

WISCONSIN

INTERNATIONAL UNIVERSITY COLLEGE, GHANA



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International University College, Ghana

STATUTES

OF WISCONSIN INTERNATIONAL
UNIVERSITY COLLEGE, GHANA



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1.0 PREAMBLE

WHEREAS

(a) Wisconsin International University College, Ghana (Wisconsin) is a Limited Liability Company, established in accordance with the laws of Ghana, and registered as an educational institution to provide tertiary education in Ghana, and

(b) Wisconsin seeks to adopt such statutes as are in accordance with the laws of Ghana, and general policy guidelines on tertiary education in Ghana to govern its affairs.

NOW THEREFORE the University Council of Wisconsin, acting on the authority of the Board of Directors of the University, pursuant to a Resolution of the Board of Directors hereby adopt these Statutes for the University.

PART A: DEFINITIONS

2.0 DEFINITION OF TERMS

In this document, unless the context otherwise requires-

- (1) **“Academic Board”** means the Academic Board of the University, established pursuant to these Statutes.
- (2) **Board of Directors** means persons nominated by the Shareholders of the University, in accordance with the Company's Act, 2019 (Act 992), or any successor statute, to constitute the Board of Directors of the University.
- (3) **“Child of an employee”** includes an offspring, stepchild or a legally adopted child who is not above the age of 21.
- (4) **“Congregation”** means the assembly, comprising members of the University Council, members of Convocation, and graduates of the University, constituted for the purposes of receiving reports and witnessing the ceremony for awarding degrees, diplomas and certificates and for any other purpose as the President may determine.
- (5) **“Contract Employee”** means an employee engaged for a stated period of time which may include an option for renewal.
- (6) **“Council”** means the University Council set up pursuant to these Statutes.
- (7) **“Convocation”** means the assembly comprising senior members of the University, chaired by the Chairperson of Convocation.
- (8) **“Department”** means a part of a Faculty or School that is concerned with teaching and research in a recognized academic discipline and has been so designated by the Academic Board.

- (9) **“Employee”** shall refer to all persons duly employed by the University.
- (10) **“Faculty or School”** means a collection of related departments, headed by a Dean, as specified in the appropriate schedule to the Statutes or any amendment of or addition to the said schedule.
- (11) **“Family”** means spouse and children.
- (12) **"Founder"** means the person appointed as Founder, pursuant to these Statutes.
- (13) **'He'** refers equally to female persons.
- (14) **“Head of Department”** means an employee appointed to supervise a Department of the University.
- (15) **“Junior member”** means a student enrolled for the time being in the University.
- (16) **“Junior staff”** means those persons in the employ of the University of the rank below that of an Administrative Assistant or its equivalent.
- (17) **“Lecturer”** includes an assistant lecturer and a research fellow.
- (18) **“Management of the University” or “Management”** means the President, Vice President, Registrar, University Librarian, Deans, Finance Director and Chief Operating Officer of the University, acting either jointly or severally.
- (19) **“Members”** means “senior members” and “junior members” as defined in the Statutes, and such other persons on whom, Council, on the recommendation of Academic Board, may, by resolution, confer membership.
- (20) **"Member of Staff"** shall mean any person in the employ of the University.
- (21) **“President”** includes "Vice-Founder", and means the Academic and Administrative head of the University, appointed pursuant to these Statutes.
- (22) **“Professor” and “Professorial rank”** includes Associate Professor.
- (23) **“Permanent Employee”** means an employee who has served his probationary period and has been confirmed by the College.
- (24) **“Senior members”** means academic, administrative and professional personnel not below the rank of Assistant Lecturer or analogous rank and who, by appointment, become members of Convocation.
- (25) **“Senior staff”** means persons in the employ of the University not below the rank of an Administrative Assistant or its equivalent and not above Chief Administrative Assistant or its equivalent.

- (26) “**Temporary Employees**” means any employee engaged for a period not exceeding six (6) months for a particular assignment.
- (27) “**University College**” or “**University**” means Wisconsin International University College, Ghana.
- (28) “**University Property**” consists of any property, movable or immovable, which belongs to the University as well as any property which the University shall acquire by way of gift or purchase.

PART B: VISION, MISSION AND CORE VALUES

3.0 THE VISION OF THE UNIVERSITY

To be the first-choice private University in Ghana with highly qualified and motivated staff

4.0. THE MISSION OF THE UNIVERSITY

To develop world-class human resources equipped with the appropriate knowledge, skills and attitudes to meet national development needs and global challenges through quality teaching, learning, research, knowledge dissemination and collaboration with key stakeholders.

5.0 CORE VALUES OF THE UNIVERSITY

Integrity

The University’s operations shall always be governed by the highest level of integrity, ethical standards and openness.

Transparency & Accountability

The University shall be transparent and accountable to all its students, clients and other stakeholders.

Teamwork

The University prides itself in teamwork as an effective mechanism to better serve its clients.

Collaboration and Partnership

The University will collaborate and partner with national and international management and academic development institutions

Excellence in Service Delivery

The ‘quest for excellence’ challenges the University to be rigorous and innovative in its teaching and research.

Customer Satisfaction

Clients, students and stakeholders are the basis for the existence of the University. Their ultimate satisfaction is paramount in whatever the University does.

6.0. THE SEAL OF THE UNIVERSITY

- (1) There shall be an official Seal of the University, to be known as the Common Seal, which shall be determined by the Council

- (2) The Common Seal of the University shall be kept in the custody of the Registrar and shall not be used except as directed by Council
- (3) The official seal of the University shall be authenticated by the signature of the President; in the absence of the President, the Vice President may authenticate the seal with his signature.
- (4) When the Common Seal of the University is affixed to any document and duly authenticated as provided for under this section, that document to which the seal has been affixed shall be deemed to be the official document of the University unless the contrary is proven.

PART C: AIMS AND FUNCTIONS

7(1) AIMS OF THE UNIVERSITY

- (a) The aims of the University are to:
- (b) provide higher education to suitably qualified persons; to help students strive for intellectual excellence and to train them in
- (c) methods of critical and independent thought; provide adequate equipment and facilities as library resources, laboratories, research facilities, classrooms and buildings to support
- (d) quality teaching and learning; and to promote ethically based research and other morally acceptable means of advancement of knowledge to address social, cultural, economic, scientific and technological challenges.

7(2) FUNCTIONS OF THE UNIVERSITY

The functions of the University are to:

- (a) establish Faculties, Departments, Institutes, Centres and any other academic facilities as may be approved by the Council;
- (b) ensure that adequate resources are available at any point in time, to all categories of university staff for the smooth running of academic, administrative and social programmes/activities in the University;
- (c) determine the calibre and competence of faculty, the quality, relevance and scope of academic programmes and how these academic programmes may be taught in the University;
- (d) conduct examinations based on continuous assessment procedures and confer degrees, diplomas, certificates and other qualifications of the University;
- (e) conduct research and encourage the conduct of research to enlarge the frontiers of knowledge and disseminate knowledge accumulated through research for a holistic development of the spiritual, intellectual and socio-cultural life of students, the community and society;
- (f) develop close academic and cultural linkages or relationships with society, academic institutions, donors and funding agencies within and outside Ghana; and

- (g) Carry out any other functions as may be determined and approved by the Council.

PART D: POWERS OF THE UNIVERSITY

8. GENERAL POWERS

- (1) The University shall have such corporate powers as are provided for in the Companies Act, 2019 (Act 992)
- (2) Subject to the provisions of the Companies Act, 2019 (Act 992) and these Statutes, and without limiting the provisions set out in section 7 above the University shall perform such functions and exercise such powers as are necessary to effectively further the aims of the University and maintain its efficiency as an academic community, including but not limited to the following:
 - (a) to provide instruction and undertake research for the advancement of knowledge in such branches of learning and study for persons, whether members of the University or not, and in such manner as it shall determine,
 - (b) to hold examinations and to grant to, and confer degrees, diplomas and other academic distinctions,
 - (c) to confer honorary degrees or other distinctions on approved persons in accordance with the Statutes,
 - (d) to enter into agreements and linkages with, and co-operate with other universities, institutions, and authorities in such manner and for such purposes as the University may determine,
 - (e) to institute Professorships, Readerships, Lectureships and any other teaching positions required by the University,
 - (f) to appoint or recognize persons as Professors, Readers or Lecturers, or otherwise as instructors of the University,
 - (g) to institute and award Fellowships, Scholarships, and Prizes,
 - (h) to maintain Colleges,
 - (i) to demand and receive payment of such fees and other charges as may be authorized by these Statutes and Council of the University,
 - (j) to supervise and control the residence and discipline of students of the University, and to make arrangements for promoting their health and general welfare,
 - (k) to create administrative and ministerial and other necessary positions and to make appointments thereto, and
 - (l) to do all such other acts and things, whether incidental to the powers aforesaid or not, as may be required in order to further the objects of the University as a teaching and examining body, and to cultivate and promote arts, science and other branches of learning.
 - (m) The University may incorporate under the University another body corporate to take over the property, rights, privileges and liabilities of any other institution or body corporate.

PART E: UNIVERSITY PROPERTY

9. PROPERTY OF THE UNIVERSITY

- (1) Subject to the Companies Act, 2019 (Act 992), the University shall have the power to receive donations and gifts of any kind, and to acquire, hold, manage, maintain and dispose of any movable and immovable property, including trusts and endowment properties for the purpose of the University.
- (2) All property, real or personal, of every description including intellectual property 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 the Council of the University, shall be for the benefit of the University, or such other benefit as provided for herein.

PART F: THE BOARD OF DIRECTORS OF THE UNIVERSITY

10. APPOINTMENT AND MEMBERSHIP OF THE BOARD OF DIRECTORS

- (1) Pursuant to the Companies Act, 2019 (Act 992), there shall be a Board of Directors of the University, made up of at least five (5) but not more than nine (9) persons, which may exercise all powers of the Board of Directors conferred by the Companies Act, 2019 (Act 992) and the Policies of the University specified in Schedule M of this statutes
- (2) The members of the Board of Directors shall be nominated and approved by the Shareholders at a meeting convened for that purpose.

11. FUNCTIONS AND POWERS OF THE BOARD OF DIRECTORS

The Board of Directors in consultation with Council shall be the main policy formulation body of the University, and shall have the power to:

- (a) oversee any investment made by the University;
- (b) approve any investment made by the University;
- (c) approve an annual budget for the University, which budget shall be based on the business plan for the year in question;
- (d) oversee all financial matters;
- (e) make decisions on all matters concerning the acquisition, development, maintenance and disposal of land, building, and property
- (f) appoint auditors at the Annual General Meeting; and
- (g) decide on all other matters in consultation with the Council of the University as from time to time.

12. TENURE OF OFFICE OF THE MEMBERS OF THE BOARD OF DIRECTORS

The term of office of the members of the Board of Directors shall be four (4) years, after which a member may be eligible for re-appointment for a further term.

13. VACANCY ON THE BOARD OF DIRECTORS

Where, by resignation, physical or mental incapacity, death or any cause, a vacancy occurs on the Board, any such vacancy shall be filled as soon as convenient by the Shareholders and the person appointed to fill that vacancy shall hold office for the residue of the term of the member to whose office he\she is appointed or elected.

14. MEETINGS OF THE BOARD OF DIRECTORS

- (1) The Board of Directors shall hold regular meetings at the end of each quarter at a time and place to be determined by the Board of Directors.
- (2) Notice of any meeting of the Board, other than an emergency meeting, and the agenda, shall be circulated by the Board Secretary in writing to every member of the Council at least seven (7) days before the date fixed for such a meeting.
- (3) Directors shall receive detailed copies of all reports and statements prepared by the Auditors.
- (4) The Chairperson may, at any time, and shall, upon request in writing, by the President and three members of the Board, call a special meeting of the Board.
- (5) The Board may co-opt such persons, as it shall deem necessary to participate in the proceedings at its meetings, provided that co-opted persons shall not be counted for a quorum or have a vote.

15. COMMITTEES OF THE BOARD OF DIRECTORS

- (1) The Board shall establish Standing and Ad hoc Committees to assist it in the execution of any of its functions.
- (2) A Standing Committee of the Board shall be of a permanent nature. An Ad hoc Committee shall be of a non-permanent nature, and shall be dissolved after completion of its assignment. and Sub-Committee of the Board.
- (3) The Standing Committees of the Board, and their membership and terms of reference shall be as contained in Schedule A of these Statutes and any other prevailing legislation.
- (4) The Board shall determine the membership and terms of reference of Ad hoc Committees and any other Standing Committee it may establish.

16. REMUNERATION FOR MEMBERS OF THE BOARD OF DIRECTORS

- (1) Remuneration of the members of the Board of Directors shall be determined from time to time by ordinary resolution of the shareholders of the University.
- (2) Unless otherwise resolved, the remuneration of Directors shall be deemed to accrue from day-to-day and the Directors shall also be entitled to be paid all

travelling and other expenses properly incurred by them in attending and returning from meetings of the Directors, or any committee of the Directors or general meeting of the Shareholders or otherwise in connection with the business of the University.

PART G: COUNCIL OF THE UNIVERSITY

17. MEMBERSHIP AND APPOINTMENT TO THE COUNCIL OF THE UNIVERSITY

- (1) There shall be a University Council which shall consist of:
 - (a) four (4) representatives of the shareholders, one of whom shall be the Chairperson;
 - (b) one representative of each of the universities, if any, to which the University may be affiliated;
 - (c) Two representatives of staff of the University, one teaching and one non-teaching staff;
 - (d) one representative of the students of the University;
 - (e) one representative of the Alumni of the university;
 - (f) the President of the University;
 - (g) one individual nominated/invited by the President of the University; and
 - (h) the Vice President as an ex-officio member.
- (2) The Council may co-opt non-voting members for their advice on matters as the need arises.
- (3) The Chairperson of the Council shall be nominated/appointed by the Shareholders of the University, and shall preside at meetings of the Council. In the absence of the Chairperson of the Council, a member of the Council, elected by members present, shall preside. The Chair shall be furnished with copies of minutes of meetings of the Academic Board, in addition to any other publications of the University
- (4) No one may be appointed to the Council if:
 - (a) he/she is a person adjudged or otherwise declared insolvent or bankrupt;
 - (b) he/she is a person adjudged to be of unsound mind or detained as criminally insane; and
 - (c) he/she has been sentenced to imprisonment for any period of time or been convicted of any offence involving fraud.

18. TENURE OF OFFICE OF MEMBERS OF COUNCIL

- (1) Members of the Council shall serve for four (4) years, and shall be eligible for re-nomination or re-election, as the case may be, for another two-year term only. Provided, however, the Shareholders shall have the power to extend the term any of its representatives on Council notwithstanding the fact that the member has served for two (2) successive terms.

- (2) Members of Council representing affiliated universities shall be subject to conditions of their universities regarding tenure on the University Council

19. VACANCY ON THE COUNCIL OF THE UNIVERSITY

- (1) If a member of the University Council is absent from Ghana for a minimum period of twelve months, his/her position shall be deemed to have become vacant at the end of the twelve-month period, except that this provision shall not apply to an ex-officio member.
- (2) Where the position of a member becomes vacant upon the completion of the required term, or resignation, or death, a successor shall be nominated, elected, and appointed, in the same manner to serve for the remainder of the term of office.
- (3) Where a member of the University Council is incapacitated by illness or any sufficient cause from performing the duties of his/her office, a substitute may be appointed in the manner referred to in 17(1), to act for him or her, until the incapacity of that person has terminated or until the term of such a member expires, whichever occurs first.
- (4) An appointment, election or nomination may be made in anticipation of a vacation of office or temporary absence of a member

20. POWERS AND FUNCTIONS OF THE COUNCIL OF THE UNIVERSITY

- (1) The Council of the University shall, subject to these statutes, and the direction and vision of the university,
 - (a) Advise the management of the University on academic affairs of the University;
 - (b) Make such arrangements, as it considers fit, for the internal organization of the University, including the establishment, variation and supervision of:
 - (i) Academic divisions, schools, departments and institutes;
 - (ii) Professorships, lectureships, and other posts, academic, administrative, or otherwise; and
 - (iii) Fellowships, bursaries, scholarships, prizes and other awards
 - (c) Enact statutes to prescribe or regulate as the case may be all procedural and other academic matters in furtherance of the objectives of the University
- (2) Without prejudice to its functions under clause (1) above, the Council shall, in consultation with the Board of Directors:
 - (a) Approve the recommendation of the disciplinary committee for the termination of appointment or dismissal of any member of staff or any student;

- (b) Recommend for approval of the Board of Directors the terms and Conditions of Service of members staff of the University;
- (3) The Council may, for the purpose of achieving the academic aims of the College, establish such committees as it considers necessary and shall assign any committee such of its functions as it considers necessary
- (4) Council shall, within six months after the end of each academic year, cause a report of the activities of the University during that year to be published.

21. MEETINGS AND PROCEDURE FOR COUNCIL BUSINESS

- (1) The Council shall ordinarily meet at least, once every Semester.
- (2) The Chairperson shall preside at meetings of the Council and in the absence of the Chairperson, a member of the Council, elected by members present, shall preside.
- (3) The Chairperson may at any time, and shall, on the request in writing, by the President or three other members of the Council, call a special meeting of the Council.
- (4) Questions or matters before the Council at a meeting shall be decided by consensus or by simple majority of votes by members present and voting. But where the votes are equal, the Chairperson or the person presiding shall have a casting vote.
- (5) The quorum for a meeting shall be fifty percent (50%).
- (6) The proceedings of the Council shall not be invalidated by reason of a vacancy among the members or a defect in the appointment of a member.
- (7) Any member of the Council who has any interest in any company or entity with which the Council proposes to enter into any contract or undertaking, shall disclose the nature of the interest to the Council and shall be disqualified from participating in any deliberations and voting of the Council in respect of such contract or undertaking.
- (8) Other than special meetings, notices of all meetings of the Council shall be sent to members not later than one week before such meetings. Any decision taken at a Special meeting shall be subject to ratification at the subsequent meeting of the Council.
- (9) The Council may co-opt such persons, as it shall deem necessary to participate in the proceedings at its meetings, provided that co-opted persons shall not be counted for a quorum or have a vote.

- (10) Minutes of the proceedings of the Council shall be recorded by the Secretary and appropriately filed both in hard and soft copies.

22. PAYMENT OF ALLOWANCE FOR MEMBERS OF COUNCIL

- (1) Members of the Council and its Committees and Boards shall be paid such allowances, including transport allowance and any other reasonable expenses incurred by members of Council in the performance of their functions as shall be approved by the Board of Directors from time to time
- (2) No member of Council shall be paid an allowance for a meeting unless he has participated in that meeting.

23 COMMITTEES OF COUNCIL

- (1) Council shall establish Standing and Ad hoc Committees to assist it in the execution of any of its functions.
- (2) A Standing Committee of Council shall be of a permanent nature. An Ad hoc Committee shall be of a non-permanent nature, and shall be dissolved after the completion of its assignment.
- (3) The Registrar shall be the secretary to all the Committees and Sub-committees of Council.
- (4) Notwithstanding section 23(3) above, the Registrar may appoint, in his stead, a recorder to each Committee and Sub-Committee of Council.
- (5) The Standing Committees of Council, their membership and terms of reference shall be as contained in Schedule B of these Statutes.
- (6) Council shall determine the membership and terms of reference of Ad hoc Committees and any other Standing Committee it may establish.

PART H: THE FOUNDER

24. ROLE AND FUNCTIONS OF THE FOUNDER

- (1) There shall be a Founder of the University.
- (2) The functions of the Founder shall include but not be limited to:
 - (a) Setting Strategy and vision in consultation with the Board and the Council
 - (b) Giving direction and leadership toward the achievement of the University's philosophy, mission, strategy, and its annual goals and objectives

- (c) Mobilizing resources
 - (d) Liaising between the University and relevant stakeholders
- (3) The Founder may request information concerning the general conduct of the Administration of the University from the Chair of Council and the President whose duty it shall be to provide same.
- (4) The Founder shall be furnished with copies of minutes of meetings of Board of Directors, Council, and of the Academic Board in addition to any other publications of the University

PART I: KEY OFFICERS OF THE UNIVERSITY

25. THE PRESIDENT OF THE UNIVERSITY

- (1) There shall be a President who shall be appointed by the Board of Directors on the recommendation of the Council.
- (2) The President shall, under the direction of the University Council, serve as the academic and administrative head and chief disciplinary officer of the University. The President shall by virtue of his or her office be a member of Council.
- (3) The President shall be the Chief Executive Officer of the University and shall be responsible, in accordance with the Statutes and decisions of Council and Academic Board, for organizing and conducting the academic, financial and administrative business of the University and for promoting the efficiency and good order of the University
- (4) The President in consultation with the Academic Board shall submit annually to Council, a list of the staffing positions which, in his or her opinion, are necessary for the transaction of University business, together with an estimate of the expenditure required for the maintenance of such staff.
- (5) The President shall keep the Academic Board informed of decisions of Council and shall also keep Council informed of all major decisions of the Academic Board
- (6) The President shall, by virtue of the Office of the President, be a Senior member and a member of every Committee of the University and shall, unless otherwise provided in this Statute, be the Chairperson of every Committee on which the President is a member.
- (7) The President shall be responsible for advising the Board of Directors and Council on its functions, and shall, in particular, bring to the attention of the Board of Directors and Council all the measures and steps which in the opinion of the President, are necessary for ensuring the efficient and effective management of the University

- (8) The President may, in writing signed by the President, delegate to any Senior member the exercise of any function vested in the Office of the President, by this statute, subject to the approval of the Council;
- (9) In the event of a temporary absence of the President caused by incapacity or absence from the University, the Vice President shall perform the functions and duties of the President. In the event that both offices are temporarily vacant, the most senior Dean shall act as President. Seniority shall be determined by academic standing, length of service as Dean and in the event of equality, by age.
- (10) The President in consultation with the Board and the approval of Council, shall appoint all employees of the University, in accordance with procedures and terms laid down by the Board and Council.
- (11) The President, in consultation with the Board and Council, based on the recommendations of the Appointments and Promotions Committee, may appoint suitably qualified Lecturers, Senior Lecturers and persons of Professorial rank from other universities, and distinguished non-university scholars to the University as Visiting Professors, Visiting Associate Professors, Visiting Senior Lecturers, Visiting Lecturers and Visiting Scholars for periods up to one year subject to confirmation by the Appointments and Promotions Board. In such appointments, resort to external assessors shall not be obligatory. However, the curriculum vitae and references of each candidate shall be obtained. Appointment of visiting personnel shall normally be made to fill either departmental or other vacancies.
- (12) A person appointed to the office of the President shall hold office on such terms and conditions as the Board of Directors on the recommendation of the Council may determine. The terms and conditions shall be spelled out in the instrument of appointment. The term of office shall be four (4) years with option for renewal for a further four (4) years.
- (13) The President may resign his or her office by a letter addressed to the Board of Directors through the Chairperson of the Council.
- (14) The President may be relieved of his/her post by Council on the grounds of incapacity, persistent absence without justification, non-performance, conviction of a criminal offence involving dishonesty, fraud or moral turpitude, or for gross misconduct. Council shall afford the President a fair hearing and, at any such removal proceedings, the President shall be entitled to know the grounds for the removal and to attend with Counsel of his or her choice.
- (15) When it is known that the post of the President shall be vacant, or when the post is vacant, the Council shall cause to be advertised, the fact of the vacancy within and outside the University. The Council shall set up a Sub-Committee, or Search Committee made up of an equal number of persons, to be

determined by the Council, chosen by the Council and the Academic Board from among their members. Members to be chosen by the Academic Board shall be of Professorial rank, unless there is no person of Professorial rank, on the Academic Board, in which case persons of Senior Lecturer rank shall be chosen. The Council shall appoint, after consultation, another person, independent of both the Academic Board and the Council, to act as Chairperson of the Search Committee.

