and 4 of particular types of misconduct shall not be taken to affect the generality of this Rule.
  3. 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 scope of responsibilities;
    - d. to engage in any activity which is likely to bring the University into disrepute;



- e. to engage in any gainful occupation outside the University without the written consent of the Vice Chancellor.
4. 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 University into disrepute.
    - e. to indulge in examination malpractice; and
    - f. to assault or cause assault to any member of the University
  5. For breaches of any of the provisions of Rules 2, 3 and 4, any of the penalties, as appropriate, specified in Statute 39 may be imposed in any disciplinary proceedings.
  6. Disciplinary proceedings involving the imposition of minor penalties shall be conducted summarily.
  7. Where in the opinion of the Vice Chancellor a major penalty should be imposed in any disciplinary proceedings, he shall appoint official(s) within the University above the rank of the person to be disciplined to conduct an enquiry into the charges and make appropriate recommendations to him;
    - 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;
    - b. in the case of Senior Staff he shall appoint an ad hoc Committee on which a representative of the Senior Staff shall serve; and
    - c. in the case of Senior Members he shall refer the matter to the Disciplinary Committee established under Statute 39 (2) to conduct an enquiry into the charges and make appropriate recommendations to the Vice Chancellor.
  8.
    - a. In every case where a disciplinary enquiry is to be conducted under Rule 7, the person concerned shall be served with written charges and be given the opportunity to state the grounds on which he proposes to exculpate himself. He shall also be entitled to be accompanied to the enquiry by a friend and to call witnesses on his behalf and to hear the evidence of any witnesses against him.
    - b. If no reply is received within the time specified in the notice, the Disciplinary Committee will proceed with the enquiry in his presence or in his absence.
    - c. The provisions will apply in every case against any offender whether he is within or outside the country.
  9. A person adversely affected by any decision of the Vice Chancellor, shall be entitled to petition within seven (7) days of notification to him of the decision, the Vice Chancellor for a review of the decision. Where any such

petition is refused and communicated to him by the Vice Chancellor, the person concerned shall be entitled to appeal within fourteen (14) days after any such refusal to the University Council. The decision of Council 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.

10. All major penalties imposed on Junior Members shall be subject to ratification by the Vice Chancellor.
11. In all disciplinary proceedings which may result in the imposition of major penalties, except in the case of Junior Members, the Vice Chancellor may interdict the person(s) affected until the final determination of the cases against them. During the period of interdiction the person shall receive two-thirds of his salary plus the sum of any deductions made from his salary in University account, but shall not be paid any of the approved allowances to which he would normally have been entitled.
12. a. Notwithstanding the provisions of paragraph 11 of these Rules, any member of staff who absents himself from duty without leave or reasonable cause, shall not be entitled to his salary for the period that he stays away from duty. The non-payment of salary shall be without prejudice to any disciplinary action which may be taken against him.  
b. Without prejudice to the taking of disciplinary proceedings in respect of any absence from duty without leave or reasonable cause for more than ten consecutive working days, the staff may be regarded as having resigned from his employment without notice. If his whereabouts are known he shall be informed in writing that his absence from duty has been thus regarded.  
c. Cheating or any other malpractice in examination by any junior member of the University is punishable by dismissal.

## **SCHEDULE H**

### **APPOINTMENTS AND PROMOTIONS COMMITTEE – SENIOR STAFF AND JUNIOR STAFF**

#### **1. PROCEDURE FOR APPOINTMENTS AND PROMOTIONS OF SENIOR STAFF AND JUNIOR STAFF**

There shall be an Appointments and Promotions Committee for:

- a. **Senior Staff**
  - i. **Composition**
    - Pro Vice Chancellor - Chairman
    - Registrar
    - Finance Officer
    - Internal Auditor
    - Head of Department concerned or his Representative
    - The Dean of the respective Faculty as appropriate