- (16) The Search Committee shall determine its own procedure, receive applications, prepare a short-list, conduct personal interviews of those short-listed, and make a report to the Council, including recommendations for appointment.
- (17) The Search Committee shall consider a candidate with high moral values, a visionary with excellent public relation credentials, sound business orientation and the ability to establish rapport among institutions, external organizations and other Universities and Colleges.
- (18) The Candidate must:
 - (a) be a distinguished scholar, a recognized academic who commands respect among the Candidate's peers with proven managerial skill;
 - (b) be an administrator with the capacity to motivate and direct staff;
 - (c) exhibit a high sense of industry, leadership qualities and organizational skills;
 - (d) possess excellent communication and interpersonal skills and a capacity to manage and control crisis situations; and;
 - (e) have significant experience in university education
- (19) The Search Committee shall be at liberty to propose more than one candidate/name for the consideration of the Council.
- (20) No person shall be appointed as President by the Board of Directors, who has not been interviewed or reported on by the Search Committee.
- (21) Upon the appointment, the President shall be introduced to the Senior members, members of staff and members of the Council by its Chairperson at special meetings convened for that purpose.
- (22) The President shall be subject to an annual performance review by the Board of Directors in consultation with the Council, based on performance criteria that shall be agreed on between the Board of Directors, Council and the President in a written agreement on assumption of his/her contract.

26. THE VICE PRESIDENT OF THE UNIVERSITY

- (1) There shall be a Vice President who shall be appointed by the Board of Directors on the recommendation of Council.

- (2) Upon appointment of a Vice President, the Chairperson of the Council shall introduce him/her to the Senior Members, other staff and the members of Council at Special Meetings convened for that purpose
- (3) Apart from performing any other functions that the President may assign him/her, the Vice President shall:
 - (a) act in the absence of the President, and carry out such academic and administrative duties as Council shall determine;
 - (b) assist the President, Academic Board, and the Executive Committee in providing leadership and direction concerning academic operations in the areas of academic planning, programme development, student affairs, library, and academic registry;
 - (c) advise the President on all matters pertaining to academic management, quality control and assurance, and research;
 - (d) provide leadership in developing and implementing the University's strategic plan;
 - (e) enhance trust and collegiality among faculty;
 - (f) lead efforts that focus on student and faculty successes;
 - (g) assess performance of Deans;
 - (h) work closely with the Consultancy Unit and Training Centres to ensure the effective development of training programmes;
 - (i) work alongside the Schools/Faculties to achieve academic excellence;
 - (j) provide leadership in the accreditation of the University's programmes; and
 - (k) provide leadership and guidance to faculty.
- (4) The following officers shall operate under and report to the Vice President in the performance of their duties:
 - (a) All Deans
 - (b) The Director of Quality Assurance and Institutional Relations Directorate
 - (c) The Director of International Relations and Programmes
 - (d) Examinations, Planning and Programme Development (EPPD) Director
 - (e) Such other officers as Council or the President may determine
- (5) The Vice President shall hold office for a term of four (4) academic years and shall be eligible for appointment for a further term of four (4) years only
- (6) The Vice President may resign from office by writing to the Chairperson of the Council
- (7) The Vice President may be relieved of his/her post by Council on grounds of incapacity, persistent absence without justification, non-performance, conviction of a criminal offence involving dishonesty, fraud or moral turpitude, or for gross misconduct. Council shall afford the Vice President a fair hearing and, at any such removal proceedings, the Vice President shall be entitled to know the grounds for the removal and to attend with Counsel of his or her choice.

- (8) When it is known that the post of the Vice President shall be vacant, or when the post is vacant, the Council shall cause to be advertised, the fact of the vacancy within and outside the University. The Council shall set up a Search Committee made up of an equal number of persons to be determined by the Council chosen by the Council and the Academic Board from among their members. Members to be elected by the latter shall be of Professorial rank, unless there is no person of Professorial rank, in which case persons of Senior Lecturer rank shall be chosen. The Council shall, after consultation, appoint another person independent of both the Academic Board and the Council, to act as Chairperson of the Search Committee.
- (9) The Search Committee shall determine its own procedure, receive applications, prepare a short-list, conduct personal interviews of those short-listed, and make a report to the Council, including recommendations for appointment.
- (10) The Search Committee shall consider a candidate with high moral values, a visionary with excellent public relation credentials, sound business orientation and ability to establish rapport among institutions, external organizations and other Universities and Colleges.
- (11) The Candidate must have:
 - (a) demonstrated leadership skills and management ability at university level;
 - (b) proven capacity to promote teaching and learning in the university;
 - (c) a commitment to cultural diversity and relevant experience in student governance and diversity issues;
 - (d) ability to shape and implement strategic goals for the institution;
 - (e) a minimum qualification of an earned PhD in any discipline from a recognized university.
 - (f) At least ten (10) years post qualification work experience in teaching and administration in a university or analogous institution.
- (12) The Search Committee shall be at liberty to propose more than one candidate/name for the consideration of the Council.
- (13) No person shall be appointed as Vice President by the Board of Directors, who has not been interviewed or reported on by the Search Committee.
- (14) Upon the appointment, the Vice president shall be introduced to the Senior members, members of staff and members of the Council by its Chairperson at special meetings convened for that purpose
- (15) The Vice President shall be subject to an annual performance appraisal by the President, based on performance criteria that shall be agreed on between the Board of Directors, Council and the Vice President in a written agreement on assumption of his/her contract.

27. VICE PRESIDENT OF THE KUMASI CAMPUS

- (1) There shall be a Vice President for the Kumasi Campus of the University who shall be appointed by the Board of Directors on the recommendation of Council.
- (2) Upon appointment of the Vice President for the Kumasi Campus (hereafter referred to as the Vice President), the Chairperson of the Council through the President shall introduce him/her to the Senior Members, other staff and the members of Council at Special Meetings convened for that purpose at the Accra campus. The President shall also introduce the Vice President to staff of the Kumasi campus at a meeting convened on the Kumasi campus for that purpose.
- (3) The Vice President shall, under the direction of the President, serve as the academic and administrative head and chief disciplinary officer of the Kumasi Campus. The Vice President shall, by virtue of his or her office, be a member of the University Academic Board
- (4) The Vice President under the direction of the President shall be the Chief Executive Officer of the Kumasi Campus of the University and shall be responsible, in accordance with the law, these Statutes, and the decisions of Council and Academic Board, for organising and conducting the academic, financial and administrative business of the Kumasi campus, and for promoting the efficiency and good order of the Kumasi campus.
- (5) The Vice President shall submit, annually, to the Academic Board through the President, a list of the staffing positions which, in his or her opinion, are necessary for the transaction of Kumasi campus business, together with an estimate of the expenditure required for the maintenance of such staff.
- (6) The Vice President shall keep the members of staff of Kumasi campus informed of decisions of Academic Board and Council.
- (7) The Vice President shall, by virtue of the Office of the Vice President of Kumasi campus, be a Senior member and a member of any major Committee of the Kumasi campus and shall, unless otherwise provided in this Statute, be the Chairperson of such Committee of which the Vice President is a member.
- (8) The Vice President shall be responsible for advising the President and the Academic Board on the needs of the Kumasi campus, and shall, in particular, bring to the attention of the President and Academic Board all the measures and steps which in the opinion of the Vice President, are necessary for ensuring the efficient and effective management of the Kumasi campus
- (9) The Vice President may, by a written document, signed by him, and subject to the approval of the Academic Board, delegate to any Senior member of Kumasi campus the exercise of any function vested in the Office of the Vice President by this statute.

- (10) In the event of a temporary absence of the Vice President caused by incapacity or absence from the campus, the most senior Dean or Senior Member on the Kumasi campus shall perform the functions and duties of the Vice President. Seniority shall be determined by academic standing, length of service as Dean or senior member and in the event of equality, by age.
- (11) The Vice President shall work with the President to consult the Founder on the appointment of all employees of the Kumasi campus, other than senior members, in accordance with procedures and terms laid down by Council.
- (12) A person appointed to the office of the Vice President shall hold office on such terms and conditions as the Board of Directors, on the recommendation of the Council, may determine. The terms and conditions shall be spelled out in the instrument of appointment. The term of office shall be four years with option for renewal for a further four years at the sole discretion of the Founder.
- (13) The Vice President may resign his or her office by a letter addressed to the Board of Directors through the Chairperson of Council.
- (14) The Vice President may be relieved of his/her post by Council on grounds of incapacity, persistent absence without justification, non-performance, conviction of a criminal offence involving dishonesty, fraud or moral turpitude, or for gross misconduct. Council shall afford the Vice President a fair hearing and, at any such removal proceedings, the Vice President shall be entitled to know the grounds for the removal and to attend with Counsel of his or her choice.
- (15) When it is known that the post of the Vice President shall be vacant, or when the post is vacant, the Council shall cause to be advertised, the fact of the vacancy within and outside the University. The Council shall set up a Search Committee made up of an equal number of persons to be determined by the Council, chosen by the Council and the Academic Board from among their members. Members to be elected by the latter shall be of Professorial rank, or in the event that no person of Professorial rank is available, then the persons shall be of Senior Lecturer rank. The Council shall appoint, after consultation, another person independent of both the Academic Board and the Council, to act as Chairperson of the Search Committee.
- (16) The Search Committee shall determine its own procedure, receive applications, prepare a short-list, conduct personal interviews of those short-listed, and make a report to the Council, including recommendations for appointment.
- (17) The Search Committee shall consider a candidate with high moral values, a visionary with excellent public relation credentials, sound business orientation and ability to establish rapport among institutions, external organizations and other Universities and Colleges.

- (18) The candidate must:
 - (a) be a distinguished scholar, a recognized academic who commands respect among the Candidate's peers with proven managerial skill;
 - (b) be an administrator with the capacity to motivate and direct staff;
 - (c) exhibit a high sense of industry, leadership qualities and organizational skills;
 - (d) possess excellent communication and interpersonal skills and a capacity to manage and control crisis situations; and
 - (e) have significant experience in University education
- (19) The Search Committee shall be at liberty to propose more than one candidate/name for the consideration of the Council.
- (20) No person shall be appointed as Vice President by the Board of Directors, who has not been interviewed or reported on by the Search Committee.
- (21) The Vice President shall be subject to an annual performance review by the Board of Directors in consultation with the Council, based on performance criteria that shall be agreed on between the Board of Directors, Council and the Vice President in a written agreement on assumption of his/her contract.

28 THE REGISTRAR OF THE UNIVERSITY

- (1) There shall be a Registrar who shall be appointed by the Board of Directors on the recommendation of the Council and shall act as advisor to the President in the discharge of the President's duties.
- (2) The Registrar shall be the Chief Administrative Officer of the University, and shall report to the President, and shall act as Secretary to the Council. He shall also be the Secretary and a non-voting member of the Academic Board.
- (3) Except as otherwise provided in these Statutes, his or her representative shall serve as Secretary of all other Boards and Statutory Committees of the University.
- (4) The Registrar shall be a Senior Member with a relevant postgraduate degree and shall have experience in university, educational, public sector or business administration or other requisite experience and qualifications as Council shall deem sufficient.
- (5) The Registrar, shall
 - (a) be responsible for the custody of the University Seal, and for affixing same to relevant documents of Council and the Academic Board;
 - (b) be responsible for the custody of all legal documents, policy documents and records of the University;
 - (c) regularly cause to be published at the end of each semester all policy decisions of Council and the Academic Board;

- (d) the preparation of student registration and admission materials, the maintenance of both soft and hard copies of such materials and overseeing the process of registration;
 - (e) the preparation of the academic calendar, class schedules, time-tables, grade sheets and the distribution of semester reports;
 - (f) the initiation of final graduation plans, the tabulation of classes and the award of honours;
 - (g) the coordination of matriculation and congregation procedures and ceremonies; and
 - (h) the maintenance of students' academic records on a permanent basis.
- (6) The Registrar shall perform any other functions as may be assigned to him/her by the President
- (7) The Registrar shall be assisted in the execution of the functions of his/her office by such number of officers as the University shall appoint on the recommendations of the Appointments and Promotions Committee and in accordance with these Statutes. The terms and conditions of the officers as well as their specific duties and responsibilities shall be specified in the instruments of appointment
- (8) The Registrar shall hold office for a term of four (4) years. He may, upon application by him, be eligible for re-appointment for another term of four (4) years, based on satisfactory performance.
- (9) The registrar may resign his office by letter addressed to the President.
- (10) The provisions on the removal of the President shall apply to the removal of the Registrar from office.
- (11) When a vacancy occurs in the office of the Registrar, a Search Committee shall be constituted by the Council, comprising the following:
- (a) Chairperson to be appointed by the Council not necessarily from its membership;
 - (b) Two (2) members of the Council appointed by the Council; and
 - (c) Two (2) members of the Academic Board one of whom shall be of Professorial status elected by the Academic Board.
- (12) The Search Committee after making such enquiries as it deems fit, including an interview, if deemed necessary, shall propose not more than two candidates to Council to make a choice for the consideration of the Board. The notification, application, selection and appointment processes shall commence at least four months before the expiration of the term of the incumbent.

29. THE UNIVERSITY LIBRARIAN

- (1) There shall be a University Librarian who shall be appointed by the Board of

Directors on recommendation of the Council through the Appointments and Promotions Committee.

- (2) The University Librarian shall report to the President and shall be responsible for the general management of the University Library and related information, communication materials and resources of the University.
- (3) The University Librarian shall be a Senior Member with a relevant postgraduate degree with certification from Professional Bodies.
- (4) The University Librarian shall implement the decisions of the Academic Board and shall ensure that the Library is managed in accordance with the rules and regulations approved by the Library Board.
- (5) The University Librarian shall be a member of the Academic Board
- (6) The University Librarian may resign from office by notice in writing to the Board of Directors through the President in accordance with the terms and conditions of his/her appointment.
- (7) When a vacancy occurs in the office of the Librarian, the President shall notify the Board through Council which shall cause to be advertised such vacancy and to invite applications from suitably qualified candidates. The
- (8) Appointments and Promotions Committee shall conduct interviews for the applicants and make recommendations for appointments by the Board through the University Council.

PART J: ADMINISTRATIVE/MANAGERIAL POSITIONS IN THE UNIVERSITY

30. THE FINANCE DIRECTOR

- (1) There shall be a Finance Director of the University who shall be appointed by the Board of Directors on recommendation of the Council through the Appointments and Promotions Committee.
- (2) The Finance Director shall be responsible to the President for the financial administration of the University in accordance with the Financial Policy of the University.
- (3) Without prejudice to the generality of the powers conferred on the Finance Director by this Statute, the specific functions of the Finance Director shall include the following:
 - (a) Formulation and implementation of policies relating to accounting and financial control in the University.
 - (b) Corporate planning involving budgeting and budgetary control and

long term or strategic planning in respect of all the finances of the University.

- (c) Treasury Management.
 - (d) Subject to the approval of the Registrar, human resource management involving the regular appraisal, training and development of the staff under him.
 - (e) Preparation and consolidation of final accounts and commenting on Management Reports of External Auditors.
 - (f) Ensuring, on behalf of the Board of Directors and Council that proper records are kept of all University property, assets, stocks and valuables of every kind in a register.
 - (g) Oversight responsibility for the accounting functions of all the semi-autonomous bodies, self-accounting and income-generating units within the University.
 - (h) Any other functions as may be assigned to him/her by the President.
- (4) The Finance Director shall possess a postgraduate degree in the relevant area and shall be licensed by a recognised professional accounting body such as the Institute of Chartered Accountants (Ghana) to practise accountancy in Ghana and shall have had at least six (6) years post-qualification experience as a professional accountant.
- (5) The Finance Director shall hold office for a term of four (4) years. He/She may, upon application by him/her, be eligible for re-appointment for a further term of four (4) years.
- (6) The Finance Director may resign his/her office by letter addressed to the Chairperson of the Board of Directors through the President.
- (7) When a vacancy occurs in the position of the Finance Director, a Search Committee shall be constituted by the Board of Directors, comprising the following:
- (a) a Chairperson to be appointed by the Board of Directors not necessarily from its membership;
 - (b) Two (2) members of the Board of Directors appointed by the Board of Directors; and
 - (c) Two (2) members of the Academic Board, one of whom shall be the Dean of the Business School.
- (8) The Search Committee, after making such enquiries as it thinks fit shall recommend two or more candidates for appointment to Board of Directors.
- (9) The Search Committee after making such enquiries as it deems fit, including an interview, shall propose not more than two candidates to the Board of Directors for the Board of Directors to make a choice. The notification, application, selection and appointment processes shall commence at least four months before the expiration of the term of the incumbent.

31. THE CHIEF OPERATING OFFICER

- (1) There shall be a Chief Operating Officer (COO) who shall be appointed by the Board of Directors upon advice of the Academic Board through the Council, and shall hold office for a term of four (4) years. He/she may, upon application by him/her, be eligible for re-appointment for a further term of four (4) years or as the Board may deem fit.
- (2) The Chief Operating Officer (COO) shall be responsible to the President and shall ensure the smooth coordination of the daily operations of the University, by working closely with Physical Development and Estate Management Directorate, ICT Directorate, Deans and Directors, in order to provide logistics support services for the day-to-day activity of employees.
- (3) Without prejudice to the generality of the powers hereby conferred on the COO by this Statute, the specific functions of the COO shall include the following:
 - (a) Maintaining and directing the daily operations of the University, including coordinating with HR, Physical Development and Estate Management, Marketing, Finance, IT and other departments/directorates,
 - (b) Meeting with and advising the President and Management on operational needs and challenges which hinder progress in the general support services at the institution and propose appropriate remedial measures,
 - (c) Providing assistance and guidance to a President who is new to the University and helping this person get used to the University's operations and strategy,
 - (d) Developing and implementing policies for daily operations, and communicating these policy changes to Deans, Directors and Heads of Departments, and
 - (e) Assisting the president and the University Management with fund raising proposals and initiatives
- (4) The COO may resign his/her office by letter addressed to the Chairperson of the Board of Directors through the President.

32. DEAN OF STUDENTS

- (1) There shall be Deans of Students for all campuses of the University who shall be appointed by Council on terms and conditions as recommended by the Appointments and Promotions Committee.
- (2) The Dean of Students shall be responsible for all non-academic and welfare matters of students. Without limiting the generality of the above provision regarding the functions of the Dean of Students, The Dean of Students shall report to the President and be responsible for the following:

- (a) Fostering the development of appropriate culture and ethics among students and providing for the career development and placement of students.
 - (b) Acting as the liaison between the SRC and the university administration.
 - (c) Overseeing the formation of student associations and ensuring the orderly organization of their activities, and
 - (d) Ensuring that students comply with any disciplinary actions imposed on them by the recognized authority of the university.
- (3) The Dean of Students shall be a member of the Academic Board
 - (4) The Dean of Students 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.

33. INTERNAL AUDITOR

- (1) There shall be an Internal Auditor of the University who shall be appointed by the Board of Directors to serve as the Head of the Internal Audit Unit of the University.
- (2) The Internal Auditor shall report functionally to the Board of Directors and administratively to the President
- (3) He/she shall be responsible for providing an independent appraisal of the University's activities, both financial and operative, with a view to providing the Audit and Risk Committee the assurance that risk management and internal controls processes and governance are working effectively.
- (4) He/she shall perform audits with a focus on financial, operational, compliance, strategic and reputation risks.
- (5) The Internal Auditor shall, in accordance with the University's Internal Audit Charter and in conformity with standards and procedures provided by the Charter, carry out periodic internal audits of the University, and shall submit reports thereof to the Audit and Risk Committee of the Board of Directors with copies to the President.
- (6) The recommendations of the Internal Auditor, as contained in his report referred to in clause 33(3) above, shall then be implemented by the Audit and Risk Committee of the Board of Directors.
- (7) Without prejudice to the generality of the role indicated in clauses 33(3) to 33(5) above, the Internal Audit Unit under the Internal Auditor shall execute an annual audit plan approved by the Audit and Risk Committee of the Board of Directors, and will perform the following tasks in accordance with its overall strategy:

- (a) Verify the existence of assets and recommend proper safeguards for their protection;
 - (b) Evaluate the adequacy of the system of internal controls;
 - (c) Recommend improvements in controls;
 - (d) Assess compliance with policies and procedures and sound business practices;
 - (e) Assess compliance with state laws and contractual obligations.
 - (f) Review operations/programmes to ascertain whether results are consistent with established objectives and whether the operations/programmes are being carried out as planned;
 - (g) Investigate reported occurrences of fraud, embezzlement, theft, waste, etc.
- (8) The Internal Auditor shall advise management in the development of systems, future policies and plans, and share in the responsibility of maintaining effective and efficient operations.
- (9) The Internal Auditor will meet with the Audit and Risk Committee of the Board periodically to report on the plans for audit activity, the results of audit activity, and to provide any other information required. He/she shall have direct access to the President and the Board of Directors should matters of immediate significance arise which demand such attention.
- (10) The Internal Auditor shall hold office for a term of four (4) years. He/She may, upon application by him/her, be eligible for re-appointment for a further term of four (4) years.
- (11) The Internal Auditor may resign his/her office by letter addressed to the Chairperson of the Board of Directors through the President.
- (12) The Internal Auditor shall possess a postgraduate degree in a relevant area, and shall be licensed by a recognised professional auditing body such as the Institute of Internal Auditors (Ghana) to practise auditing in Ghana and shall have had at least six (6) years post-qualification experience as a professional auditor with the requisite experience in auditing and controls
- (13) When the position of the Internal Auditor becomes vacant, a Search Committee shall be constituted by the Board, comprising the following:
- (a) a Chairperson to be appointed by the Board of Directors not necessarily from its membership;
 - (b) Two (2) members of the Board of Directors appointed by the Board of Directors; and
 - (c) Two (2) members of the Academic Board one of whom shall be the Dean of the Business School.
- (14) The Search Committee after making such enquiries as it deems fit, including an interview, shall propose not more than two candidates to the Board of Directors for the Board of Directors' consideration. The notification,

application, selection and appointment processes shall commence at least four months before the expiration of the term of the incumbent.

34. DIRECTOR, PUBLIC AFFAIRS AND MARKETING

- (1) (There shall be a Director of Public Affairs and Marketing who shall be appointed by the Board of Directors on recommendation of the Council through the Appointments and Promotions Committee and shall report to the Registrar.
- (2) The Director of Public Affairs and Marketing must possess a postgraduate degree in the relevant area with relevant post-qualification experience.
- (3) The Director of Public Affairs and Marketing shall, under the Registrar, be responsible for cultivating, coordinating and maintaining the University's relations with its public, including the media, and marketing activities.
- (4) Without prejudice to the generality of the foregoing, the Public Affairs and Marketing Director be responsible for:
 - (a) overseeing University's functions and events including Congregation and inaugural, inter-faculty and valedictory lectures;
 - (b) receiving guests and visitors of the University and providing the necessary courtesies;
 - (c) regulating and controlling the putting up of notices, posters, and banners;
 - (d) the maintenance of relations with the Alumni of the University;
 - (e) the production of university publications;
 - (f) developing and evaluating the University marketing strategy and marketing plan;
 - (g) planning, directing, and coordinating marketing activities of the University in consultation with Deans and Heads of Departments of Schools and Faculties;
 - (h) communicating the University marketing plan;
 - (i) working with the Finance Directorate to develop pricing strategies to keep the University competitive and profitable while balancing stakeholders' satisfaction;
 - (j) overseeing the University's social media marketing strategy and content marketing; and
 - (k) (k) the discharge of any other assignments that the Registrar shall deem necessary.
- (5) In order to aid in the execution of his public relations and marketing duties the Public Affairs and Marketing Director shall undertake information gathering and analysis, perception studies and identification of various groups of the general population.

- (6) The Public Affairs and Marketing Director shall act as the spokesperson of the University's affairs.
- (7) The Public Affairs and Marketing Director shall possess a postgraduate degree in a relevant area, and shall be licensed by a recognised professional Marketing/Public Affairs body such as the Institute of Public Relations, Ghana (IPR)/Chartered Institute of Marketing, Ghana (CIMG) to practice in Ghana and shall have had at least six (6) years post-qualification experience as a Public Affairs professional with the requisite experience in marketing
- (8) The Public Affairs and Marketing Director may resign from office by notice in writing to the Board of Directors through the Registrar in accordance with the terms and conditions of his appointment. The Board of Directors may also remove a Public Affairs and Marketing Director from office for good cause and in accordance with the instrument of appointment.

35. DIRECTOR, INTERNATIONAL RELATIONS AND PROGRAMMES

- (1) There shall be a Director of International Relations and Programmes who shall be appointed by the Board of Directors on recommendation of the Council through the Appointments and Promotions Committee.
- (2) The Director of International Relations and Programmes shall, under the Vice President, be responsible for:
 - (a) the management of all agreements establishing links between the University and foreign institutions of learning;
 - (b) the promotion and advertisement of the programmes of the University to international students and researchers;
 - (c) the organization of summer schools and orientation programmes for foreign students;
 - (d) providing guidance and counselling services for international students, with the support of the Career Services and Counseling Unit;
 - (e) the coordination of staff and student exchange and external staff training programmes;
 - (f) creating and maintaining a comprehensive database of students and external assistance programmes; and
 - (g) performing such other functions as shall be determined by the University Council.
- (3) The Director of International Relations and Programmes shall possess a postgraduate degree in a relevant area.
- (4) The Director of International Relations and Programmes may resign from office by notice in writing addressed to the President in accordance with the terms and conditions of his appointment. Council may also remove the Director of International Programmes from office for good cause and in accordance with the instrument of appointment.

- (5) The Director shall be eligible for re-appointment on such terms and conditions as are recommended by the Appointments and Promotions Committee as specified in the conditions of service.

36. DIRECTOR, WISCONSIN CENTRE FOR PROFESSIONAL STUDIES (WCPS)

- (1) There shall be a Director of the Centre for Professional Studies of the University who shall be appointed by the Board of Directors on recommendation of the Council through the Appointments and Promotions Committee to serve as the Director of the Wisconsin Centre for Professional Studies, on such terms and conditions as the Board of Directors may deem appropriate.
- (2) The Director of the Wisconsin Centre for Professional Studies (WCPS) shall report to the President.
- (3) The Director of the Centre for Professional Studies shall be responsible for:
 - (a) the day-to-day management of the Centre and development of policies for consideration by Academic Board;
 - (b) maintaining a system to manage facilitators including their recruitment, periodic assessment and payment of their allowances;
 - (c) developing and maintaining a seamless system for ensuring the welfare of participants including registration, provision of meals, course materials and issuing of certificates;
 - (d) maintaining a list of facilitators and their personal records as well as records of all past and current participants;
 - (e) developing and maintaining clientele relationships with organizations and various institutions;
 - (f) preparing and submitting progress and performance reports on a quarterly basis for the attention of Management;
 - (g) preparing annual budgets for the Wisconsin Centre for Professional Studies, to be approved by Management; and
 - (h) Performing at least six (6) hours of academic teaching as a Lecturer per week at any School/Faculty as may be determined by Management. Any additional teaching hours shall attract the prevailing part-time rate.
- (4) The Director of the Wisconsin Centre for Professional Studies shall possess a postgraduate degree in a relevant area.
- (5) The Director of the Wisconsin Centre for Professional Studies may resign from office by notice in writing addressed to Board of Directors through the President in accordance with the terms and conditions of his appointment. The Board of Director may also remove the Director of Wisconsin Centre for Professional Studies upon recommendation of Management from office for good cause and in accordance with the instrument of appointment.

37. DIRECTOR, INFORMATION AND COMMUNICATION TECHNOLOGY (ICT)

- (1) There shall be an ICT Director who shall be appointed by the Board of Directors on recommendation of the Council, through the Appointments and Promotions Committee.
- (2) The ICT Director shall report to the President and shall be responsible for:
 - (a) directing and managing computing and information technology strategic plans, policies, programmes, and schedules
 - (b) academic and finance data processing, computer services, network communications, and management information services to accomplish the University's goals and objectives;
 - (c) designing and facilitating integrated and sound ICT architecture for the University;
 - (d) recommending improvements in teaching delivery and aided technologies;
 - (e) developing and maintaining, and facilitating implementation of a sound and integrating ICT architecture;
 - (f) directing the information and data integrity of the university and its business units;
 - (g) developing strategic plans and implementing the objectives of the information technology needs of the university to ensure the computer capabilities are responsive to the needs of the university's growth and objectives;
 - (h) developing and establishing operating policies and approaches for computing and information technology;
 - (i) evaluating overall operations of computing and information technology functions and recommending enhancements;
 - (j) advising senior management on strategic systems conversions and integrations in support of institutional goals and objectives;
 - (k) preparing university ICT objectives and budgets to facilitate the orderly and efficient capture, storage, processing, and dissemination of information;
 - (l) interacting with senior academic decision makers on internal and external operations that are impacted by the capture, storage, processing and dissemination of information;
 - (m) reviewing and approving major contracts for computing and information technology services and equipment including service level agreements;
 - (n) ensuring the security of the information systems, communication lines, and equipment;
 - (o) overseeing the development, design, and implementation of new applications and changes to existing computer systems and software packages;
 - (p) the development, review, and certification of all back-up and disaster recovery procedures and plans;

- (q) identifying emerging information technologies to be assimilated, integrated, and introduced within the University;
 - (r) assessing new computing technologies to determine potential value for the university;
 - (s) overseeing ongoing improvements and the feasibility of system enhancements;
 - (t) establishing university infrastructure to support and guide individual divisions/faculties/departments/campuses in computing and information technology efforts;
 - (u) establishing and implementing short and long-range departmental goals, objectives, policies, and operating procedures;
 - (v) serving on planning and policy-making committees; and
 - (w) recruiting, training, supervising, and evaluating department staff and undertaking any other assignments that the registrar shall deem necessary.
- (3) The Director of ICT shall possess a postgraduate degree and be licensed by the relevant professional body in Ghana
- (4) The ICT Director may resign from office by notice in writing to the Board of Directors through the President in accordance with the terms and conditions of his appointment. The Board of Directors may also remove the ICT Director from office for good cause and in accordance with the instrument of appointment.

38. DIRECTOR, QUALITY ASSURANCE AND INSTITUTIONAL RELATIONS

- (1) There shall be a Director, Quality Assurance and Institutional Relations who shall be appointed by the Board of Directors on recommendation of the Council through the Appointments and Promotions Committee on terms and conditions as recommended by the Appointments and Promotions Committee, and shall head the Quality Assurance and Institutional Relations Directorate. The Director, Quality Assurance and Institutional Relations shall report to the President. The Director, Quality Assurance and Institutional Relations should be a Senior Lecturer and shall possess a terminal degree with 10 years experience.
- (2) The Director, Quality Assurance and Institutional Relations shall provide leadership, advice, and expertise on academic quality assurance policies and procedures thereby ensuring a responsive and high-quality service to both internal and external stakeholders.
- (3) Without prejudice to the generality of the powers hereby conferred on the Director, Quality Assurance and Institutional Relations by this Statute, the functions of the Director shall include the following:
- (a) determining strategy, making decisions, and managing the Directorate;
 - (b) deciding direction, policy, and delivering institutional performance;

- (c) advising the University and its Committees of Quality Assurance on the determination and maintenance of acceptable levels of academic standards with respect to teaching, learning, and research;
 - (d) supervising the conduct of evaluation of courses and lecturers by students, annual exit surveys of graduating classes and employer/tracer surveys;
 - (e) overseeing the preparation of quality audits, quality assurance reviews, staff training, and staff development plans;
 - (f) initiating the training of newly appointed lecturers on teaching methodology and assessment of students;
 - (g) overseeing the training and organization of orientation of newly appointed Heads of Departments and Deans of the University; and
 - (h) formulating and bringing into force varied research, quality and control procedures of the surveys that are conducted under the mandate of the Quality Assurance and Institutional Relations Directorate.
- (4) The Director of Quality Assurance and Institutional Relations shall hold office for a term of four (4) years and may be eligible for re-appointment for another term of four (4) years only.
 - (5) The Director should be at least a Senior Lecturer and have relevant experience in Quality Assurance management and academic standards in Higher Education Administration.
 - (6) The Board of Directors may also remove the Director from office for good cause and in accordance with the instrument of appointment.

39. DIRECTOR, PHYSICAL DEVELOPMENT AND ESTATE MANAGEMENT

- (1) There shall be a Director of Physical Development and Estate Management of the University who shall be appointed by the Board of Directors to serve as the Director of the Physical Development and Estate Management of the University. The Director of the Physical Development and Estate Management shall report to the Chief Operating Officer. The Director of the Physical Development and Estate Management shall possess a postgraduate degree in a relevant area.
- (2) He/She shall be appointed on such terms and conditions as the Board of Directors may determine.
- (3) He/She shall exercise professional and administrative supervision over the staff under him to ensure the efficient and effective functioning of his Unit.
- (4) He/She shall be responsible for the development and maintenance of the physical and infrastructural works and/or facilities of the University.
- (5) He/She shall consider and advise the Tender Board on all matters affecting

tenders on buildings and other projects of the University to enable the Board to make awards on them.

- (6) Subject to the approval of the Works and Physical Development Committee and on the advice of the Legal officer of the University, he/she 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.
- (7) He/She shall perform any other functions as may be assigned to him by the President
- (8) He/She shall be responsible to the President for the efficient discharge of his duties.
- (9) The Director of Physical Development and Estate Management shall hold office for a term of four (4) years reckoned from the first day of the academic year following his appointment. He may, upon application by him, be eligible for re-appointment for a further term of four (4) years.
- (10) The Director of Physical Development and Estate Management shall possess a postgraduate degree and be licensed by the relevant professional body in Ghana.
- (11) He/She may resign his/her office by letter addressed to the Chairperson of the Board of Directors through the President
- (12) The Board of Directors may also remove the Director from office for good cause and in accordance with the instrument of appointment.

40. DIRECTOR, EXAMINATIONS, PROGRAMME PLANNING AND DEVELOPMENT (EPPD)

- (1) There shall be an EPPD Director who shall be appointed by the President in consultations with the Deans.
- (2) The EPPD Director shall report to the President.
- (3) The EPPD Director shall be of at least a Senior Lecturer rank, and should have played a senior administrative role for at least two years. The position shall be rotational. He may, upon application by him, be eligible for reappointment for another two years upon satisfactory performance.
The functions and responsibilities of the Director shall include:
 - (a) overseeing, advising, and assisting in the coordination, development, and preparation of various academic programmes for the University;
 - (b) providing leadership, coordination, and administration of the strategic planning process for new and innovative programmes.

- (c) coordinating the development and implementation of new and innovative programmes at various departments at the University;
 - (d) representing the University at various community and/or business meetings, committees, and task forces to promote existing and new programmes;
 - (e) working with Quality Assurance and Institutional Relations Directorate to get all old and new programmes reaccredited and accredited by the Ghana Tertiary Education Commission in the shortest possible time;
 - (f) coordinating the activities of the timetable committee to develop a workable timetable for lectures and examinations at the University;
 - (g) setting up the examination halls with the assistance of the Estate Department;
 - (h) creating an Invigilation Roster and allocating rooms to Invigilators;
 - (i) ensuring that the examinations begin and end punctually, and are carried out in accordance with the regulations and policies pertaining to Examinations at the University;
 - (j) ensuring that the integrity of the examination is maintained, including creating an atmosphere in which students can perform at their best;
 - (k) ensuring that the Invigilators/Examiners check the question papers for any corrections;
 - (l) ensuring that all answer scripts including supplementary sheets (where applicable) are submitted by candidates;
 - (m) ensuring that all Subject Lecturers (Examiners) collect all answer scripts submitted by candidates from the examination halls;
 - (n) submitting a complete report to the Registrar in the event of any untoward events; and
 - (o) reporting to the Registrar in the event of any incidents that resulted in suspension/delay of the exam or anything that requires corrective actions;
 - (p) teaching at most two (2) courses every semester at the University College.
- (4) The EPPD Director may resign from office by notice in writing to the President. The President in accordance with the terms and conditions of his appointment. The President on advice of the Deans may also remove an EPPD Director from office for good cause and in accordance with the instrument of appointment.

41 DIRECTOR OF UNIVERSITY CLINIC

- (1) The Board of Directors shall appoint a Director of University Clinic who shall report to the President through the Registrar, and be responsible for the overall management of the University Clinic;
- (2) Without prejudice to the generality of the foregoing, the Director of University Clinic shall be responsible for:
 - (a) ensuring the efficient and effective delivery of health services to members of the University and their families;

- (b) the supervision of health workers of the Clinic;
- (c) the procurement of drugs, hospital equipment and other goods and services needed for the efficient operation of the University Clinic;
- (d) planning and monitoring the development of the University Clinic and its health programmes;
- (e) advising, educating and monitoring health matters; and
- (f) the discharge of any other health related assignments that the President shall deem necessary.

(3) The Director of the University Clinic shall possess the relevant professional certification and be licensed by the relevant professional body in Ghana.

(4) The Director of University Clinic may resign from office by notice in writing to the Board of Directors through the President in accordance with the terms and conditions of his/her appointment. The Board of Directors may also remove a Director of University Clinic from office for good cause and in accordance with the instrument of appointment.

42. DIRECTOR OF ACADEMIC AFFAIRS

- (1) There shall be a Director of Academic Affairs who shall be appointed by the Board of Directors on recommendation of the Council, through the Appointments and Promotions Committee.
- (2) The Director of Academic Affairs, shall report to the Registrar. A person shall not be appointed as Director of Academic Affairs unless that person is a fully qualified professional and of a Deputy or Senior Assistant Registrar or analogous rank or holds sufficient professional qualification for the position.
- (3) The Director of Academic Affairs shall:
 - (a) assist the Registrar to apply or enforce approved standardised procedures and regulations for proper and efficient administration of academic programmes and student certification processes of the University.
 - (b) coordinate and monitor the academic administration of the University, which shall include admissions, administration of student academic records, examinations, and academic ceremonies;
 - (c) be a non-voting member of the Academic Board, and shall assist the Registrar to take executive action on decisions of the Academic Board as appropriate;
 - (d) coordinate and supervise academic administration, including academic records, examinations, and academic ceremonies, regulations, and procedures;
 - (e) implement decisions of the Academic Board in relation to academic administration, procedures, and regulations;
 - (f) provide a link between the University and other tertiary institutions;
 - (g) Collaborate with Quality Assurance and Institutional Relations

Directorate to ensure that all programmes are appropriately accredited as per the standards of the Ghana Tertiary Education Commission (GTEC);

- (h) maintain advisory and consultative relations with all departmental heads;
 - (i) prepare and publish academic materials, including the Student Handbook of Regulations for courses of study for Junior members in consultation with the Public Affairs and Marketing Director;
 - (j) maintain cordial and professional relations with external clients/potential participants;
be responsible for the protection, conservation, and efficient utilisation of all assets assigned to the Unit; and
 - (k) perform other related duties as assigned by the Registrar.
- (4) The Director of Academic Affairs shall possess a postgraduate degree in a relevant area.
- (5) The Director of Academic Affairs may resign from office by notice in writing to the President of the University, through the Registrar, in accordance with the terms and conditions of his/her appointment. Management may also remove a Director of Academic Affairs for compelling cause and in accordance with the instrument of appointment.

43. DIRECTOR OF HUMAN RESOURCE

- (1) There shall be a Director of Human Resource who shall be appointed by the Board of Directors on recommendation of the Council, through the Appointments and Promotions Committee.
- (2) The Director of Human Resource shall report to the Registrar and shall be tasked with management of the human resource needs of the University.
- (3) A person shall not be appointed as Director of Human Resource unless that person is a fully qualified human resource professional and of a Deputy Registrar/Senior Assistant Registrar or analogous rank or holds sufficient professional qualification for the position.
- (4) The Director of Human Resource shall:
 - (a) advise and support Management on all matters relating to strategic human resource management of the University;
 - (b) provide day-to-day leadership and management of staff in the Human Resource Department;
 - (c) develop and administer various human resource policies, programmes and procedures for staff of the Institute;
 - (d) prepare and maintain handbooks for policies and procedures, and ensure that policies are kept up to date;

- (e) perform compensation and benefits administration in collaboration with the Finance Department;
 - (f) oversee recruitment processes in close coordination with Heads of Departments;
plan and ensure execution of staff orientation and career development training programmes;
 - (g) draw and maintain an effective succession plan;
implement and maintain Human Resource Information Systems and ensure effective records management;
 - (h) manage an effective Performance Management System;
ensure all Job Descriptions are kept up to date, and create new Job Descriptions, as and when necessary;
 - (i) provide reports on staff turnover, cost of recruitments, reference checks, and other related issues; and
 - (j) perform other duties assigned by the Registrar.
- (5) The Director of Human Resource shall possess a postgraduate degree in a relevant area.
- (6) The Director of Human Resource may resign from office by notice in writing to the Management of the University, through the Registrar, in accordance with the terms and conditions of his/her appointment. Council may also remove a Director of Human Resource t on advice of Management for good cause and in accordance with the instrument of appointment.

44. SEXUAL HARASSMENT OFFICER

- (1) The President, shall, in consultation with the appropriate Faculty/School Dean appoint a Sexual Harassment Officer (SHO) from among faculty who shall report to the President. The Sexual Harassment Officer should be a senior lecturer and shall possess a postgraduate degree in a relevant area, such as gender studies, Human Resource or Law background. By virtue of his/her role the SHO shall perform at most twelve (12) hours of academic teaching as a Lecturer per week at his/her designated School/Faculty. Any additional teaching hours shall attract the prevailing part-time rate.
- (2) The following shall be the key responsibilities of the HSO:
- (a) act as a point of contact for a person considering making a complaint or seeking information about sexual harassment;
 - (b) monitoring the working environment to ensure as far as practicable that acceptable standards of conduct are maintained at all times and that sexual harassment is not tolerated;
 - (c) promoting awareness of the avenues for advice and the complaints procedures with respect to sexual harassment as set out in the institution's policy on Sexual Harassment;
 - (d) treating complaints and behaviour, which may constitute sexual

- harassment seriously, and taking action by submitting a report to the Sexual Harassment Committee for immediate redress;
- (e) treating complaints of sexual harassment with appropriate sensitivity and confidentiality;
 - (f) collaborating with Management to ensure that a person is not victimized for making, or being involved in, a complaint of sexual harassment; and
 - (g) working with the Sexual Harassment Committee in collaboration with the Director of Human Resources Management, to organize at least once a year, training and sensitization programmes on sexual harassment for both staff and students.
- (3) The SHO may resign from office by notice in writing to the Academic Board through the President in accordance with the terms and conditions of his/her appointment. The Academic Board may also remove a HSO from office for good cause and in accordance with the instrument of appointment.

45. CAREER SERVICES AND COUNSELING OFFICER

- (1) The President, shall, in consultation with the appropriate Faculty/School Dean, appoint a Career Services and Counseling Officer who shall report to the President, and be responsible for the overall management of the Career Services and Counseling Centre (CSCC).
The President, shall, in consultation with the appropriate Faculty/School Dean, appoint a Career Services and Counseling Officer from among faculty who shall report to the President. The Career Services and Counseling Officer should be a senior lecturer and shall possess a postgraduate degree in a relevant area with Career Services and Counseling, Psychology and Human Resource background.