- Head of Human Resources Unit -Secretary
- ii. **Quorum**  
The Quorum shall be three (3) including the Pro Vice Chancellor and the Head of Department or his representative
- b. **Junior Staff**
  - i. **Composition**  
Pro Vice Chancellor - Chairman  
Finance Officer  
Internal Auditor  
Registrar  
The Dean of the respective Faculty  
Head of Department concerned or his representative  
Head of Human Resources Unit –Secretary
  - ii. **Quorum**  
The Quorum shall be three (3) including the Pro Vice Chancellor and Head of Department concerned or his representative.
- c. **Mode of Application**
  - i. All applications for appointments and promotions to Junior and Senior Staff positions shall be forwarded to the Head of Department concerned in the first instance. The Head of Department shall then forward each application with his comments to the appropriate Committee.
  - ii. The Committee concerned shall consider all applications for appointments and promotions, and shall forward the papers of all applicants with its comments and recommendations to the Vice Chancellor pursuant to the authority vested in him under Statute 40 for his approval or otherwise.

## **2. APPEALS RELATING TO APPOINTMENTS AND PROMOTIONS OF SENIOR STAFF AND JUNIOR STAFF**

- a. The Vice Chancellor may, on application, review the decision of the Committee affecting appointments and promotions of Junior Staff and Senior Staff.
- b. Appeals shall emanate from the decision of the Vice Chancellor to the University Council.
- c. In considering such appeals, Council may if it so desires solicit the assistance of expert(s).

## **SCHEDULE I**

### **PROCEDURE FOR THE APPOINTMENT OF REGISTRAR, FINANCE OFFICER, INTERNAL AUDITOR, LIBRARIAN AND DIRECTOR OF WORKS AND PHYSICAL DEVELOPMENT**

1. a. In the appointment of each of the above officers, Council shall set up a

- Search Committee to propose a suitable candidate for its consideration.
- b. The Search Committee shall consist of at least five (5) members, at least two (2) of whom shall be members of Council, at least one (1) of the Academic Board, and a renowned citizen of the candidate's profession.
  - c. Council shall appoint one of the members of the Committee as Chairman. The Search Committee shall be at liberty to appoint its own Secretary either from within or outside the University.
  - d. The Search Committee shall advertise the fact of the vacancy within the University, and as well as within and outside the country in terms of criteria set out or prescribed by Council.
  - e. The Search Committee shall determine its own procedure; they may make personal contacts; receive applications from within and outside the University; prepare shortlists; conduct personal interviews of those short-listed, and make a report thereof to Council, including recommendation (s) for appointment.
  - f. The Search Committee shall conduct its work confidentially and maintain its independence.
  - g. No person shall be recommended for appointment by Council to any of the aforesaid positions who has not been interviewed and reported on by a Search Committee set up by Council for that purpose.
  - h. Except where only one person is found to be eligible, the Search Committee shall propose two eligible persons for the consideration of Council.
2. Council shall accordingly consider the report of the Search Committee and thereupon appoint a suitable person who then shall take up the appointment upon terms and conditions as set out by Council.

## **SCHEDULE J**

### ***PROCEDURE FOR THE RE-APPOINTMENT OF REGISTRAR, FINANCE OFFICER, INTERNAL AUDITOR, LIBRARIAN AND DIRECTOR OF WORKS AND PHYSICAL DEVELOPMENT***

1. a. In considering the re-appointment of any of the above officers, Council shall appoint a committee to evaluate the performance of the officer.
- b. The Committee shall consist of five (5) members; two shall be members of Council, two of the Academic Board, and a renowned citizen of the candidate's profession.
- c. Council shall appoint one of the members of the Committee as Chairman. The Committee shall be at liberty to appoint its own Secretary either from within or outside the University.
- d. The committee shall determine its own procedure; it may make personal contacts with persons within and outside the University.
- e. The Committee shall conduct its work confidentially and maintain its

independence.

2. Council shall accordingly consider the report of the Committee and reappoint or otherwise.

## **SCHEDULE K**

### ***PROCEDURE FOR THE APPOINTMENT OF VICE CHANCELLOR***

1. a. In the appointment of the Vice Chancellor, Council shall set up a Search Committee to propose a suitable candidate(s) for its consideration.  
b. The Search Committee shall consist of at least five (5) members, at least two (2) of whom shall be members of Council, at least one (1) of the Academic Board, and a renowned citizen.  
c. Council shall appoint one of the members of the Committee as Chairman. The Search Committee shall be at liberty to appoint its own Secretary either from within or outside the University.  
d. The Search Committee shall determine its own procedure; they may make personal contacts; receive applications from within and outside the University; prepare shortlists; conduct personal interviews of those short-listed, and make a report thereof to Council, including recommendation(s) for appointment.  
e. The Search Committee shall conduct its work confidentially and maintain its independence.  
f. Except where only one person is found to be eligible, the Search Committee shall propose two eligible persons for the consideration of Council.
2. Council shall accordingly consider the report of the Search Committee and thereupon appoint a suitable person who then shall take up the appointment upon terms and conditions as set out by Council.