Without prejudice to the generality of the foregoing, the Career Services and Counseling Officer shall:

- (a) be responsible for the day-to-day management of the CSCC and development of policies for consideration by Academic Board;
- (b) provide services geared at improving the mental health (including psychological needs) and general wellbeing of students and staff;
- (c) identify, recruit and train staff volunteer counsellors to support the Centre in counselling students;
- (d) provide support and assist students to develop and manage their educational and career goals as well as plan through their school system;
- (e) offer counselling and advisory services to students on employment and career choices;
- (f) work closely with the Alumni Association of the University to get information on the careers and businesses of the graduates of the University;
- (g) initiate and work in collaboration with Schools/Faculties to establish institutional collaborations with the business community to provide

- opportunities for students to obtain jobs/attachment/internships or become more knowledgeable in the field;
 - (h) put in place monitoring and evaluation mechanisms or systems for student industrial attachment programmes;
 - (i) offer leadership in planning, organizing, developing and implementing career events and fairs including the conduct of career days, career month, Teen Job Fairs or College Fairs;
 - (j) submit an annual report on operations of the Centre to Management; and
 - (k) any other duties as may be assigned by the President.
- (2) The Career Services and Counseling Officer shall possess relevant academic (Postgraduate) and professional certification, and be licensed by the relevant professional body in Ghana.
 - (3) The Career Services and Counseling Officer may resign from office by notice in writing to Management through the President in accordance with the terms and conditions of his/her appointment. Management may also remove a Career Services and Counseling Officer from office for good cause and in accordance with the instrument of appointment.

PART K: THE ACADEMIC BOARD

46. MEMBERSHIP OF THE ACADEMIC BOARD

- (1) There shall be an Academic Board of the University.
- (2) The Academic Board shall consist of:
 - (a) The President - Chairperson
 - (b) The Vice Presidents
 - (c) The Librarian
 - (d) Deans
 - (e) Directors of Centres and Institutes and
 - (f) Heads of Academic Departments/Coordinators
 - (g) Professors and Associate Professors
 - (h) One member elected from each Academic Department by the Senior Members of that Department
 - (i) Director, Quality Assurance and Institutional Relations
 - (j) One Representative from each of the mentor institution
 - (k) The Registrar - (who shall be a non-voting Member and the Secretary)
- (3) As and when needed, the following persons shall be in attendance
 - (a) Chief Operating Officer
 - (b) Director of Finance
 - (c) Director, Public Affairs and Marketing
 - (d) Director, International Affairs
 - (e) Director, Physical Development and Estate Management

- (f) Deputy/Senior Assistant Registrar, Academic Affairs
- (g) Director, Human Resource

Two (2) student representative appointed by the Student Representative Council (SRC), one of whom shall be a post-graduate student. One (1) representative nominated by the Middle-level and Junior-level staff.

47. FUNCTIONS AND POWERS OF THE ACADEMIC BOARD

- (1) Without prejudice to the generality of the powers of the Academic Board prescribed by this Statute, the powers and functions of the Academic Board shall be as follows:
 - (a) Formulating the academic policies of the University including policies relating to programmes of study, admission, teaching, assessment, progression, research and award of degrees and other academic distinctions.
 - (b) Advising Council on the appointment of academic staff.
 - (c) Making recommendations to Council on the academic structure of the University.
 - (d) Considering and approving programmes and courses and recommending them for accreditation.
 - (e) Making regulations for the admission of students to the University;
 - (f) (Making arrangements for the conduct of examinations and determining dates for holding them;
 - (g) Receiving reports and comments on the conduct of examinations for each semester and making observations and recommendations on the conduct of University examinations as it considers fit;
 - (h) Appointing Internal Examiners (and External examiners, in the event of the receipt of Charter) on the recommendations of Departmental Committees concerned and determining the terms and conditions of the appointment.
 - (i) Suspending or removing Examiners for negligence or other sufficient cause during their terms of office and in the case of death, illness or resignation of the Examiner or in the case of suspension or removal, appointing a substitute;
 - (j) Making regulations after receiving reports or proposals from Departmental Boards relating to courses of study, degrees and other academic distinctions;
 - (k) Making recommendations to the Council for the award of Degrees, Diplomas, and Certificates
 - (l) Determining, subject to any condition made by its donors which are accepted by the Council, and after report from Departmental Committee Boards or Schools concerned, the mode and conditions of competition for Fellowships, Scholarships, Exhibitions, Bursaries, Medals and other Prizes;
 - (m) Making regulations for the discipline of the Junior Members and Senior staff of the University;

- (n) Considering proposals on any matter referred to it by the Council;
 - (o) Regulating the relationships between the University and other institutions;
 - (p) Referring proposals on any matter within the remit of Convocation, for consideration by Convocation;
 - (q) Reviewing the decisions of any of its committees;
 - (r) Deliberating on the reports of other committees.
 - (s) Submitting an annual report to the Council on its activities
- (2) In order to better perform its functions, the Academic Board shall have the power to set up such Statutory Committees as it may from time to time determine. The Statutory Committees of the Academic Board, their composition and functions, term of office of their appointed or elected members, and all other matters regarding the operation of these Committees, shall be as set out in Schedule C to these Statutes.

48. MEETINGS OF ACADEMIC BOARD

- (1) The Academic Board shall convene such meetings as are necessary for it to perform its functions. The meetings of the Academic Board shall be conducted as specified below
- (a) The President shall convene a meeting of the Academic Board at least twice in each semester, the first, within six weeks of the commencement of the semester and another within the last six weeks of the semester.
 - (b) A special meeting of the Academic Board shall be convened on the written request of at least one fifth of the total membership of the Academic Board submitted to the President with a statement of the matters to be discussed at the special meeting. In the event of such a request, the President shall convene a special meeting within five days of the request, specifying in the notice of the meeting the matters to be considered.
 - (c) An emergency meeting of the Academic Board may be called by the President or in his or her absence by the Vice President or the officer for the time being acting as President at any time by giving at least twenty-four (24) hours written notice to members, stating the emergency that has arisen and the business to be transacted in relation to the emergency.
- (2) The quorum for the transaction of the business of the Academic Board shall be half of the members

PART L: MEMBERSHIP OF THE UNIVERSITY

49. CLASSIFICATION OF MEMBERSHIP OF THE UNIVERSITY.

- (1) The University shall have two categories of members namely, senior members and junior members.

- (2) The University shall also have two (2) categories of staff, namely Senior Staff and Junior Staff
- (3) Senior Members of the University shall comprise two categories: senior members (academic), who shall be persons of academic rank at the university, as set out in Section 50(1) herein, and senior members (administrative/analogous ranks) who shall be the administrators and professionals, as set out in Section 50(4) herein, who are members of Convocation. Subject to any letter of appointment of a Senior Member, any provisions herein (including the Schedules), and any other conditions of service that shall be applicable to Senior Members, Senior Members shall be governed by the provisions below:
 - (a) Senior Members (Academic) shall be appointed and promoted in accordance with the procedure set out in Schedule C to these statutes, and Senior Members (administrative/analogous ranks) shall be appointed and promoted in accordance with the procedure set out in Schedule D to these statutes.
 - (b) The terms of appointment of a senior member shall be specified in his or her letter of appointment and, in any event, shall not be less favourable than those prevailing at the time of appointment as stipulated in any agreement reached between the senior member and a previous employer.
 - (c) Each senior member shall conform to such directives and regulations as have been or shall be given and adopted, as the case may be, and approved by Council or the Board of Directors with respect to his or her duties.
 - (d) Each senior member shall give to the work of the department to which he or she is assigned, and its extension and development, and to the general interest of the University, such time and labour as shall be sufficient, and he or she shall not engage in any other gainful employment except with the written approval of the President
 - (e) Except as may otherwise be provided by Council or the Board of Directors, a senior member may resign his or her appointment and thereby terminate the engagement with the University on giving, in writing under his or her signature to the President, at least three (3) months' notice, which resignation takes effect on the last day of the calendar month.
 - (f) Except as may be otherwise provided in special cases by Council or the Board of Directors, a senior member appointed to a full-time post in the University, on a renewable contract, shall retire from his or her appointment and all other offices held by him or her in the University by virtue of the appointment, at the end of the academic year in which the contract expires.
- (4) Junior Members of the University shall comprise the students for the time being enrolled in the University.

- (a) The procedure for the admission of Junior members shall be as set out in any Programme accreditation or re-accreditation documents of the University, approved by the Ghana Tertiary Education Commission, or any Student Handbook approved by the Ghana Tertiary Education Commission.
 - (b) A junior member shall be admitted into a Faculty or School and, where appropriate, assigned to a Hall of Residence or Hostel.
 - (c) Junior members shall be governed by the Statutes and all policies, rules and regulations as may be issued from time to time by Council, Academic Board or any of its Committees, the President, the Dean of Students, the Hall Master/Warden or such other authority as may govern any aspect of their stay in the University.
- (5) Under the authority of Council, the university may appoint such senior and junior Staff as its employees, and designate them as senior staff or junior staff, as the case may be. The terms of appointment of senior and junior staff shall be specified in their letters of appointment and signed by or on behalf of the President.

50. ACADEMIC RANKS AND ADMINISTRATIVE RANKS OF THE UNIVERSITY

- (1) There shall be four levels of rank for senior members (academic) namely:
 - (a) Professor
 - (b) Associate Professor
 - (c) Senior Lecturer or Senior Research Fellow
 - (d) Lecturer or Research Fellow
- (2) Council shall, from time to time, determine, the qualifications and criteria for appointment to any academic rank or for progression and promotion from one academic rank to another.
- (3) For the avoidance of doubt, the offices of President, Vice President, Dean, Head of Department, Directors or Coordinators are positions and not ranks, and are to be occupied for a term, renewable if applicable.
- (4) Without prejudice to section 50(1) above, Council of the University, upon recommendation of the President, may confer on a Professor or Associate Professor who has reached the age of retirement, the title of Emeritus Professor. Conferment of the title shall be restricted to those who are deemed to have made a distinguished contribution to teaching and research in their chosen academic field, and in service to the University in general.
- (5) There shall be four levels of rank for senior members (administrative/analogous ranks), namely:
 - (a) Deputy Registrar or analogous rank
 - (b) Senior Assistant Registrar or analogous rank

- (c) Assistant Registrar or analogous rank
 - (d) Junior Assistant Registrar or analogous rank
- (6) Council shall, on the recommendation of the Appointments and Promotions Board, determine, from time to time, the qualifications and criteria for appointment to any administrative and analogous rank or for progression or promotion from one administrative/analogous rank to the other.
- (7) For the avoidance of doubt, the following are positions to be occupied, and not ranks: Registrar, Finance Director, Faculty Officer, Chief Operating Officer, Head of Section, Coordinator of Unit, etc.

PART M: DISCIPLINE AND DISCIPLINARY PANELS

51. GENERAL PROVISIONS ON DISCIPLINE

- (1) Council of the University may from time to time, specify classes of sanctions for disciplinary offences and misconduct in the University.
- (2) The President shall be responsible for discipline within the University and, in this connection, shall act in accordance with rules formulated by Council. The President may delegate any part of his/her authority in respect of discipline as he/she shall deem appropriate.
- (3) Without limiting the ability of Council to specify new classes of sanctions or disciplinary offences and misconduct, the following shall constitute sanctions and penalties for disciplinary offences and misconduct in the University.
- (a) Dismissal
 - (b) Termination or removal
 - (c) Reduction in rank or demotion
 - (d) Surcharge
 - (e) Reduction in salary
 - (f) Withholding of salary
 - (g) Deferment of salary increment
 - (h) Stoppage of salary increment
 - (i) Denial of Promotion
 - (j) Suspension for a maximum of two weeks
 - (k) Reprimand or warning
- (4) Notwithstanding the foregoing, only the Board of Directors through the Council shall have the power to dismiss or terminate the appointment of senior members.
- (5) The following minor penalties may also be imposed by the appropriate authority for breaches of discipline and misconduct:
- (a) Reprimand (Written/Oral)

- (b) Caution (Written/Oral)
 - (c) Warning (Written/Oral)
 - (d) Formal complaint to the professional body (for example, the General Legal Council) of a Lecturer
- (6) Any person affected by any decision of the President or the person or body to whom he/she has delegated authority, shall have the right of appeal, first to Council, and in the event that the matter is not resolved, may appeal to the Appeals Board of the University. Provided, however, that where the matter concerns the dismissal or termination of a Senior Member's appointment by Council, such a Senior Member shall have a right of appeal to the Appeals Board of the University.
- (7) Council may, by rules or regulations, make further provisions relating to disciplinary matters of the University

52. DISCIPLINARY OFFENCES AND MISCONDUCT

- (1) Disciplinary Offences and Misconduct in the University shall be as set out in Schedule F to these Statutes. Without prejudice to the generality of the offences prescribed in Schedule F of these Statutes, disciplinary offences in the University shall also include the following: -
- (a) conviction by a competent Court of law for any offence, which Council considers to be such as to render the person concerned unfit for the discharge of the functions of his office;
 - (b) conduct of a scandalous or other disgraceful nature which Council considers to be such as to render the person concerned unfit to continue to be in the University, or in the employment of the University, or to hold office;
 - (c) conduct which Council or Board of Directors considers to be such as to constitute failure on the part of the person concerned to discharge or perform the functions of his office, or to comply with the terms of his appointment; and
 - (d) conduct which, in the opinion of Council or Board of Directors, has brought the name of the University into disrepute.
- (2) The classes of penalties or sanctions for disciplinary offences and misconduct in the university shall be as set out in Schedule F to these Statutes.
- (3) In all situations where an alleged disciplinary offence and misconduct is investigated by a disciplinary committee, and the disciplinary committee determines that there is the need for the imposition of a sanction or penalty, the disciplinary committee shall recommend the appropriate penalty or sanction from the list set out in Schedule F to these Statutes or such other list that Council may deem appropriate.

53. DISCIPLINE OF SENIOR MEMBERS

- (1) In furtherance of the President's disciplinary authority, disciplinary proceedings may be instituted against senior members in accordance with Section 51 of these Statutes, and if so instituted, shall comply with the procedure set out herein.
- (2) A senior member against whom disciplinary proceedings are instituted shall be informed in writing of the complaint or charges against him or her.
- (3) The President shall refer the complaint or charges to the Disciplinary Committee (senior members) to investigate and to report its findings and recommendations as soon as practicable to the President. The Disciplinary Committee shall be at liberty to co-opt up to two members to assist with its work.
- (4) In the course of investigation proceedings, a senior member under investigation shall have the right to:
 - (a) be present when any complainant or witness is being interviewed by the Disciplinary Committee;
 - (b) ask such person any question as is relevant to the matter(s) under investigation;
 - (c) inspect any document that will be tendered and comment on it;
 - (d) bring and examine a witness;
 - (e) tender any document or evidence;
 - (f) make any submission or statement in support of his/her case; and
 - (g) Appear with Counsel of his or her choice at the senior member's expense.
- (5) A senior member adversely affected by any decision before the Disciplinary Committee shall, within fourteen days of receipt of the Disciplinary Committee's decision, be entitled to appeal to Council against such decision. A final appeal from Council shall lie to the Appeals Board of the University as provided for herein. Provided, however, that where a Senior Member appeals against the termination of his or her appointment by Council, Council shall refer the appeal to the Appeals Board of the University, no later than thirty (30) days after Council receives formal notification of the appeal. Where a Senior Member files an appeal against his/her dismissal or the termination of his/her appointment, as specified herein, such appeal shall operate as a stay on the termination of the senior member's appointment, pending the outcome of the appeal.
- (6) Any senior member of the University may be removed/dismissed for a good cause by Council. He/she shall not be removed/dismissed unless
 - (a) There has been an investigation as set out in Section 53(3), and the person concerned has been permitted to appear before the Disciplinary Committee and the report of the Committee has been approved by Council, and

- (b) He/she has been notified in writing of the grounds on which approval is given for his/her removal/dismissal.
- (7) A Senior Member shall have a right to appeal the decision of Council on removal/dismissal to the Appeals Board of the University.
- (8) For the purpose of this statute, “good cause” shall include but not be limited to:
- (a) conviction by a court of law for any offence which Council considers to be such as to render the person concerned unfit for the discharge of the functions of his/her office;
 - (b) conduct of a scandalous or disgraceful nature, which is incompatible with his/her position as a senior member of the University;
 - (c) any conduct which seeks to bring a senior member’s position into disrepute; and
 - (d) conduct which Council considers to be such as to constitute failure or inability of the person concerned to discharge the functions of his/her office or comply with the terms of his/her appointment.
- (9) Where a senior member has been charged with a disciplinary offence which, in the opinion of the Disciplinary Committee, is serious or prejudicial to the proper discharge of the duties of the senior member concerned, the President as the chief disciplinary officer of the University, on the recommendation of the Disciplinary Committee, may in pursuance of his/her powers under the Statutes, interdict him/her pending the determination of the case by the Disciplinary Committee. In this instance, the President shall report to the Academic Board and Council at their next meeting, the circumstances leading to such action.
- (10) No legal action for any remedy whatsoever, with respect to any disciplinary matter taken against a Senior Member, or with respect to any grievance against the University, or any matter, may be brought by a Senior Member until the Senior Member has exhausted all remedies set out in these Statutes and any labour union dispute resolution procedures, by which such a Senior Member may be governed.

54. DISCIPLINE OF JUNIOR MEMBERS

- (1) Without prejudice to the University’s right to take appropriate legal measures as it deems necessary or to lodge a criminal complaint culminating in the prosecution of any person, the following shall be major offences which shall attract the dismissal of a junior member:
- (a) gaining admission into the University or Hostel through falsified records, fraud, deceit or impersonation; and
 - (b) any individual or collective action which threatens to disrupt or disrupts the academic and/or normal life on campus or which brings the University into disrepute.

- (2) It shall be the responsibility of the President in consultation with the Vice-President, Dean of Faculty or School, and Head of Department or Director of Centre or the Dean of Students and subject to these Statutes to provide for the discipline of junior members of the University.
- (3) Where disciplinary action is to be taken against a Junior Member, other than with respect to the major offences set out in Section 54(1) above, the following procedures shall apply:
 - (a) The President shall set up a Disciplinary Committee to investigate and recommend the appropriate disciplinary action. The Disciplinary Committee so set up shall comprise the following:
 - (i) three Senior Members (academic), one of whom shall be a senior member at the Faculty of Law, who shall be the chairperson of the committee;
 - (ii) a member of the Students' Representative Council (SRC), nominated by the SRC; and
 - (iii) one Senior Member (administrative/analogous ranks) nominated by the Registrar.
 - (b) The Disciplinary Committee set up shall communicate, in writing, to the Junior Member, notifying the Junior Member of the alleged offence(s), and the commencement of disciplinary proceedings, and invite the Junior Member to appear before the Disciplinary Committee, and to provide information and any evidence in favour of the Junior Member.
- (4) The President may delegate his/her disciplinary authority in this regard, subject to such review procedures, as shall seem appropriate. In furtherance of the foregoing,
 - (a) The Dean of Student shall be responsible for recommending to the President the necessary disciplinary action against a junior member for any breach of the university or hostel discipline except those breaches that might result in dismissal
 - (b) Where a breach other than those stated in Section 54(1), above, might result in dismissal, such matter shall be referred to the President who shall refer same to the Academic Board for decision. The person concerned must be notified in writing of the grounds on which disciplinary action is being taken against him/her and must be given reasonable opportunity to defend himself/herself before a Disciplinary Committee set up by the Academic Board.
- (5) Where a Disciplinary Committee recommends disciplinary action against a Junior Member, and the Junior Member is notified of the decision, the Junior Member shall be entitled to file an appeal, within fourteen (14) days of the notification of the decision of the Disciplinary Committee, to the Council. The decision of Council regarding such an appeal shall be final and conclusive.

- (6) No legal action for any remedy whatsoever, with respect to any disciplinary matter taken against a Junior Member, or with respect to any grievance by the Junior Member against the University, or any matter, may be brought by a Junior Member until the Junior Member has exhausted all remedies set out in these Statutes.

55. DISCIPLINE OF SENIOR AND JUNIOR STAFF

- (1) The appointment of a senior/junior staff may be terminated for good cause by the President provided that:
 - (a) the President shall be advised by, or shall consult with, the relevant Head(s) concerned, with respect to the discipline of Junior or Senior staff;
 - (b) the President may delegate his/her disciplinary authority in this regard, subject to such review procedures as shall seem appropriate; and
 - (c) the person concerned has been notified in writing of the grounds on which consideration is being given for the termination of his/her appointment, and has been given a reasonable opportunity to defend himself/herself before a Disciplinary Committee constituted by the President.
- (2) In furtherance of the President's disciplinary authority, disciplinary proceedings may be instituted against Senior and Junior Staff, and if so instituted, shall comply with the procedure set out herein.
- (3) A Senior or Junior staff member against whom disciplinary proceedings are instituted shall be informed in writing of the complaint or charges against him or her.
- (4) The President shall refer the complaint or charges to the Disciplinary Committee (Senior and Junior Staff) to investigate and to report its findings and recommendations as soon as practicable to the President. The Disciplinary Committee (Senior and Junior Staff) shall be at liberty to co-opt up to two members to assist with its work.
- (5) In the course of investigation proceedings, a Senior or Junior staff member under investigation shall have the right to:
 - (a) be present when any complainant or witness is being interviewed by the Disciplinary Committee;
 - (b) ask such person any question as is relevant to the matter(s) under investigation;
 - (c) inspect any document that will be tendered and comment on it;
 - (d) bring and examine a witness;
 - (e) tender any document or evidence;
 - (f) make any submission or statement in support of his/her case and
 - (g) appear with Counsel of his or her choice at the senior member's expense.

- (6) A Junior or Senior staff adversely affected by any decision of the Disciplinary Committee shall, within fourteen days of receipt of the Disciplinary Committee's decision, be entitled to appeal to Council against such decision. A final appeal from Council shall lie to the Appeals Board of the University as provided for herein.
- (7) No legal action for any remedy whatsoever, with respect to any disciplinary matter taken against a Junior or Senior staff, or with respect to any grievance by a Junior or Senior Staff against the University, or any matter, may be brought by a Junior or Senior Staff until the Junior or Senior Staff has exhausted all remedies set out in these Statutes and any labour union dispute resolution procedures, by which such a Junior or Senior Staff may be governed.

PART N: ACADEMIC DIVISIONS AND UNITS

56. The University shall comprise Faculties, Schools, Institutes, and Centres, as academic divisions/units, and such other units of teaching and research as may be determined by the Council, on the recommendations of the Academic Board. The structure, status, functions and privileges of the academic divisions shall be as set out in the following provisions.

57. FACULTIES, SCHOOLS AND DEPARTMENTS

(1) Faculties

- (a) A Faculty shall comprise one or more related academic Departments, Institutes and Centres, as established by the Council.
- (b) A Faculty shall be headed by a Dean who shall be of professorial rank, or in the absence of a professor, shall be of a Senior Lecturer rank, with a terminal degree, appointed by the Council. The appointment shall normally be made in the academic year preceding the one in which the person appointed is to assume office as Dean.

(2) Schools

- (a) A School shall be an establishment which has limited financial and operational autonomy, as determined by the Academic Board, but which may have the status of a Faculty and normally share in one or more of the following characteristics, namely, association with a profession, or the preparation of students for certification by another professional body.
- (b) A School shall also be headed by a Dean.

(2) Deans – Appointment and Functions

- (a) Deans of Faculties and Schools shall be appointed by the President, upon the recommendation of the Appointments and Promotions Committee. The Dean shall report to the President. The Dean shall be of at least Senior Lecturer rank.

- (b) Where the position of the Dean becomes vacant, the members of the Faculty or School as the case may be, shall nominate the most senior member of the Faculty or School at the time for the consideration of the President for appointment.
- (c) Where it is impossible to select a Dean from among the members of a Faculty or School, for any reason whatsoever, the President shall set up a Search Committee, comprising members of the Academic Board, who shall conduct a search, and make appropriate recommendations of suitable persons to the Appointments and Promotions Committee for consideration.
- (d) Where a newly appointed Dean previously held the position of Head of Department, the position of Head of Department shall be deemed to have automatically become vacant, and a new Head of Department shall be appointed.
 - (i) The Dean shall have the following duties and responsibilities
 - (ii) The Dean of Faculty shall be the Chairperson of the Faculty Board and Head of the Faculty.
 - (iii) The Dean shall, under the President, be responsible for providing leadership to the faculty, for the general administration of the Faculty in respect of human, financial and material resources of the Faculty, and for maintaining and promoting the efficiency and good order of the Faculty.
 - (iv) The Dean must work to improve Faculty programmes and monitor policies while making sure all approved programmes and services are carried out in line with the requirements of the Ghana Tertiary Education Commission (GTEC).
 - (v) The Dean may collaborate with other faculty leaders and staff to create admission criteria for each programme the faculty/school offers in addition to the minimum requirements of GTEC.
 - (vi) The Dean, in collaboration with HODs, shall be ultimately responsible for the admission of students into the faculty/school with a reasonable potential for success.
 - (vii) The Dean shall liaise with other Faculties and cooperate in the organization of common courses.
 - (viii) The Dean, in collaboration with the HODs, shall make appointments from faculty members for other faculty roles such as Examination Officers, Quality Assurance Champion, etc. other faculty officers that the University management shall deem appropriate.

(4) Faculty Officers

- (a) All Schools/Faculties shall have Faculty Officers who shall be of a minimum rank of Assistant Registrar or in the absence of an Assistant Registrar; a Junior Assistant Registrar with at least two years of administrative role experience. The following shall be the key responsibilities of a Faculty Officer:

- (b) providing administrative support to Dean and Heads of Department of the School/Faculty, including acting as Secretary to the Faculty Board and other Faculty Committees;
- (c) providing administrative support for Academic Registry functions of the School or Faculty;
- (d) supervising other School/Faculty Administrative Officers/Assistants; and
- (e) undertaking any other duties as directed by the Registrar, commensurate with the level of the post.

(5) School/Faculty Boards

- (a) Each Faculty or School, other than the School of Graduate Studies, shall have a Board comprising the following:
 - (i) Dean of the Faculty or School as Chairperson;
 - (ii) Vice-Dean (If Any);
 - (iii) Professors and Associate Professors within the Faculty or School;
 - (iv) Heads of Department, Institute, Centre, and Unit within the Faculty or School;
 - (v) one other member of each Department elected by the academic senior members of the Department; and
 - (vi) such other persons as may be determined by the Faculty/School Board
- (b) The Faculty Officer shall be the Secretary to the Board.
- (c) The term of office of a member of a Faculty/School Board, other than the Dean, Vice-Dean, Head of Department, Professor or Associate Professor in the Faculty or School, shall be two years renewable for a second term only.

(6) Powers and Functions of Faculty/School Boards

Subject to these Statutes, and any resolutions of the Academic Board, the powers and functions of each Faculty/School Board shall include the following:

- (i) determining all matters relating to teaching and research in the subjects of the Faculty/School;
- (ii) determining, subject to the approval of Academic Board, the schemes of instruction and the regulations for examinations in the subjects of the Faculty or School;
- (iii) determining, subject to approval of the Academic Board, all matters relating to the progress of students pursuing programmes in the faculty or school, and to keep appropriate records on them;
- (iv) ensuring the provision of adequate instruction and facilities for research in the subjects assigned to the Faculty or School and to co-ordinate the teaching and research programmes of the various Departments of the Faculty or School;
- (v) determining a code of conduct, professional dress code, disciplinary process and other matters relating to or uniquely associated with the discipline or profession concerned;
- (vi) recommending External Examiners to the Academic Board through the College Board, for appointment;

- (vii) making recommendations, through the College Board, to the Academic Board for the award of degrees (other than honorary degrees), diplomas, certificates, fellowships, studentships, scholarships, prizes and other academic distinctions within the Faculty or School;
- (viii) submitting, through the College Board, proposals to the Academic Board for academic development within the Faculty or School;
- (ix) discussing any matter relating to the work of the Faculty or School and express an opinion, if it so desires, to the Academic Board through the College Board;
- (x) dealing with and report on any matter referred to it by the Academic Board and the College Board;
- (xi) appointing such other sub-committees as it may consider necessary in the discharge of its functions; and
- (xii) constituting the Board of Examiners of the Faculty.

(7) Meetings of a Faculty /School Board

Faculty/School Boards shall meet periodically, prior to Academic Board meetings, and shall be organised as follows:

- (i) each Faculty or School Board shall meet at least twice each semester;
- (ii) a special meeting of the Board shall be called by the Dean on the written request of at least half of the members of the Board, submitted to the Dean with a statement of the subject matter to be considered at the special meeting
- (iii) the Dean shall convene a special meeting of the Board within seven days of receipt of the request;
- (iv) emergency meetings of a Faculty or School Board may be called by the Dean at any time by giving at least 24 hours written notice to members, stating the emergency that has arisen and the business to be transacted;
- (v) the quorum for a meeting of a Faculty/School Board shall be half of the total membership; and
- (vi) in the absence of the Dean and/or Vice-Dean, the Board's meeting shall be chaired by the most senior Head of Department in the Faculty. In the case of the Board of the School of Graduate Studies, the meeting shall be chaired by the longest serving member of the Board present.

(8) Departments

- (a) Departments shall meet periodically, prior to Faculty/School Board meetings.
- (b) A Department shall be a division in a Faculty or School that has responsibility for undergraduate and graduate level teaching and research.
- (c) A Department shall be headed by a Head of Department.

(9) Heads of Department – Appointment and Functions

- (a) A Head of Department shall be appointed by the President on the

recommendation of the Dean of the Faculty or School, normally in rotation from among the professorial members of the Department, or, in their absence, among the senior members of senior lecturer rank.

- (b) A Head of Department who is of professorial rank shall hold office for three years at a time. If the Head of Department is not of professorial rank, the Head of Department shall hold office for one year at a time up to a maximum of two (2) years.
- (c) A Head of Department shall be eligible for re-appointment for a maximum of six (6) years in the case of persons of professorial rank, and three (3) years in the case of others below the professorial rank.

(10) While consulting the Dean on all matters affecting the Faculty, and subject to the powers of the Faculty/School Board, a Head of Department shall have the following duties and responsibilities:

- (a) organizing the approved teaching and research programme of the Department and ensuring that the research is carried out;
- (b) maintaining acceptable standards of teaching and any other academic work;
- (c) providing for the examinations of students;
- (d) liaising with the Dean of the Faculty/School in matters affecting the Department;
- (e) convening meetings of the Department for purposes of planning and evaluating activities of the Department;
- (f) articulating and implementing a clear strategic vision for the department which aligns with that of the Faculty/School and the University, while maintaining the departmental culture and values;
- (g) providing leadership, maintaining and promoting efficiency and good order in the Department, following the policies and procedure of the University;
- (h) in the case of clinical/professional disciplines, ensuring that there is effective clinical/professional leadership in the Department; and
- (i) advancing and promoting, generally, the well-being of the Department and persons working in the Department.

(11) Departmental Boards

- (a) Each Department shall have a Departmental Board comprising all senior members of the Department. The Board shall meet prior to Faculty/School Board meetings, at least twice each semester to:
 - (i) discuss ways of promoting the discipline (i.e. field of study);
 - (ii) periodically review existing programmes and develop new ones;
 - (iii) consider issues relating to quality assurance and the maintenance of ethical standards in the delivery of teaching and research activities;
 - (iv) consider the general organisation and regulation of courses and research in the Department.

- (v) consider the Departmental budget;
 - (vi) consider matters referred to it by the Academic Board or the Faculty Board and any other matter relating to the department; and
 - (vii) plan and evaluate the work of the Department.
- (b) Meetings of the Departmental Board shall be convened by the Head of Department at such times as he or she may decide. Special meetings shall be convened at the written request of at least one third of the senior members of the Department, submitted with a statement of the subject matter to be discussed. Special meetings shall be convened within seven days of receipt of the request.
 - (c) The quorum for the transaction of any business of the Departmental Board shall be half of the total number of members.
 - (d) A Departmental Board may be constituted into a Committee on Graduate Studies for the purpose of considering matters relating to postgraduate studies in the disciplines of the Department and, for this purpose, members from cognate Departments may serve on the Committee.
 - (e) Copies of minutes of the Departmental Board meetings shall be sent to the Dean of the Faculty/School

58. INSTITUTES AND CENTRES

(1) Institutes

- (a) An Institute shall be an establishment with limited financial and operational autonomy, as determined by the Academic Board, which focuses primarily on multidisciplinary research and teaching, and/or the provision of extension services.

(2) Centres

- (a) A Centre shall be an establishment which conducts specialized programmes normally oriented to providing services including teaching, or research, or advocacy. Council may by statute establish Centres for the purposes of engaging in research or professional activities and their specific functions and the duties and responsibilities of their officers shall be contained in the establishment statute.
- (b) The Academic Board may approve new proposals for a teaching programme for a Centre only where it is satisfied that such a programme will not divert attention or resources from its core mission and cannot be run by a teaching department or a Faculty.

(3) Directors of Institutes and Centres – Appointment and Functions

Institutes and Centres shall be headed by a Director who shall be of at least Senior Lecturer rank, who shall be appointed by the Board of Directors through the Council for a term of three years on terms and conditions recommended by the Appointments Board, and may be eligible for

re-appointment for a further term of up to three years as specified in the appointment letter .

- (i) Directors shall be required to constitute Boards and hold meetings in the same manner as Departmental Boards.
- (ii) The Governing Boards of Institutes and Centres shall be determined or approved, in each case, by the Academic Board

59. SCHOOL OF RESEARCH AND GRADUATE STUDIES (SRGS)

There shall be established a School of Graduate Studies which shall be headed by a Dean, to be assisted by a Vice-Dean, if needed.

(1) Dean of SRGS – Appointment and Functions

- (a) Deans of Faculties and Schools shall be appointed by the President, upon the recommendation of the Appointments and Promotions Committee. The Dean shall report to the President. The Dean shall be of at least Senior Lecturer rank.
- (b) Where the position of the Dean becomes vacant, the members of the Faculty or School as the case may be, shall nominate the most senior member of the Faculty or School at the time for the consideration of the President for appointment.
- (c) The Dean shall hold office for a term of four (4) years and may be eligible for re-appointment for another term of four (4) years only.

(2) Board of the SRGS

- (a) There shall be established a Board of the School of Graduate Studies which shall be constituted as follows:
 - (i) Dean of School of Research and Graduate Studies – Chairperson;
 - (ii) Librarian;
 - (iii) Vice-Dean (If Any);
 - (iv) the most senior Head of Departments;
 - (v) Director/Head of Academic Affairs; and
 - (vi) Deputy/Senior Assistant Registrar (SRGS) – Member / Secretary
- (b) The functions of the Board of the SRGS shall be as follows:
 - (i) to approve the candidature, supervisors, coursework, thesis topics, titles and synopsis for higher qualifications based upon the recommendations from the Departmental Board;
 - (ii) to recommend the appointment of Internal and External Examiners in respect of written papers, dissertations or theses to the Academic Board based upon recommendations from the Departmental Boards;
 - (iii) to maintain records of all graduate students;
 - (iv) to give provisional approval to graduate examination results upon recommendations from Departmental Boards;

- (v) to liaise with Heads of Department on matters relating to graduate studies in their various Departments; and
- (vi) in liaison with the International Programmes Office of the University, to establish and maintain links with graduate schools in other Universities or Institutions and promote exchange of graduate students and Staff engaged in graduate work between this University and other Institutions.

PART O: APPEALS BOARD OF THE UNIVERSITY

60. ESTABLISHMENT OF THE APPEALS BOARD

- (1) There is established by this Statute, an Appeals Board of the University (Appeals Board).
- (2) In furtherance of the above, Council shall establish the Secretariat of the Appeals Board, appoint such persons as shall be necessary to administer the Secretariat of the Appeals Board, determine the rules and guidelines to govern the work of the Secretariat, and determine the remuneration of the members of the Secretariat.

61. MEMBERSHIP OF THE APPEALS BOARD

- (1) The Appeals Board shall be constituted by the following five (5) persons to be appointed by Council:
 - (a) a President who shall be a retired justice of the Superior Courts of Judicature or a lawyer qualified to be so appointed;
 - (b) two lawyers of at least five (5) years standing at the Bar who are persons of high moral integrity one of whom shall be a woman; and
 - (c) two persons who are not legal practitioners or employees of the University who are persons of high moral integrity one of whom shall be a woman.
- (2) The President of the Appeals Board or the President's alternate and two other members shall constitute a panel for the hearing and determination of a case or matter before the Appeals Board.
- (3) The President's alternate shall be appointed by Council from outside the membership of the Appeals Board after the appointment of the President of the Appeals Board, and the President's alternate shall have the same qualification as the President of the Appeals Board.
- (4) Council shall determine the remuneration of the members of the Appeals Board.

62. FUNCTIONS AND POWERS OF THE APPEALS BOARD

- (1) The Appeals Board shall hear and determine, on appeal, matters concerning:
 - (a) acts or omissions alleged to be in contravention of these Statutes;
 - (b) alleged breach of employment contracts by the University;
 - (c) grievances concerning the promotion of persons duly employed by the University;
 - (d) grievances by senior members and junior members against the University on matters related to welfare and discipline; or
 - (e) any other matter or dispute referred to the Appeals Board by the Council

- (2) In the hearing and determination of matters referred to it, the Appeals Board shall be governed by Rules of Procedure to be determined from time to time.

PART P: CONVOCATION OF THE UNIVERSITY

63. MEMBERSHIP, AND FUNCTIONS OF CONVOCATION OF THE UNIVERSITY

- (1) There shall be a Convocation of the University which shall comprise the categories of persons specified in 66(3) below.

- (2) It shall be the responsibility of the Registrar to maintain a Registrar of Members of Convocation which shall be published annually.

- (3) Convocation of the University shall be composed of the following categories of persons:
 - (a) the President;
 - (b) the Vice President;
 - (c) Registrar and Deputy Registrars;
 - (d) Professors and Associate Professors;
 - (e) Librarian and Deputy Librarians;
 - (f) Directors and Deans of Faculty/School/Institutes and Centres in the University;
 - (g) Director of University Clinic, Finance Director, Director of Physical Development and Estate Management, Director of Internal Audit, Director of Public Affairs and Marketing, Chief Operating Officer;
 - (h) Senior Lecturers, Senior Research Fellows, Deputy Finance Officer, Senior Assistant Registrars, Senior Assistant Librarians, Senior Medical Officers;
 - (i) Lecturers, Assistant Librarians, Assistant Registrars, Medical Officers, Accountants, Assistant Lecturers, Junior Assistant Research Fellows, Junior Assistant Librarians, Assistant Accountants, Junior Assistant Registrars; and
 - (j) any other persons holding office in the University who are approved for this purpose.

- (4) Convocation shall perform the following functions:
- (a) Express opinion on any matter affecting the University
 - (b) Refer any relevant matter to any University body for consideration
 - (c) Appoint scrutineers for any election the Academic Board may authorise
 - (d) Elect Convocation representatives on Council
 - (e) Receive reports from its representatives on the activities of the respective committees to which they have been appointed
 - (f) Receive a report from the President towards the end of each semester on the state of the University, including academic, human resource, financial and infrastructural matters, and the future plans of the University. In particular, the President's report to Convocation shall address the following matters:
 - (i) academic matters including the approval and accreditation of programmes;
 - (ii) Staff and students' welfare;
 - (iii) external relations and affiliations;
 - (iv) physical development, funds required to complete each project, and expected completion date; and
 - (v) statement of income and expenditure for the immediate past semester.
- (5) The Registrar shall be responsible for the maintenance of a register of members of Convocation which shall be published annually, before December
- (6) There shall be meetings of Convocation which shall be organised as follows:
- (a) The Chairperson of Convocation shall convene a regular meeting of Convocation at least once each semester. The regular meetings of Convocation shall take place at such time as the Chairperson shall determine.
 - (b) A special meeting of Convocation shall be called by the Chairperson of Convocation on written request of at least 25 members submitted with a statement of the subject matter to be considered at the special meeting. The Chairperson of Convocation shall convene the special meeting within 21 days of receipt of the request.
 - (c) No special meeting shall be called within three months of the last meeting if the purpose of the intended special meeting is the same or substantially the same as that of the last meeting.
 - (d) Should any question arise as to whether or not the purpose of the two meetings is the same or substantially the same, the decision of the Chairperson thereon shall be final.
 - (e) The quorum for meetings of Convocation shall be fifty percent plus one, including the Chairperson and the Secretary.
- (7) The election of the representatives of Convocation on Council shall take place as follows:
- (a) Convocation shall elect from its members two persons to serve on Council. The term of office of a Convocation Representative on Council

- shall be two academic years but such a person shall be eligible for a further term only. The term of office shall take effect from 1st August.
- (b) A member of Convocation may vote by proxy in which case he/she shall communicate the name of such proxy to the Registrar not later than forty-eight hours prior to the election.
 - (c) The Registrar shall be the Returning Officer and shall conduct the election by secret ballot. He/she shall be assisted by three scrutineers appointed by Convocation. No election shall be valid unless and until the scrutineers have unanimously certified in writing to the Academic Board that the counting of the votes and the declaration of the candidates elected have been correctly carried out.
 - (d) A candidate for election must be proposed by a member of Convocation, and seconded in writing to the Registrar by two other members of Convocation. The candidate must indicate in writing his/her willingness to contest the elections.
 - (e) Election of convocation representatives on Council shall be held in July, and the successful person shall assume their position on 1st August.
 - (f) It shall be the duty of the Registrar to notify all members of Convocation of the existence of vacancies on the University Council, and shall at the same time call for nominations, allowing two weeks for these to be received. He/she shall then notify all members of Convocation of the date of the election which shall not be later than two weeks after the date on which nominations closed.
 - (g) Of the two Convocation members of Council, one shall be teaching, and the other non-teaching senior member. The election shall be conducted in two divisions with separate lists of candidates and separate ballot papers for each division. All members of Convocation shall be entitled to vote in each division.
 - (h) If a vacancy occurs in the Convocation representation on Council during the year through death, resignation, or any other cause, the Registrar shall immediately notify members of Convocation of such vacancy and shall conduct a by-election. Such a by-election shall be conducted in the same way as regular elections, and the person so elected shall hold office for the residue of the term for which the member whom he replaces was elected and start his own term provided that the remaining term is less than half of the full term.

PART Q: CONGREGATION

64. MEMBERSHIP AND FUNCTION OF CONGREGATION

- (1) There shall be a Congregation of the University which shall be composed of the following:
 - (a) The Founder or a Representative of the Shareholders
 - (b) Members of the University Council and Board
 - (c) Members of Convocation

- (a) All graduates and diplomats of the University
 - (b) Honorary Graduands
 - (c) Alumni
- (2) Congregation shall be summoned by the Founder, or in his absence the Chairperson of the Council for the purpose of receiving reports on the University and witnessing the ceremony of awarding Degrees, Diplomas and Certificates of the University.

PART R: STUDENT MATTERS

65. ADMISSION AND MATRICULATION

(1) Admission of Students

- (a) Subject to these Statutes, the admission of students into different programmes in the University, shall be in accordance with such criteria, standards, policies, practices, and regulations set by the Academic Board, and approved by the Ghana Tertiary Education Commission or other appropriate regulatory authority.
- (b) The Academic Board shall, subject to the approval of Council, publish a Student Handbook as a guide regarding the admission of students into different programmes in the University, and for the general regulation of student activities in the University.
- (c) Junior Members shall enjoy all the privileges and facilities available to them in the University and assume all responsibilities and liabilities contained in the Student Handbook.
- (d) Each student shall co-operate with the University's authorities in maintaining and promoting efficiency and good order in the University.
- (e) Schools/Faculty Boards shall have the authority to make special regulations regarding admissions, examinations, and certifications, periodically, for the purpose of supplementing or complementing the rules and regulations set out in Student Handbook to suit their peculiar circumstances. These Special regulations shall be approved by the Academic Board

(2) Matriculation

- (a) Junior Members admitted to pursue programmes of study in the University, leading to the award of academic qualifications, shall be required to matriculate.
- (b) The guidelines and procedures for matriculation shall be as follows:
 - (i) the matriculation of any person shall take place on the day when he or she, after having been properly and lawfully admitted into the University, personally attends a matriculation ceremony and swears the matriculation oath, or makes a solemn declaration to that effect;
 - (ii) all prospective matriculants shall be present in-person or online and members of Convocation shall be in attendance;

- (iii) the President shall preside over the Matriculation ceremony; and
- (iv) the matriculation oath and solemn declaration shall be administered by the Registrar.

66. ACADEMIC PROGRAMMES OF THE UNIVERSITY

- (1) No person shall qualify to graduate from the University with a degree, diploma, certificate or other academic distinction without having pursued a programme of study approved by the Academic Board in a Faculty or School of the University.
- (2) Programmes of study pursued by a student of the University in an institution or a place approved by the Academic Board, on the recommendation of the Faculty Board, may, with the approval of the Academic Board, be deemed part of a qualifying scheme for a degree, diploma, certificate or other academic distinction in the University provided that a candidate for the award of such a degree should have been registered in the University for at least a period of two consecutive academic years, including the final year, for undergraduate students, and one year in the case of postgraduate students.