## **SCHEDULE L**

### ***PROCEDURE FOR THE RE-APPOINTMENT OF VICE CHANCELLOR***

1. a. In considering the appointment of the Vice Chancellor, Council shall appoint a Committee to evaluate his performance.  
b. The Committee shall consist of five (5) members, two (2) of the Academic Board, and an ex-Vice Chancellor of a Public University in Ghana.  
c. Council shall appoint one of the members of the Committee as Chairman. The Committee shall be at liberty to appoint its own Secretary either from within or outside the University.  
d. The Committee shall evaluate the performance as per his duties and

vision statement.

- e. Council shall conduct its work confidentially and maintain its independence.
2. Council shall accordingly consider the Report of the Committee and appoint or otherwise.

## **SCHEDULE M**

### ***PROCEDURE FOR THE RE-APPOINTMENT OF PRO VICE CHANCELLOR***

UAPC shall evaluate the performance of the Pro Vice Chancellor for reappointment

## **SCHEDULE N**

### ***PROCEDURE FOR THE APPOINTMENT OF CHANCELLOR***

1. In the appointment of a Chancellor of the University, Council shall set up a Search Committee to propose a suitable person for its consideration.
2. The Search Committee shall consist of nine (9) members composed as follows:
  - a. Three (3) members of Council appointed by Council;
  - b. Two (2) Senior Members, one Academic and one non Academic elected by Convocation;
  - c. One (1) person elected by Senior Staff;
  - d. One (1) person elected by Junior Staff;
  - e. One (1) student, not in the first year, appointed by the Students' Representative Council (SRC); and
  - f. One (1) person elected by the Alumni Association.
3. Council shall appoint one of Council members of the Committee as Chairman. The Search Committee shall be at liberty to appoint its own Secretary from within or outside the University. The quorum shall be five (5) members including the Chairman who shall have an original and a casting votes.
4. The Search Committee shall cause a notice to be published inviting nominations from the University Community and the Alumni Association. Ghanaians of good standing in public life may be nominated for the consideration of the Search Committee.
5. The Search Committee shall, by secret ballot, elect three (3) candidates from the short-listed candidates and present their names in a report to Council which shall then elect one of them for appointment as Chancellor.

## **SCHEDULE O**

### **NOMINATION FORM FOR ELECTIONS (CONVOCATION MEMBERS OF COUNCIL)**

Position being contested for:.....  
Name of candidate being proposed:.....  
Name & Signature of proposer: .....  
Name & Signature of 1st Seconder: .....  
Name & Signature of 2nd Seconder: .....  
Signature of candidate (as consent): .....

## **SCHEDULE P**

### **CRITERIA FOR SATISFACTORY PERFORMANCE**

In considering the appointment of a Dean or Head of Department, the candidate nominated shall be required to satisfy the following criteria for satisfactory performance:

- a. Ability to improve teaching, research and service of staff under his control.
- b. Ability to make substantial contribution for the advancement of the Faculty, School, Department/Centre.
- c. Implementation of a shared vision for the Faculty, School, Department/Centre.
- d. Substantial improvements in administrative procedures.
- e. Mentorship and human resource development.
- f. Quality of participation on Boards/Committees.
- g. Quality of decision-making.
- h. Good human relations.
- i. Prudent financial management.

## **SCHEDULE Q**

### **PROXY FORM FOR ELECTIONS (CONVOCATION MEMBERS OF COUNCIL)**

Position being contested for:.....  
Name of Senior Member:.....  
Signature of Senior Member:.....OR  
Notice of Authorization.....  
Name of Proxy: .....  
Signature of Proxy: .....  
Name of Returning Officer: .....  
Signature of the Returning Officer.....  
Date:.....