67. EXAMINATIONS OF THE UNIVERSITY AND PROCEDURES

- (1) Subject to these Statutes, the Academic Board shall have overall authority in all matters concerning and affecting examinations, including the setting, moderation, conduct and marking of examinations as well as the declaration of examination results.
- (2) Without limiting the authority of the Academic Board regarding all matters concerning and affecting examinations, the processes for University Examinations shall be as follows:
 - (a) examinations shall be set to curricula and syllabuses approved previously by the Academic Board;
 - (b) examinations shall be taken at such times as prescribed previously by the Academic Board, normally November to December for the first Semester and April to May for the second semester examinations;
 - (c) examinations shall be assessed by Examiners approved previously by the Academic Board;
 - (d) at the beginning of each semester, a calendar indicating the period of examination and arrangements thereto shall be provided by the Registrar and approved by the Academic Board; and
 - (e) instruction for students regarding the conduct of examinations shall be provided to students in the student handbook, and also on the University's website, and shall be supplemented as and when needed by the use of SMS, emails among others.
- (3) The Setting of Questions
 - (a) All examination questions shall be set by the instructing lecturer and

submitted, together with marking schemes, to the Internal Examiner for internal moderation. For the purposes of internal moderation, the Internal Examiner shall review the questions to ensure that they are clear and balanced, and meet the standards and benchmarks for questions for the programme level, and that marking schemes reflect appropriate and realistic expectations.

- (b) Question papers that have passed moderation, shall be signed by the Internal Examiner and the Head of Department to signify endorsement by the Department, after which they may be sent to the External Examiner for his/her review.
 - (c) The External Examiner shall review the questions submitted, providing comments as appropriate. Final versions of the examination questions may then be sent for printing by the Internal Examiner.
- (4) University Examiners – Appointment and Functions
- (a) The conduct of all University Examinations shall be supervised by University Examiners, comprising Internal and External Examiners
 - (b) An Internal Examiner shall be a Senior Member of at least Senior Lecturer rank, nominated by the Dean of each Faculty or School, and appointed by the Academic Board of the University. Internal Examiners shall be appointed for each programme of study. There shall be Internal Examiners for bachelors' degree programmes of study, and postgraduate degree programmes of study. For postgraduate programmes of study, Internal Examiners shall be the supervisors for the postgraduate students, and members of a student's supervisory committee.
 - (c) Internal Examiners for undergraduate programmes shall be responsible for the following:
 - (i) liaising with members of the Faculty or School to ensure that examination questions and marking schemes are prepared promptly and ready for moderation;
 - (ii) facilitating the printing of examination questions and the delivery of printed questions to the appropriate examination halls;
 - (iii) in consultation with the Dean, making arrangements for the internal moderation of examination questions and marking schemes;
 - (iv) ensuring that examinations for courses of study at the Faculty or School are conducted in a fair and rigorous manner; and
 - (v) ensuring the attendance of the responsible faculty lecturers at all examinations,
 - (vi) providing a report on the conduct of Faculty or School's examinations to the Dean.
 - (d) Internal Examiners for postgraduate programmes shall be responsible for the following:
 - (i) supervising the student's postgraduate work, including providing general guidance and guidance regarding the writing of the student's thesis or other dissertation;

- (ii) establishing a supervisory committee for the student's thesis or dissertation, and liaising with members of the student's supervisory committee on all matters affecting the student's programme of study, including the conduct of oral examinations;
 - (iii) reading the student's thesis or other dissertation, and requiring corrections to be made, where appropriate, to ensure that student's research work and knowledge meet the standard which would normally be expected of a student pursuing that degree, and to reach an independent judgment on the thesis, against the appropriate criteria;
 - (iv) facilitating the administrative arrangements for the examination of the thesis/dissertation and for the viva voce examination, including appropriate arrangements for persons with disabilities;
 - (v) liaising with the external examiner and candidate to find a convenient date for the oral examination, and notifying all parties of the arrangements made;
 - (vi) examining the thesis together with the members of the supervisory committee and external examiner(s), and coming to an agreement with the external examiner(s) as to the outcome of the examination; and
 - (vii) communicating any comments regarding the outcome of an oral examination to the student;
- (e) An External Examiner shall be a Senior Member, of at least Senior Lecturer rank, from a recognized tertiary academic institution not being part of the University, who has the requisite expertise, experience and competence to examine the course or programme at the level at which it is taught. An experienced professional/consultant, with experience in the subject area for which he/she is appointed External Examiner, may also be engaged. External Examiners shall be nominated by the Faculty or School Board, and approved by the Academic Board.
- (f) There shall be External Examiners for bachelors' degree programmes of study, and postgraduate degree programmes of study.
- (g) External Examiners shall be appointed for all examinations of the end of semester examinations of the University; such appointments will be made by mentor institutions during a period of affiliation.
- (h) In nominating an External Examiner for the first time, a brief indication of the person's background shall be provided to the Academic Board. An External Examiner may serve for Three (3) consecutive years after which the person may not be engaged again till a period of Three (3) years has elapsed. A person who had retired or resigned from a University may not be appointed External Examiner until three years has elapsed since leaving the service of the University.
- (i) Persons appointed as external examiners shall not have any direct interests or such ties to the University which might cast doubt on their independence.
- (j) For bachelor degree programmes, External Examiners shall be responsible for the following:

- (i) reviewing examination questions and marking schemes to ensure that they meet the standards normally expected of questions for that level;
 - (ii) reviewing marked scripts to ensure that the marking is fair and consistent;
 - (iii) providing a written report on the conduct of their assessment; and
 - (iv) any other assignment given to them by Faculty or School Board and approved by the Academic Board.
- (k) For postgraduate degree programmes, External Examiners shall be responsible for the following:
- (i) reading the thesis/dissertation of the student;
 - (ii) coming to an independent judgement on the quality of the thesis of the student;
 - (iii) liaising with the Internal Examiner regarding the oral examination for the student;
 - (iv) attending the oral examination for the student, and participating in the viva voce or oral examination of the student; and preparing a report on the review of the student's thesis and outcome of the oral examination of the student.
- (5) Venue For Examinations
- (a) All University Examinations shall normally be taken only at approved premises at the University. Practical/Oral Examination may normally be conducted in the Departments concerned.
 - (b) Approval by the Academic Board may be given also for University Examinations to be taken outside the University for a special development that may call for it.
- (6) Time Tables
- (a) Examination time tables shall be prepared for all University Examinations, and draft time tables shall be posted on University Notice Boards and/or Website no later than the seventh (7th) week of each semester. Suggestions for amendments of the draft time tables shall normally be made through the Head of Department.
 - (b) The final time-tables indicating day and time of each paper shall be posted on the University Notice Board/Website no later than three (3) weeks before the commencement of the end of Semester Examinations. No changes to the date and time of examination shall be made after this time. However, changes to the venue may be made where necessary. Where it is necessary to change the venue for an examination, notice of such change shall be provided to students at least forty-eight (48) hours before the examination. Such notice shall be provided by official email, posting on University Notice Boards, and posting on the Website.

(7) Invigilation

- (a) The University shall establish procedures, including the following, for the invigilation of examinations. The main purpose of invigilation is to regulate the examination environment, so it is as quiet, comfortable and as relaxed as possible, so students can do their best in answering the questions asked of them.
- (b) All university examinations shall be invigilated by official invigilators appointed by the office of the Registrar. Invigilators shall be led/supervised by a Chief Invigilator, who shall be a Senior Member appointed by the Registrar. Chief Invigilators shall be appointed for each Examination Centre.
- (c) The functions of the Chief Invigilator, shall include the following:
 - (i) overseeing the collection by invigilators of all examination materials, envelopes, answer booklets, attendance sheets and examination invigilation routine forms from the examination office not later than 35 minutes before the start of the examination;
 - (ii) ensuring that all such materials sent to examination halls are properly and judiciously used,
 - (iii) ensuring all invigilators under them conduct themselves in a proper manner, and reporting any lateness, absenteeism, careless behavior,
 - (iv) etc., to the Registrar;
 - (v) ensuring that order and proper invigilation prevails in all examination halls;
 - (vi) ensuring that any persons who do not have anything to do with the examination in progress do not enter the examination hall(s); and
 - (vii) resolving any disputes that may arise in the examination halls.
- (d) The Chief Invigilator shall submit a daily report to the office of the Deputy Registrar (Academic) on the Examination written at the Examination Centre under the Chief Invigilator's charge.
- (e) Invigilators shall:
 - (i) ensure that candidates are properly seated;
 - (ii) ensure that candidates have the materials required for each examination including the correct question papers and answer books;
 - (iii) invite candidates to start work allowing such preview of the questions as shall be required by the particular examination;
 - (iv) check the attendance register for those present and absent;
 - (v) see to it that candidates stop work at the appointed time;
 - (vi) see to it that answer books are collected, and the total answer booklets match the number of students that took the examination; and
 - (vii) comply with any other instructions from the Faculty or School that apply to the specific examination being invigilated.
- (f) The Invigilator shall be responsible for ensuring also that examinations are conducted properly and with integrity, and that no candidate engages in examination malpractice, or benefits from any form of assistance in

the course of the examination, for which purpose:

- (i) an Invigilator shall be vigilant at all times, and walk round the Examination Hall periodically;
 - (ii) an Invigilator shall not read newspapers, novels or engage in any other activity that may be detrimental to their assignment as invigilators while they are invigilating,
 - (iii) an Invigilator shall ensure that a candidate who needs to leave the Examination Room, temporarily, does not carry any notes to which the candidate can refer while outside the Hall;
 - (iv) Invigilators for an examination will designate one of their number to accompany a candidate who has permission to leave the Examination Room temporarily;
 - (v) in the event of an instance of suspected examination malpractice, an invigilator shall not prevent the students from writing or completing the examination, but shall complete an examination malpractice report on the incident, have the student review and sign it, then also sign it, and submit the report to the Chief Invigilator,
 - (vi) an Invigilator shall report any other unusual incidents that are brought to the Invigilator's attention.
- (g) Faculty members shall be part of the invigilation team for their respective courses/papers which are being written.

(8) Handling of Examination Scripts

- (a) Lecturers shall be responsible for the collection of their scripts from the Examination hall(s) for marking, and all lecturers shall sign for the scripts they collect,
- (b) Lecturers shall be responsible for maintaining the security of all scripts they collect for marking,
- (c) Where a Lecturer is unable to pick up a script, Invigilators shall notify the Chief Examiner of this fact, and the examination scripts concerned shall be taken and placed in secure storage until such time as they are collected by the Lecturer concerned. The Chief Invigilator shall contact the Dean of the Faculty or School concerned and notify him/her that the examination scripts are yet to be collected.
- (d) Graded examination scripts shall be kept in storage for at least four years, after the end of the relevant teaching session, after which they may be destroyed. (For example: examination scripts for an End of Semester examination that took place in 2010 must be kept until 2014, when they may be destroyed.)

(9) Assessment of Students

- (a) The assessment of students pursuing programmes of study at the University shall include a Continuous/Interim Assessment in addition to an End of Semester Examination.

- (b) Continuous/Interim Assessments may take any form that is appropriate for the programme of study and the level of study, including quizzes and presentations.
- (c) Continuous/Interim Assessment shall be conducted no later than the seventh (7th) week of the teaching session or semester, and the scores/marks from the Continuous/Interim Assessment shall be published or made known to the students before commencement of the End of Semester Examination.
- (d) The overall assessment, reflecting marks earned from Continuous/Interim Assessment and from the End of Semester Examination, shall be entered into the appropriate university computerized grading system, or other system, by the Lecturers, and hard copies maintained by the Faculty or School.
- (e) A print-out including details of candidates' performance indicating averages (appropriately weighted), the Grade Point Average and provisional classification wherever applicable shall be made available to each Faculty or School at least 24 hours before the meeting of the Board of Examiners. The print-outs shall be kept in a secure storage and under the strictest confidence.

(10) Board of Examiners

- (a) There shall be a Board of Examiners for each Faculty/School, consisting of all Lecturers of the Faculty/School, chaired by the Dean of the School/Faculty.
- (b) The Board shall be responsible for approving the results of the University Examinations in accordance with any regulations passed by the Academic Board, at a meeting convened for that purpose. External Examiners may attend the meeting of the Board of Examiners.
- (c) The quorum of a Board of Examiners shall be one-half of the membership of the Board. A report of the proceedings of the Board shall be submitted to the Academic Board for approval.

(11). Examination Malpractice

- (a) Subject to the approval of Council, the Academic Board shall from time to time enact such policies and rules to govern examination malpractice as shall be appropriate.
- (b) Without limiting the authority of the Academic Board to define other categories of conduct that shall constitute examination malpractice, examination malpractice shall be understood to include;
 - (i) any attempt on the part of a candidate in any University examination to gain an unfair advantage;
 - (ii) any breach by a student of examination regulations and instructions to candidates, during the course of an examination, including refusal on the part of a candidate to occupy an assigned place in an examination room;

- any form of communication with another candidate during the course of an examination;
 - (iv) the possession of any unapproved foreign material whatsoever during the course of an examination;
 - (v) leaving an examination room without permission of the Invigilator;
 - (vi) leaving an examination room with the permission of an Invigilator, but proceeding to a destination or venue not covered by the permission granted, or
 - (vii) refusal by a candidate to follow any instructions whatsoever.
- (c) Subject to the approval of Council, the Academic Board shall determine the sanctions that shall be applicable to all instances of examination malpractice.
 - (d) Where examination malpractice is alleged to have occurred, an invigilator shall not prevent the students from writing or completing the examination, but shall complete an examination malpractice report on the incident, have the student review and sign it, then also sign it, and submit the report to the Chief Invigilator.
 - (e) The Chief Invigilator shall provide a report on all instances of examination malpractice at an examination center to the Registrar, as soon as practicable.
 - (f) The Disciplinary Committee of the University shall investigate all reported instances of alleged examination malpractice, in accordance with the University's established procedures, and shall present its findings, including recommendations regarding sanctions, to the Academic Board. The Academic Board shall make such final determinations on sanctions to be applied as it shall deem appropriate.

68. DEGREES, DIPLOMAS AND OTHER QUALIFICATIONS OF THE UNIVERSITY AND CONFERMENT

- (1) Subject to these Statutes, the University (or through its mentor institution during a period of affiliation) shall have the power to confer such degrees, diplomas and certificates as shall be appropriate.
- (2) The University, subject to any procedures set up by its mentor institution, during a period of affiliation, may withdraw a degree, diploma or certificate awarded if it is established that the degree, diploma or certificate:
 - (a) was obtained through fraud, academic malpractice; or
 - (b) is tainted by any act that in the opinion of the University undermines the integrity of the award.
- (3) Subject to these Statutes, and any provisions regarding honorary degrees, no person shall be awarded a degree, diploma, or certificate who has not undergone an approved programme of study.

69. THE STUDENTS' REPRESENTATIVE COUNCIL

- (1) There shall be a Students Representative Council (the "SRC") of the University, whose composition, aims and objectives shall be as prescribed in a constitution (SRC Constitution).
- (2) Subject to these Statutes, and all other applicable laws, the SRC Constitution shall not be valid unless it is first, accepted by the General Assembly of the SRC, and submitted through the Dean of Students to the Academic Board for consideration and approval, and approved by the Academic Board.
- (3) The SRC shall be the official organ of matriculated and registered students of the University and every Junior Member of the University shall be a member of the SRC.
- (4) Without prejudice to these provisions regarding the establishment of the SRC, all students shall be entitled to form other associations in the exercise of their rights to freedom of association guaranteed under the Constitution of the Republic of Ghana, 1992. Provided, however, that the establishment and organisation of these other associations shall be in accordance with the procedures set out in the SRC constitution, and subject to these Statutes.
- (5) The rights of students to demonstrate or go on processions or other public protests on or outside the campus shall be subject to all applicable laws of the Republic of Ghana, and regulations enacted for that purpose by the Academic Board.
- (6) Without limiting the duties of the SRC, the SRC shall be responsible for
 - (a) promoting and advocating the general welfare and interest of students;
 - (b) coordinating the social, cultural, intellectual, and recreational activities of students in the University;
 - (c) presenting the views of the students of the University to the appropriate body or bodies, depending upon the nature of the matter;
 - (d) nominating student representatives to serve on appropriate University bodies and committees;
 - (e) providing for the welcoming, orientation and social engagement of new students; and
 - (f) any other responsibility that the constitution of the SRC shall provide.

PART S: AMENDMENT

70. AMENDMENT TO THE STATUTES

- (1) These Statutes or any of its Schedules, may be amended in accordance with the procedures set out herein.
- (2) Council, on its own initiative, or following consultation with the Board of

Directors, or such other persons as it may deem appropriate, may propose amendment(s) to these Statutes and/Schedules.

- (3) Council may also amend the Statutes and/or the Schedules upon the recommendation of the Academic Board or Convocation.
- (4) A proposal for the amendment to the Statutes and/or the Schedules by the Academic Board shall be in accordance with the procedure below.
 - (a) A notice, with reasons for the amendment, shall be duly circulated as part of the agenda of the meeting of the Academic Board to members of the Academic Board.
 - (b) Where the proposed amendment is in relation to substantive provisions in the Statutes, the quorum to transact the business shall be two-thirds of the total number of members.
 - (c) Where the proposed amendment is in relation to provisions in any of the Schedules, the quorum to transact the business shall be half of the total members.
- (5) A proposal for the amendment of the Statutes or any of the Schedules by Convocation shall follow the procedure below.
 - (a) The proposal to amend a provision of the Statutes shall be considered at a special meeting of Convocation called for the purpose of amending the Statutes.
 - (b) The notice of the proposal to amend the provision, and the reasons for the proposed amendments shall be signed by at least five (5) members of Convocation from each School/Faculty and Centres and delivered to the Registrar of the University.
 - (c) The Registrar shall list the amendment in the agenda as the sole item for the meeting of Convocation.
 - (d) Where the proposed amendment is in relation to substantive provisions in the Statutes, the quorum to transact the business shall be one-half of the total number of members.
 - (e) Where the proposed amendment is in relation to provisions in any of the Schedules, the quorum to transact the business shall be one-third of the total number of members.
- (6) A proposal recommending to Council a proposed amendment of the Statutes or any of the Schedules shall be approved by a secret vote and by simple majority of the quorum requirement.
- (7) Where a recommendation has been approved by the Academic Board or Convocation, the proposal for amendment with reasons shall be forwarded to the Chairperson of the Council through the President.
- (8) The Chairperson of the Council shall cause the proposed amendment to be tabled as part of the agenda of the next Regular Meeting of Council.

- (9) Council may adopt the recommendation with or without further amendment or reject the recommendation.
- (10) Where Council approves the recommendation with or without further amendment, the amendment shall come into force one month from the date of the approval.

PART T: ADMINISTRATIVE DIRECTORATES/UNITS OF THE UNIVERSITY

71. THE OFFICE OF THE REGISTRAR

- (1) There shall be an Office of the Registrar, which shall comprise such Directorates, Units or offices as Council shall approve, including the following officers who shall be responsible to the Registrar:
 - (a) Director of University Clinic
 - (b) Director of Human Resource
 - (c) Director of Academic Affairs
 - (d) Director of Public Affairs and Marketing
 - (e) Director of International Relations and Programmes
 - (f) Director of Information and Communications Technology
 - (h) Career Counselling and Services Officer
- (2) Without prejudice to section 71(1) above, the Director of Physical Development and Estate Management shall report to the Chief Operating Officer on matters of Physical Development and Maintenance.

72. OTHER ADMINISTRATIVE DIRECTORATES AND UNITS

- (1) The University shall have such administrative units as Council shall deem appropriate, including the following:
 - (a) Academic Affairs Directorate;
 - (b) Human Resource Management Directorate;
 - (c) Finance Directorate;
 - (d) Internal Audit Directorate;
 - (e) Public Affairs and Marketing Directorate;
 - (f) Physical Development and Estate Management Directorate;
 - (g) Information and Communications Technology (ICT) Directorate; and
 - (h) International Relations and Programmes Directorate
- (2) The aforementioned administrative units and any other administrative units established by Council, shall perform such functions as are customarily performed by such units, and any additional functions as shall be determined by Council.

PART U: COMPLAINT PROCESSES AND PROCEDURES

73. COMPLAINT PROCESSES AND PROCEDURES

- (1) Council may, from time to time, set up complaint procedures and processes as Council may deem appropriate.
- (2) Without limiting the authority of Council to set up such complaint processes and procedures as it may deem appropriate, the following shall be the complaint processes that shall apply where a member of the University wishes to complain against the specified persons.
 - (a) Grievance against the President, Vice President, or the Registrar
 - (a) Where the grievance or complaint is against or involves the President, Vice President, or the Registrar, a written complaint shall be lodged directly with the Chairperson of the Council who shall bring the matter to Council.
 - (b) Council shall refer the matter to a Committee of Council Board for investigation and determination.
 - (c) The determination of the matter by the Committee of Council, including any proposals for redress, shall be subject to appeal.
- (4) Where a person appeals against a decision of the Committee of Council, the appeal shall be lodged with the Appeals Board of the University within fourteen (14) days of the decision being communicated to the person.
- (5) Grievances against Deans, Directors and Senior Members
 - (a) Where the grievance or complaint is against or involves Deans, Directors, and other Senior Members of the University, a written complaint shall be lodged directly with the President who shall bring the matter to the Staff Disciplinary Committee.
 - (b) Where a person appeals against a decision of the Council, such an appeal shall be lodged with the Appeals Board of the University within fourteen (14) days of the decision being communicated to the person.
- (6) Grievances against Junior/Senior Staff
 - (a) Where the grievance or complaint is against or involves Junior/Senior Staff, a written complaint shall be lodged in writing at the office of the Registrar who shall bring the matter to the Staff Disciplinary Committee.
 - (b) The Academic Board shall refer the matter to the Staff Disciplinary Committee (Senior/Junior members) as the case may be for its findings and recommendations, and the findings and recommendations of the Staff Disciplinary Committee shall be referred to the Academic Board for determination.
 - (c) The determination of the matter by the Academic Board, including any proposals for redress, shall be subject to appeal.

- (d) Where a person appeals against a decision of the Academic Board, such an appeal shall be lodged with the President within fourteen (14) days of the decision being communicated to the person.
- (e) The President on receipt of such an application shall bring the matter to the attention of Chairperson of the Council at its next Regular meeting or convene an Emergency meeting, depending on the urgency of the matter. The Council may make a determination or may refer it to the Appeals Board. The decision of the Council, either way, shall be final.

PART V: SCHEDULES

SCHEDULE 'A': STATUTORY COMMITTEES OF THE BOARD OF DIRECTORS

The following shall be the statutory committees of the Board of Directors with their functions and powers. The Statutory Committees of the Board of Directors shall report to the Board of Directors.

A1. Audit and Risk Management Committee

- (1) Membership of the Audit Committee
 - (a) The Chairperson, appointed by the Board of Directors
 - (b) Two members appointed from the Board of Directors including a representative of shareholders on the Board.
 - (c) The President of the University
 - (d) In Attendance; Director of Finance and Director of Internal Audit

- (2) The Functions and Powers of the Audit and Risk Committee shall be to
 - (a) Assess the adequacy of the financial statements, having regard to the following:
 - the appropriateness of the accounting principles and practices used;
 - compliance with prescribed accounting standards;
 - external audits of the institution's financial statements; and information provided by the University about the accuracy and completeness of the financial statement.
 - (b) Monitor the institution's compliance with its obligations to establish and maintain an internal control structure and systems of risk management under the Companies Act 2019, (Act 992), including whether the University has appropriate policies and procedures in place and is complying with them.
 - (c) Monitor and advise the Board on the internal audit function in line with the requirements of leading standards and practice
 - (d) Assess external audit reports of the University and the adequacy of actions taken as a result of the reports.
 - (e) Monitor the adequacy of the institution's management of legal and compliance risks and internal compliance systems, including the

effectiveness of the systems in monitoring compliance by the University with relevant laws and government policies.

- (f) Assess institution's complex or unusual transactions or series of transactions.
- (g) Any other function given to the Committee by the Board, as long as such additional function is not inconsistent with the above.

A2. Business and Strategy Committee

- (1) Membership of the Business and Strategy Committee
 - (a) The Chairperson, appointed by the Board of Directors
 - (b) Three members appointed from the Board of Directors including a representative of shareholders on the Board.
 - (c) The President of the University
 - (d) In Attendance; The Chief Operating Officer of the University
- (2) The Functions and Powers of the Business and Strategy Committee shall be as follows:
 - (a) in consultation with the Shareholders, review the development and implementation of WIUC's long-term strategy, risks and relating opportunities as submitted by the President of the University in order to ensure the attainment of its core objectives;
 - (b) ensure coherence in the formulation and implementation of policies and programmes by the various organs of the University, including the Council;
 - (c) promote the adoption of best practices with respect to business and operation;
 - (d) monitor the development and implementation of leading standards and practices in Corporate Governance that meet the interest of all stakeholders;
 - (e) review and make recommendations on nomination for appointment, remuneration and incentive strategy; and
 - (f) perform such functions, not inconsistent with the above, that may be assigned by the Board, from time to time.

A3. Tender Board

- (1) Membership of the Tender Board
 - (a) A representative of the Board of Directors as the Chairperson
 - (b) The President of the University
 - (c) The Registrar
 - (d) A lawyer appointed by Board of Directors
 - (e) The Chief Operating Officer
 - (f) Finance Director
 - (g) The Director for Physical Development and Estate management
 - (h) Procurement Officer (Secretary)

- (2) The Functions and Powers of the Tender Board shall be to :
- (a) Review tender and procurement plans in order to ensure that they support the objectives and operations of the University;
 - (b) Confirm the range of acceptable costs of items to be procured and match these with the available funds in the approved budget;
 - (c) Review the annual schedules for procurement and specifications and also ensure that the procurement procedures to be followed are in strict conformity with the procurement policies of the University;
 - (d) Ensure that the necessary concurrent approval is secured from the relevant tendering authority/Board prior to the award of contract;
 - (e) Facilitate contract administration and ensure compliance with all reporting requirements under the procurement policy of the institution
 - (f) Ensure that stores and equipment are disposed of in compliance with the procurement policy of the institution.
 - (g) Shall be guided by the Procurement Manual

A4. Physical Development and Estate Management Committee

- (1) Membership of the Physical Development and Estate Management Committee
- (a) Founder or Shareholder's Representative, as the Chairperson
 - (b) President
 - (c) Registrar
 - (d) Director of Physical Development and Estate Management
 - (e) Chief Operating Officer
 - (f) Finance Officer
 - (g) One person appointed by Board of Directors from among the members of the Board
- (2) The Functions and Powers of the Physical Development and Estate Management Committee shall be to
- (a) Formulate the Physical Development Policy of the University.
 - (b) Recommend to the Board annual physical development projects within the University.
 - (c) Determine building programmes and approve plans for physical development of the University.
 - (d) Appoint such architects, consultants and other professional persons as, in its view, are required for the best implementation of such plans.
 - (e) Control all design matters.
 - (f) Take all steps as it thinks fit for the development, care and maintenance of the properties of the University.
 - (g) Advise and exercise supervision over development projects within the University.
- (3) The Works and Physical Development Committee shall meet at least once in a semester and one-half (1/2) of its total membership shall constitute a quorum.

A5. Safety and Security Services Committee

- (a) The Committee shall comprise:
 - (i) Chairperson appointed by the Board of Directors
 - (ii) President
 - (iii) Registrar
 - (iv) Chief Operating Officer
 - (v) Director of Physical Development and Estate Management
 - (vi) One representative of the Board of Directors
 - (vii) Dean of Students
 - (viii) Finance Director
 - (ix) Human Resource Director
 - (ix) Junior Assistant Registrar/ Assistant Registrar (HRD)

In Attendance

One Representative of the Security Services

- (b) The functions and powers of the Committee shall:
 - (i) developing and keeping under review policies for the security and safety of persons in and property of the University;
 - (ii) Monitor and deal with security and safety matters of the University.
 - (iii) perform any other functions that the Board may assign.

SCHEDULE 'B': STATUTORY COMMITTEES OF COUNCIL

The following shall be the statutory committees of Council with their functions and powers. The Statutory Committees of Council shall report to Council.

B1. Appointments and Promotions Committee - Senior Members

- (1) Membership of the Appointments and Promotions Committee
The Appointments and Promotions Committee for Senior Members shall consist of:
 - (a) the President – Chairperson;
 - (b) the Vice Presidents;
 - (c) two Professors elected by the Academic Board;
 - (d) the Dean of the Faculty in which the appointment is being made;
 - (e) one person from outside the University who may be co-opted as an External assessor;
 - (f) one representatives of an affiliated university (if any); and
 - (g) Registrar
- (2) The Functions of the Appointments and Promotions Committee shall be to:
 - (a) review applications, interview persons and make appropriate recommendations to Council for appointments and promotions by adhering to the approved criteria for appointments and promotions of senior member;

- (b) formulate policies relating to appointments and promotions of Senior members and make recommendations to the Council through the Academic Board for consideration; and
- (c) comply with the procedure for the appointment and promotion of senior members as set out in Schedule C.

B2. Finance Committee

- (1) Membership of the Finance Committee
 - (a) Chairperson of the Board
 - (b) President
 - (c) Vice President
 - (d) Registrar
 - (e) A member of Council not being in the employment of the University
 - (f) Two members of the Academic Board elected by that body Deans and Heads of Departments
 - (g) Finance Director
 - (h) In Attendance Senior Assistant Registrar/ Deputy Registrar – Secretary

- (2) The Functions and Powers of the Finance Committee shall be to
 - (a) Prepare annual budget for the University for approval by Board of Directors.
 - (b) Advise the Board of Directors and the Council on management and administration of finances and properties of the University.
 - (c) Subject to approval of Board of Directors, formulate and implement financial policies of the University.
 - (d) Invest and manage University funds.
 - (e) Incur or authorise persons or bodies to incur expenditure from University funds, including any income accruing to any section of or body within the University.
 - (f) Prepare annual accounts of the University for approval by the Board of Directors.
 - (g) Carry out any other function that may be delegated to it by the Board of Directors

B.3 Administrative Management Committee

- (1) Membership of the Management Committee

(a) President	-	Chairperson
(b) Vice President	-	Member
(c) Registrar	-	Member
(d) Dean’s Representative	-	Member
(e) Finance Director	-	Member
(f) Chief Operating Officer	-	Member
(g) Senior Assistant/Deputy Registrar (HR)	-	Secretary

- (2) Functions and Powers of the Administrative Management Committee
 - (a) Oversee day-to-day operations and ensure effective administrative, academic, and financial management of the University.
 - (b) Advise on matters related to the overall improvement of the University.

SCHEDULE 'C': PROCEDURE FOR THE APPOINTMENT AND PROMOTION OF SENIOR MEMBERS (ACADEMIC)

During the period of the University's affiliation with a mentor institution, the procedure for the promotion of Senior members (Academic) shall be the procedure of the mentor institution. The procedure set out in this Schedule 'C', shall apply during a period of non-affiliation.

C.1 Criteria for Promotions and Process for Consideration

- (1) This procedure shall apply to academic staff seeking promotion from one academic rank to the next higher rank; in accordance with the academic ranks specified in Section 51 of these statutes; for example, from Lecturer/Research Fellow to Senior Lecturer/Senior Research Fellow; from Senior Lecturer/Senior Research Fellow to Associate Professor, and from Associate Professor to Professor.
- (2) Promotions from one academic rank to another shall be based on merit/performance in the areas of attainment expected of academic staff, namely:
 - Teaching;
 - Research and Publication; and
 - Community Service.
- (3) For Research and Publication, applicants are encouraged to publish in, peer reviewed journals indexed or published by the following among others:
 - African Journals Online (AJOL)
 - Directory of Open Access Journals (DOAJ);
 - E-Library
 - EBSCO Host;
 - Emerald Publishing
 - JSTOR;
 - Open Access Scholarly Publishers Association
 - Project Muse;
 - Sage Journals;
 - Science Direct;
 - Scopus; Springer;
 - Taylor and Francis;
 - Wiley; and
 - WIUC-GH Journal.

The above list shall be amended from time to time to include new journals and indexing organizations as shall be appropriate.

- (4) Each of the above three areas of merit and performance shall, for purposes of promotion, be assessed at one of the following four levels:
 - Exceptional Performance (80-100)
 - High Performance (60-79)
 - Average Performance (50-59)
 - Low Performance (0-49)
- (5) To ensure transparency and speedy processing of applications for promotion, all applications for promotion shall follow the following steps:
 - (a) a cover letter of submission, the completed application form for promotion, with all the required attachments, shall, in the first instance be submitted to the Faculty Appointments and Promotions Committee, through the Dean of the Faculty, with a copy of the letter of submission to the Registrar;
 - (b) the Dean of the Faculty, upon receipt of an application, shall acknowledge receipt of the application to the applicant, copied to the Faculty Appointments and Promotions Committee;
 - (c) the Faculty Appointments and Promotions Committee shall inform the applicant and the Registrar of the receipt of the application, shall deliver the application (together with all the attachments) to the Registrar, and request the Registrar to make arrangements for consideration of the application;
 - (d) The Registrar shall deliver the application (together with all the attachments) to the Appointments and Promotions Committee of the University for consideration; and
 - (e) The Appointments and Promotions Committee of the University shall acknowledge receipt of the application from the Faculty, copied to the applicant concerned.

C.2 Norms for Assessable Areas and Guidelines for Evaluation

- (1) The performance of applicant in each of the three assessable areas set out in Schedule C.1(2), shall, for the purposes of promotion, be evaluated using a point system and scored at one of the following four levels based on the total points earned:

Performance Score	Total Points
Exceptional	(80 -100)
High	(60 – 79)
Average	(50 – 59)
Low	(0 – 49)

- (2) Assessment for promotion in the area of Teaching, shall be conducted by the Dean of the Faculty;

- (a) the Faculty Appointments and Promotions Committee; and
 (b) the Appointments and Promotions Committee of the University
 (c) provided, however, that no person of a lower rank shall be permitted to assess the Teaching performance of a person of a higher rank.
- (3) In assessing the performance in Teaching, the following factors and indicators shall be taken into consideration:
- (a) Lecture/Teaching load;
 (b) regularity and punctuality at lectures;
 (c) Preparation of lecture materials (course outlines, lecture notes, handouts, Power Points slides, assignments);
 (d) provision of learning experience for students (practical, field trips, etc.);
 (e) completion of the syllabus on schedule;
 (f) quality of examination questions and marking schemes (provide a sample dossier in the application);
 (g) punctuality in setting examination questions and marking of examinations scripts;
 (h) comments of External Examiners and Moderators on the Applicant's examination questions and marking schemes;
 (i) supervision of students' project works and theses where applicable; and
 (j) students' reaction to and appraisal of applicant's teaching and supervision.
- (4) Each of the above factors shall be critically assessed and weighted as follows:
- 10 points shall be awarded for excellent performance
 - 6 points shall be awarded for good performance
 - 4 points shall be awarded for average performance
 - 3 points and below shall be awarded for below average performance
- (5) Assessment for promotion in the area of Research and Publication shall consider the following factors and indicators:
- (a) Publications arising out of research;
 (b) Theory and concept development arising out of research; and
 (c) Development of technology or products arising out of research.
- (6) Only the following categories of publications shall be counted for the purposes of publications:

No.	Publications	No. of Publications	Weighting Points
1	Refereed Journal Article	2 Articles	20 points
2	Books (Refereed)	3 Articles	30 points
3	Book Chapter/Policy Briefs	1 Article	10 points
4	Editing Conference Volume	3/4 Article	7.5 points
5	Editing Books & other materials	1 Article	10 points

6	Monograph	2 Articles	20 point
7	Book review	½ Article	5 points
8	Article review	¼ Article	2.5 points
9	Conference paper presented (refereed)	½ Article	5 points
10	Seminars/workshops/conf. (Non-refereed)	¼ Article	2.5 points
11	Creative work/patented invention/technology/ product: Musical composition, Theatre, Literary publications etc (Refereed)	2 Articles	20 points
12	Technical Report (Implemented)	¾ Article	7.5 points
13	Research Report - Unrefereed	¼ Article	2.5 points
14	Memoires		
	Handbooks and pamphlets (edited)	½ Article	5 points

- (7) For clarity, (a) Books must have been published by reputable local or international publishers, (b) Jointly published works shall be deemed to have been published individually by each co-author, and the total weighted point shall be given to each co-author.
- (8) For further clarity, the evaluation of an applicant's research publications shall be undertaken by External Assessors who are competent in the applicant's area of specialisation, and who are, at least, at the academic rank for which the applicant seeks to be promoted. For applications to the rank of Senior Lecturer, one (1) External Assessor shall be appointed to evaluate the applicant's research and publications, and for applicants to the rank of Associate Professor and Professor, two External Assessors shall be appointed to evaluate the applicant's publications.

C.3 Promotional Ranks and Assessment

- (1) **Lecturer/Research Fellow**
For appointment or promotion to the rank of Lecturer or Research Fellow, an applicant must possess a research masters degree or equivalent professional qualification in the relevant discipline.
- (2) **Senior Lecturer/Senior Research Fellow**
For appointment or promotion to the rank of Senior Lecturer or Senior Research Fellow, an applicant
- must in the first instance, possess a PhD Degree in the relevant discipline;
 - must have served as a Lecturer/Research Fellow, for at least Four (4) years;
 - must have seven (7) publications out of which peer review

- journals/articles shall constitute at least sixty percent (60%); and
- (d) must obtain minimum scores in the three performance areas as follows, either
 - (i) “Exceptional” performance in Teaching,
 - (ii) “Exceptional performance in Research, plus
 - (iii) “Average” performance in Community Service, OR
 - (iv) “High” Performance in all three areas

(3) **Associate Professor**

For promotion to the rank of Associate Professor, Applicants

- (a) must have served as Senior Lecturers/Senior Research Fellows for a minimum of five (5) years
- (b) must have an additional seven (7) refereed publications after their promotion to Senior Lecturer rank, and at least sixty percent (60%) of their publications shall be in peer reviewed journals, and
- (c) must obtain minimum scores in the three performance areas as follows:
 - (i) “Exceptional” performance in Teaching
 - (ii) “Exceptional Performance in Research, plus at least
 - (iii) “High” performance in Community Service.

(4) **Professor**

For promotion to the rank of Professor, Applicants

- (a) must have served first as Associate Professors and/or analogous grade for a minimum of five (5) years;
- (b) must have an additional ten (10) refereed publications after their promotion to Associate Professor rank, and at least sixty percent (60%) of their publications shall be in peer reviewed journals; and
- (c) must obtain minimum performance scores in all three assessable areas at the “Exceptional ”level.

SCHEDULE D: PROCEDURE FOR APPOINTMENTS AND PROMOTIONS OF SENIOR MEMBERS (ADMINISTRATIVE/ANALOGOUS RANKS)

- (1) This procedure shall apply to administrative staff seeking promotion from one administrative /analogous rank to the next higher rank; in accordance with the administrative/analogous ranks specified in Section 51 of these statutes.
- (2) The Registrar shall maintain a register of applications received in the office of the Registrar indicating the dates of receipt, and shall bring the register to the attention of the Appointments and Promotions Board at least twice a semester indicating the stage of processing of each application.
- (3) When the processing of an application is completed, the Registrar shall list the application for the consideration of the Appointments and Promotions Board, inviting the candidate for interview where necessary.

- (4) In each case of an appointment or promotion the Registrar shall provide the Appointments and Promotions Board with:
- (a) the approved departmental establishment;
 - (b) the approved criteria for appointment/promotion;
 - (c) the reports of the Faculty/Registry Appointments Committee
 - (d) the reports of the Referees/External Assessors; and
 - (e) the salary scale and the recommended entry point.
- (5) For the appointment/promotion to the administrative/professional grades evidence of promise/continuing performance in respect of the following shall be required:
- (a) grasp of administrative procedures/regulations and organizational ability;
 - (b) leadership;
 - (c) initiative and reliability;
 - (d) sense of responsibility; and
 - (e) Research activities/Reports
- (6) Assessment of the above shall require a report of the applicant on the applicant's contribution to the work of the University or other institutions, to which may be attached memoranda.
- (7) Junior Assistant Registrar
- (a) The following shall be the criteria for the promotion to the rank of Junior Assistant Registrar:
 - (i) the applicant shall have a good Master's degree or its equivalent;
 - (ii) the applicant may be required to possess at least two years' work experience after graduation;
 - (iii) the appointment shall be for two years in the first instance, exceptionally for a third year; and
 - (iv) the appointment shall be terminated at the end of two years unless
 - (v) the person can be promoted to a grade higher than that of Junior Assistant Registrar.
- (8) Assistant Registrar
- (a) The following shall be the criteria for the promotion to the rank of Assistant Registrar
 - (i) The applicant shall possess a good Master's degree or its equivalent, and at least Four (4) years of relevant experience; OR
 - (ii) The applicant shall possess an advanced degree in administration or equivalent professional qualification; and satisfactory work performance in the grade of Junior Assistant Registrar for at least Two (2) years.
 - (b) The appointment shall normally be for Four (4) years, the first year of which shall be regarded as a period of probation.

- (9) Senior Assistant Registrar
- (a) The following shall be the criteria for the promotion to the rank of Senior Assistant Registrar:
- (b) Assistant Registrar:
- (i) the applicant must have a Masters Degree;
 - (ii) the applicant must have satisfactory work performance in the grade of Assistant Registrar, or equivalent position for at least four (4) years; and
 - (iii) two External Assessors shall be required to evaluate the applicant's qualifications and suitability.
- (10) Deputy Registrar
- (a) Appointment to the position of Deputy Registrar shall proceed as follows;
- (i) the applicant must have a Masters Degree;
 - (ii) the applicant must have satisfactory work performance in the grade of Senior Assistant Registrar, or equivalent position for at least four (4) years; and
 - (iii) two External Assessors shall be required to evaluate the applicant's qualifications and suitability.
 - (iv) The appointment shall be determined by the Council.

SCHEDULE 'E': STANDING COMMITTEES OF THE ACADEMIC BOARD

E1. Executive Committee

- (1) Membership of the Executive Committee
- | | | | |
|--------|--|---|-------------|
| (i) | President | - | Chairperson |
| (ii) | Vice President | - | Member |
| (iii) | Registrar | - | Member |
| (iv) | Deans of Faculties/Schools | - | Member |
| (v) | Academic and Administrative Directors | - | Member |
| (vi) | Internal Auditor | | |
| (vii) | Head, Career and Counselling Unit | | |
| (viii) | Deputy Registrar/Senior Assistant Registrar (Academic Affairs Directorate) – Secretary | | |

Quorum: Fifty percent of the membership

- (2) Functions and Powers of the Executive Committee
- (i) 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.
 - (ii) Decide on the strength of all establishments in the University and the need or otherwise for the creation of new posts in consultation with relevant Heads of Department.

- (iii) Receive annual reports from the Registrar as to whether all Committees of the Academic Board have functioned properly throughout the year.
- (iv) In emergency/exceptional cases, the President may act on behalf of the Executive Committee of the Academic Board subject to ratification
- (v) The decisions of the Executive Committee shall be reported to the Academic Board at its subsequent meeting by the President for ratification
- (vi) The Committee should hold quarterly meetings, with additional meetings as needed.

E2. Student Affairs Committee

(1) Membership of the Student Affairs Committee

- (i) Vice President - Chairperson
- (ii) Dean of Students - Member
- (iii) Head, Career and Counseling Services - Member
- (iv) Deputy Registrar/Senior Assistant Registrar (Academic Affairs) - Member.
- (v) One (1) Faculty Representative from each School/Faculty nominated by the Dean of the School/faculty.
- (vi) Two (2) student representatives nominated by the SRC, one (1) of whom shall be a graduate student.

Quorum: Fifty percent of the membership

(2) Functions and Powers of the Student Affairs Committee

- (i) Be responsible for student welfare matters.
- (ii) To advise the Academic Board on student support systems.
- (iii) Monitor and evaluate implementation of programmes/activities and services instituted to promote student academic and social wellness in the Institute.
- (iv) To address the extenuating circumstances needs of students.

E3. Library Committee

Membership of the Library Committee

- (i) Vice president - Chairperson.
- (ii) University Librarian - Member
- (iii) One (1) Faculty Representative from each School/Faculty nominated by the Dean of the School/Faculty.
- (iv) Director of Information, Communication and Technology Directorate (ICT)
- (v) Finance Director
- (vi) Two student representatives nominated by the SRC, one (1) of whom shall be a graduate student.
- (vii) Junior Assistant/Assistant Registrar (Library) - Secretary

Quorum: Fifty percent of the membership

- (1) Functions and Powers of the Library Committee
 - (i) To formulate policies for Management and use of the Library
 - (ii) To advise the annual budgetary allocation for the Library.
 - (iii) To formulate policies for collection, development, and acquisition of materials and equipment for the Library.
 - (iv) To determine automation priorities of the University Library.
 - (v) To add, amend, or delete any rules prescribed for the use of the Library.

E4. Examinations, Programme Planning and Development Committee

- (1) Membership of the Examinations Programme Planning and Development Committee
 - (i) President/Vice President – Chairperson
 - (ii) Registrar - Member
 - (iii) Deans of Faculty/School - Member
 - (iv) Librarian - Member
 - (v) Director of Finance - Member
 - (vi) Examinations, Programme Planning and Development (EPPD) Director
 - (vii) Director, Quality Assurance and International Relations Directorate (QAIRD)
 - (viii) Professors (Up to 3) nominated by the President
 - (ix) Two (2) members elected by the Academic Board
 - (x) Assistant Registrar/ Senior Assistant Registrar (Academic) – Secretary

Quorum: Fifty percent of the membership

- (2) Functions and Powers of the Examinations, Programme Planning and Development Committee
 - (i) To consider the immediate and long term academic needs of the University and to design appropriate plans and strategies
 - (ii) Advise on new courses/programmes of study for the university taking into accounts the man power needs of the nation and goals set by the University.
 - (iii) Study the operational situation of the University and make appropriate recommendations towards the establishment and/or improvement in the teaching and learning structures of the University Monitor and prompt Faculties/Schools/Departments to review their academic programmes
 - (iv) Advise the Academic Board on matters relating to the establishment of
 - (v) department, merger, rationalizing or closing down of existing departments which are not financially viable.
Fifty percent plus one (50%+1) shall form a quorum

E5. Research and Publications Committee

- (1) Membership of the Research and Publications Committee
 - (i) Vice President - Chairperson.
 - (ii) Dean of the School of Research and Graduate Studies (SRGS)
 - (iii) One (1) Faculty representative of Professorial rank nominated by the Academic Board.
 - (iv) One (1) Faculty representative from each School/Faculty.
 - (v) Editor-in-Chief of the University Journal
 - (vi) The Librarian.

Quorum: Fifty percent of the membership

In attendance

Finance Officer or his representative not below the rank of Accountant
Registrar's representative (Assistant Registrar at SRGS) as Secretary

- (2) Functions and Powers of the Research and Publications Committee
 - (i) To determine general policy and guidelines on research and publications, and co-ordinate research activities in University.
 - (ii) To examine and take appropriate action on grants for research, Conferences and Scholarships as may be approved by the Academic Board from time to time.
 - (iii) Advise on the allocation and disbursement of funds for research.
 - (iv) To receive periodic reports on the expenditure and on the progress of prosecution of the research projects.
 - (v) To examine and take appropriate action on all applications for research grants chargeable to the Research and Conferences Fund.

E6. Appointments & Promotions Committee - Junior/Senior Staff

- (1) Membership of the Appointments & Promotions Committee (Junior/Senior Staff):
 - (i) Vice President;
 - (ii) Registrar;
 - (iii) Director of Finance;
 - (iv) Director of the Human Resource
 - (v) the appropriate Dean/Head of Department of the applicant;
 - (vi) one representative each of the Senior and Junior Staff
 - (vii) Dean/Head of Department concerned

Quorum: Fifty percent of the membership

- (2) Functions and Powers of the Appointments & Promotions Committee:
To make recommendations on the appointments and promotions of Junior and Senior Staff. Four (4) members including the President or the Registrar shall constitute a quorum

E7. Disciplinary Committee-Senior members

- (1) Membership of the Disciplinary Committee
- Vice President – Chairperson
 - Registrar
 - A qualified practicing Lawyer from the Faculty of Law, of the rank of at least Senior lecturer appointed by the Dean.
 - Two representatives of the Academic Board
 - One representative of Senior Member/Staff Association if any
 - Assistant Registrar/ Senior Assistant Registrar (DHR) – Secretary

In attendance

Head of Department concerned

Quorum: All members to be present

- (2) Functions and Powers of the Disciplinary Committee
- Determine disciplinary issues referred to it and make recommendations/report appropriately.

E8. Disciplinary Committee-Junior members

- (1) Membership of the Disciplinary Committee
- (i) A qualified practicing Lawyer from the Faculty of Law, of the rank of at least Senior lecturer appointed by the Dean as the Chairperson.
 - (ii) Representatives of Deans from the Faculty/School
 - (iii) Students Representative Council (SRC) President or a representative appointed by the President (who is an Executive Member of the SRC)
 - (iv) One Student representative of the graduate students of the University or an Executive Member of Graduate Students' Association of Ghana (GRASAG) WIUC-GH Branch, nominated by the GRASAG President
 - (v) Assistant Registrar/ Senior Assistant Registrar (FOL) – Secretary
- Quorum:** All members to be present

- (2) Functions and Powers of the Disciplinary Committee
- Determine disciplinary issues referred to it and make recommendations/report appropriately.

E9. Disciplinary Committee-Senior/Junior Staff

- (2) Membership of the Disciplinary Committee
- (i) A qualified practicing Lawyer from the Faculty of Law, of the rank of at least Senior Lecturer appointed by the Dean as the Chairperson.
 - (ii) Two representatives of the Academic Board
 - (iii) Two representatives of Junior Senior/Staff Member or Association if any
 - (iv) Assistant Registrar/ Senior Assistant Registrar (DHR) – Secretary

In attendance

Head of Department concerned

Quorum: All members to be present

- (2) Functions and Powers of the Disciplinary Committee
Determine disciplinary issues referred to it and make recommendations/
report appropriately.

E10 Board of School of Research and Graduate Studies (SRGS)

- (1) Membership of the Board of School of Research and Graduate Studies
 - (i) Dean of School of Research and Graduate Studies – Chairperson
 - (ii) Librarian
 - (iii) Deans or their Representatives who should be of at least Senior Lecturer rank
 - (iv) Director of Quality Assurance and Institutional Directorate
 - (v) Director/Head of Academic Affairs
 - (vi) Senior/Assistant Registrar (SRGS) – Secretary

Quorum: Fifty percent of the membership.

- (2) Functions and Powers of the Board of School of Research and Graduate Studies
 - (i) Conduct appraisal of candidates, supervisors, coursework, theses topics, titles and synopses for higher qualifications based upon recommendations from School/Faculty Boards on Graduate Studies.
 - (ii) Recommend the appointment of Internal and External Examiners in respect of written papers for postgraduate courses, dissertations or theses to the Academic Board based upon recommendations from School/Faculty Boards on Graduate Studies.
 - (iii) Keep records of all postgraduate students and publish the Postgraduate Handbook from time to time.
 - (iv) Periodically initiate the process for review of the graduate curricula.
 - (v) Make recommendations to the Academic Board for the award of post-graduate diplomas and higher degrees upon recommendations from School/Faculty Boards on Graduate Studies.
 - (vi) Liaise with Heads of Department on postgraduate matters in their various Departments.
 - (vii) Establish and maintain links with graduate schools in other universities or institutions and promote exchanges of postgraduate students and staff engaged in graduate work between Wisconsin University, Ghana and other institutions.

E11. Time-Table Committee

- (1) Membership of the Time-Table Committee

- (i) Director for Examination Planning and Programme Development as Chairperson
- (ii) COO
- (iii) One representative of the Registrar
- (iv) Director of Academic Affairs
- (v) Director, Physical Development and Estate Management
- (vi) Director, ICTD
- (vii) Deans or their Representatives / Faculty/School Examination Officers
- (vii) Timetable Technical Team
- (ix) Faculty Officers
- (x) One representative each of SRC and GRASAG
- (xi) Junior Asst. Registrar /Assistant Registrar (EPPD), Secretary

Quorum: Fifty percent of the membership

(2) Functions and Powers of the Time-Table Committee

- (i) Draw up time-tables for teaching and examinations in consultation with the Academic Planning and Programme Development Directorate.
- (ii) Allocate lecture theatres/spaces for teaching.

E12. Public Affairs/Relations Committee

(1) Membership of the Public Relations Committee

- (i) Vice President – Chairperson
- (ii) Registrar
- (iii) Chief Operating Officer
- (iv) Director of QAIRU
- (v) Director of Public Affairs and Marketing Directorate
- (vi) Director/Head of Academic Affairs
- (vii) Director of Finance
- (vii) One representative elected by Faculty/School
- (ix) Director of Physical Development and Estate Management
- (x) Dean of Students
- (xi) Director of International Relations and Programmes
- (xii) Representative of Wisconsin Radio from the School of Communications Studies
- (xiii) One representative each elected by SRC and GRASAG
- (xiv) One representative elected by the WIUC-GH Alumni Association
- (xv) Junior Assistant Registrar/Assistant Registrar (PAMD) – Secretary

Quorum: Fifty percent of the membership

(2) Functions and Powers of the Public Relations Committee

- (i) Establish and maintain contact with the University community and the public, using the appropriate media.

- (ii) Review periodically, the University's public and community relations and suggest measures for improvement.
- (iii) Plan and draw programmes for all official ceremonies including Congregation.
- (iv) Organise and coordinate all public lectures in the University.
- (v) Maintain contact with the University Alumni Association.
- (vi) Market the University's programmes

E13. Sexual Harassment Committee

(1) Membership of the Sexual Harassment Committee

- (i) Chairperson appointed by President
- (ii) The Sexual Harassment Officer
- (iii) Dean of Students
- (iv) Head, Career and Counseling Services
- (v) One Dean appointed by the Academic Board
- (vi) Representative of GRASAG
- (vii) Representative of SRC
- (viii) A Legal representative from the Faculty of Law nominated by the Dean
- (ix) Secretary appointed by the Registrar

Quorum: Fifty percent of the membership.

(2) Functions and Powers of the Sexual Harassment Committee

- (i) Provide education for the entire University Community, including providing avenues for education and training on the University's Policy on Sexual Harassment to Deans, Heads of Department and Academic Advisors.
- (ii) Monitor compliance with the Sexual Harassment Policy.
- (iii) Receive, investigate complaints on sexual harassment and make appropriate recommendations to the President
- (iv) Ensure that newly appointed staff and fresh students receive orientation on the Sexual Harassment Policy of the University.
- (v) Be responsible for the production and dissemination of educational materials on issues of sexual harassment to the general University Community through the HSO.

E14. Quality Assurance Committee

(1) Membership of the Quality Assurance Committee

- (i) Vice-President;
- (ii) Registrar;
- (iii) Director, Quality Assurance and Institutional Relations Directorate;
- (iv) Finance Director;
- (v) Internal Auditor;

- (vi) University Librarian;
- (vii) Deans
- (vii) Director of Physical Development and Estate Management; and

Quorum: Fifty percent of the membership

(2) Functions and Powers of the Quality Assurance Committee

- (i) Advise the University Management about strategic projects that may help in achieving the University's vision and mission
- (ii) Recommend for approval, implementation, monitoring and evaluation of academic policies
- (iii) Lead the implementation and review of the University Strategic Plan and guide different university units in the development, implementation and review of their respective Operational Plans
- (iv) Manage the quality circle as well as the self-assessment practices of the University and ensure that standards are maintained and/or improved.
- (v) Review University systems, processes and KPIs to ensure continuous improvement of University Quality Assurance practices and standards.
- (vi) Lead and coordinate in the preparation of the University Quality
- (vii) Portfolio and other similar reports required by external Regulators.
- (vii) Carry out any other duties as the need arises and as assigned by the University Council.

E15. Online Education Committee

(1) Membership of the Online Education Committee

- (i) Online Teaching and Learning Director- Chairperson;
- (ii) Director, ICT Directorate;
- (iii) Director of Quality Assurance and Institutional Relations Directorate;
- (iv) two Deans and HODs from any of the Schools/Faculties who shall be appointed by the President of the University; and
- (v) Director, Examinations, Programme Planning and Development.
- (vi) Assistant/Senior Assistant Registrar (ICT Directorate) – Secretary

Quorum: Fifty percent of the membership

(2) Functions and Powers of the Online Education Committee

- (i) Establish short-term and long-term planning goals for Online Education Initiatives that enhance engagement and success of faculty and of students, specific to Online and blended teaching and learning.
- (ii) Review and recommend changes to the online education policies and procedures as deemed necessary.

- (iii) In collaboration with Quality Assurance Committee review the course syllabi of online courses and programmes and recommend changes as deemed necessary.

E16. Joint Admissions Committee

- (1) Membership of the Joint Admission Committee:
 - (i) Vice President – Chairperson
 - (ii) Registrar
 - (iii) Deans
 - (iv) Director, EPPD
 - (v) Director/Head of Academic Affairs
 - (vi) Assistant Registrar (Academic Affairs Directorate) – Secretary

Quorum: Fifty percent of the membership

- (2) Functions and Powers of the Joint Admissions Committee
 - (i) Make recommendations on Admissions Policy to the Academic Board of the University.
 - (ii) Determine admission quotas/numbers in consultation with the President.
 - (iii) Approve selections recommended by the Faculties/Schools.

E17 Staff Development Committee (SDC)

- (1) Membership of the Staff Development Committee:
 - (i) The Vice President as Chairperson.
 - (ii) One (1) representative from each School/Faculty.
 - (iii) One (1) representative each from the three (3) categories of staff (Senior Members, Senior Staff and Junior Staff).
 - (iv) The Director of Human Resource Management.
 - (v) The Finance Director
 - (vi) Junior/Assistant Registrar (HRMD) as Secretary

Quorum: Fifty percent of the membership including the Chairperson

- (2) Functions and Powers of the Staff Development Committee
 - (i) To advise the Academic Board on Wisconsin scholarship and Staff Development Policies.
 - (ii) To recommend to the Academic Board the award of merit-based scholarship to staff
 - (iii) To undertake undergraduate and postgraduate studies.
 - (iv) To award, on behalf of the Academic Board, sponsorship to attend academic conferences, workshops and other staff development programmes.

E18 Examinations Committee

- (a) Membership of the Examination Committee:
 - (i) Vice President - Chairman
 - (ii) Deans or their Representatives / Faculty/School Examination Officers
 - (iii) Director, (EPPD) and Representatives for Timetable
 - (iv) COO
 - (v) University Examinations Officer
 - (vi) University Librarian
 - (vii) Director, Finance
 - (viii) Director of Academic Affairs
 - (ix) Director, University Clinic
 - (x) Director, ICT
 - (xi) Director, PAM
 - (xii) Director, Physical Development and Estate Management
 - (xiii) Faculty Officers
 - (xiv) Assistant Registrar (Academic Affairs Directorate) – Secretary

- (b) Quorum Fifty per cent (50%), including the Chairman

- (c) Functions and Powers of the Examinations Committee
 - (i) Organises the examinations and other assignments that emerge from the examination regulations.
 - (ii) The Committee shall be responsible for the observance of examination regulations and rules on appeals against decisions that have been made during examination procedures.
 - (iii) The examination committee report to the President about its activities at the beginning of the academic year and can make recommendations regarding subject requirements and examination regulations.
 - (iv) The Committee shall oversees the approval of examination timetables and ensure proper administration and security of examination materials.

SCHEDULE 'F': DISCIPLINARY OFFENCES AND MISCONDUCT IN THE UNIVERSITY AND PENALTIES

- (1) Council of the University may from time to time, specify classes of disciplinary offences and misconduct in the University.

- (2) Without limiting the ability of Council to specify new classes of disciplinary offences and misconduct, the following shall constitute disciplinary offences and misconduct in the University;
 - (a) absence from duty without leave or reasonable excuse;
 - (b) insubordination;
 - (c) rudeness;
 - (d) drinking alcoholic beverages or getting intoxicated during office hours;

- (e) use of University property/facility etc for purposes for which they are not intended;
- (f) engaging in any gainful occupation outside the University, without the approval or consent of the University, where such gainful occupation conflicts with the functions of the University;
- (g) failure to submit required reports and/or information timely (This includes but not limited to entry of grades, quarterly reports;
- (h) unauthorized disclosure of official information or document;
- (i) failure to maintain the strictest secrecy regarding the affairs of the University;
- (j) receiving or soliciting any contribution in kind or cash from the public on behalf of the organization without written approval;
- (k) receiving gifts for the performance of legitimate duties;
- (l) misappropriation of the organization's funds;
- (m) malingering or dereliction of duty;
- (n) forgery or fraudulent misrepresentation;
- (o) coercion, intimidation, or threatening, assault of a fellow employee or use of insulting language;
- (p) spreading of malicious or false information about fellow employees or the organization;
- (q) failure to comply with laid-down safety regulation;
- (r) falsification of documentation (letters, timesheets, etc);
- (s) sexual harassment of any form;
- (t) habitual lateness to work;
- (u) borrowing money from or placing oneself under pecuniary obligation to a firm or person having business dealings with the University;
- (v) late submission of results;
- (w) failure to attend faculty, academic, and invited meetings;
- (x) accepting material gifts or rewards in exchange for positive grades or assessments;
- (y) assigning grades or assessments that are biased by a student's culture, ethnicity, or other ascriptive attributes or failure to purchase instructor materials;
- (z) forcing students to purchase materials that are copyrighted by the instructor;
- (z.1) disclosing confidential information regarding a student for the purposes of exploiting, harassing, or discriminating against that student;
- (z.2) ignoring the inadequate teaching of colleagues, the unequal treatment of students, or the misconduct of fellow professionals (Directed at Deans).
- (z.3) conduct that brings the reputation and image of the university into disrepute.
- (z.4) destruction of university property shall attract disciplinary action.

SCHEDULE 'G': THE STUDENTS REPRESENTATIVE COUNCIL (SRC)

G 1 COMPOSITION, AIMS AND OBJECTIVES

- (1) There shall be a Students Representative Council of the Wisconsin International University College, Ghana (hereinafter referred to as the SRC).
- (2) The composition, aims and objectives of the Students Representative Council shall be as prescribed in the SRC Constitution. The functions of the Students Representative Council, shall be as prescribed by Statute 69.

G 2 CONSTITUTION OF SRC

The Constitution of the SRC shall be accepted by the General Assembly of the SRC and sent through the Dean of Students to the Academic Board for consideration and approval in so far as it does not conflict with the Statutes of the Wisconsin International University College, Ghana.

G 3 THE EXECUTIVE COMMITTEE OF SRC

- (1) There shall be an Executive Committee of the SRC which shall comprise the following:
 - (a) President (Chairperson)
 - (b) Secretary
 - (c) Treasurer
 - (d) General Sports Secretary
 - (e) Coordinating Secretary
 - (f) Public Relations Officer
 - (g) Presidents of JCRCs
- (2) The functions of the Executive Committee of SRC shall be prescribed by the Students Representative Council.

G 4 ELECTION OF SRC AND JCRC OFFICERS

- (1) There shall be general elections for the Officers of SRC and the Junior Common Rooms in the second semester of each academic year. The elections shall be held in the last week in March.
- (2) SRC Positions to be contested shall include:
 - (a) **SRC**
President
Secretary
Treasurer
General Sports Secretary
Coordinating Secretary
Public Relations Officer

- (b) **GRASAG**
 - President
 - Secretary
 - Treasurer
 - Financial Secretary
 - Organising Secretary
 - Women's Commissioner

- (3) Any student elected under this provision shall hold office for a term of one academic year.

- (4) The mode and conditions for standing for elections shall be prescribed in the SRC Constitution subject to the approval of the Academic Board. The Elections shall be supervised by the Electoral Commission and the Dean of Students.

- (5) No students shall be eligible to contest in any election in the University (SRC and GRASAG) unless
 - (a) He/she has been in the University as a student for at least one academic year
 - (b) He/she is eligible to contest elections under his/her hall's constitution
 - (c) He/she is in good academic standing; that is CGPA of at least 3.0 at the time of standing for election
 - (d) He/she has paid his/her school fees in full
 - (e) He/she is of sound mind.

- (6) A student shall not qualify for election to any executive office if:
 - (a) He/she has a criminal record
 - (b) He/she has violated any university regulation or been found guilty of any misconduct or any act which constitutes a criminal offence under the Constitution of Ghana
 - (c) He/she is a repeating candidate at the time of contesting in the elections
 - (d) He/she has been adjudged or otherwise declared to have misappropriated funds or conducted himself/herself in such a manner as to cause depreciation, loss or otherwise in respect of any cash or property entrusted to him/her
 - (e) He/she has been found by any committee of enquiry to be incompetent to hold any office or is a person of whom a committee or commission of enquiry has found that while holding any office has acquired assets unlawfully or defrauded or misused or abused his/her office or wilfully acted in a manner against the interest of students.

G 5 ELECTORAL COMMISSION

- (1) There shall be an independent Electoral Commissioner (EC) appointed by the Dean of Students and the President in consultation with the SRC

Council and subject to approval of Parliament. The Membership of the Electoral Commission shall be as stated in the SRC Constitution. The Electoral Commission shall conduct its activities and perform its functions in accordance with the provisions of the SRC Constitution and shall not be subject to the control and direction of the SRC Council, the Parliament or any other group of persons or organs of the SRC.

Electoral Commission shall perform the following functions:

- (a) Fix a date for elections
- (b) Provide and circulate information on vetting and election rules to the student body to guide the election procedures and processes in the University
- (c) Vet candidates who have filed their nomination forms to contest elections
- (d) Declare any candidates eligible or disqualified to contest in an election on justifiable grounds
- (e) Determine pre-election petitions and grievances.
 - (f) Conduct and supervise elections and related activities
 - (g) Declare results in consultation with the Office of the Dean of Students
 - (h) Receive and refer post-election petitions and grievances to the Judicial Council for determination
 - (i) Perform other functions that may be assigned from time to time by the Dean of Students in consultation with the SRC Council and subject to approval of Parliament.
- (c) In the case of GRASAG, all issues unresolved by the Vetting Committee or Electoral Commission shall be referred to the Judicial Council for determination.

SCHEDULE 'H': TRANSITIONAL PROVISIONS

- (1) Any person holding an appointive office immediately before the effective date of these Statutes shall continue in office for the duration and under the terms and conditions of their original appointment.
- (2) The Academic Board, Convocation, Central Administration, and all Directorate and Units of the University, along with their respective governing and advisory boards existing prior to the effective date, shall remain in existence as if established under these Statutes.
- (3) The powers vested in any body within the University prior to the effective date, which are transferred to another body under these Statutes, shall remain in effect until the new body is duly constituted.
- (4) All Policies, Regulations, Rules, Guidelines, Standard Operating Procedures, lawful orders, and directives of the University in force immediately before the

effective date, and not inconsistent with the Act or these Statutes, shall remain effective until amended.

- (5) Disciplinary rules existing before the commencement of these Statutes shall continue to govern all disciplinary proceedings initiated under these Statutes until new Rules for Disciplinary Committees are enacted.
- (6) Nothing in these Statutes shall affect the contractual rights, obligations, or privileges of any person who was an employee of the University immediately prior to the effective date.
- (7) Any proceedings or matters initiated under the previous Statutes shall be continued in accordance with, and as far as possible conform to, these new Statutes.

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Chairman, University Council
(Justice Isaac Duose (Rtd))

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President
(Dr. Lawrence A. Kannaë)

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Ag. Registrar
(Ms. Joyce Lartey)

