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**CODE OF CONDUCT FOR ACADEMIC STAFF OF THE
UNIVERSITY OF GHANA
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CONTENTS

Preamble	1
1. Teaching and Supervision	4
2. University Examinations	6
3. Conflict of Interest	7
4. Research and Publishing	7
5. Promotions	7
6. Conduct of Senior Members	7
7. Relationship with Colleagues	8
8. Relationship with Head of Department/Dean	8
9. Relationship with Subordinate Staff	9
10. Relationship with Students	9
11. Relationship with the General Public	10
12. Inappropriate Sexual Behaviour	10
13. Relationship with the University	11
14. Investigative Procedure for Breach of Code	11
15. Sanctions	12
16. Conclusion	12

PREAMBLE

Established in 1948, the University of Ghana is reputed as one of the leading Universities in Africa, and has over the years produced graduates of high calibre, to occupy influential positions in Ghana and various parts of the world. This has been in conformity with the University's mission namely, *to produce world-class human resources and capabilities to meet national development needs and global challenges through quality teaching, learning, research and knowledge dissemination.*

In order to foster and strengthen adherence to the University statutes, regulations and bye-laws, and maintain high standards of integrity in the prosecution of the University's mission, a code of conduct is considered crucial. The University's motto, *Integri Procedamus*, 'We Proceed in Integrity,' presumes a fundamental conviction that success in any intellectual endeavour is of little value if it is not founded on high moral values.

This Code of Conduct is thus meant to regulate the conduct and behaviour of Senior Members of the University in order to maintain high standards in work output, and enhance public trust and confidence in the University's deliberations.

The Code is largely informed by past and contemporary events, experiences and observations in the University, that have raised issues of integrity, work culture, and general standards of behaviour, considered subversive of discipline in an institution of high learning.

The guidelines are generally consistent with the University's statutes and regulations, as well as observations by various Committees instituted by the University to examine issues bordering on ethics and discipline.

The Code is largely applicable to academic Senior Members of the University. However, until a separate code is designed for non-academic Senior Members, relevant sections of this Code shall apply.

The Code may be reviewed every five (5) years.

It provides guidelines for academic staff and Senior Members in the following areas:

- a) Teaching
- b) Supervision of Academic Work

- c) Examinations
- d) Conflict of Interest
- e) Relationship with the University's various publics; students, staff, colleagues, the University Administration and the general public.

It is hoped that similar guidelines will in future be drawn specifically for Junior and Senior Staff of the University.

1.0 TEACHING AND SUPERVISION

1.1 Lecture Attendance

- 1.1.1 Academic Staff should endeavour to be present and on time for classes at all times and to cover the full syllabus for the semester. If it becomes necessary to be absent, the consent of the appropriate authority (e.g. Head of Department) must be sought.
- 1.1.2 Students must be informed in advance if an academic staff will be absent or late for a lecture.

1.2 Unofficial Rescheduling of Lectures

- 1.2.1 Academic staff must of necessity teach their classes in compliance with the official timetable. If there is good cause for changes on the official teaching timetable, the Academic Affairs Directorate or the chairperson of the appropriate timetable committee shall be notified or informed to make the necessary changes.
- 1.2.2 Academic staff shall respect the University's approved lecture periods. Any academic staff seeking to schedule classes outside the stipulated periods must seek permission from the Dean through the Head of Department.

1.3 Teaching by Unauthorized Personnel

Academic staff shall under no circumstances ask unauthorised personnel, for example teaching assistants, to teach, or dictate lecture notes, on their behalf at lectures. Teaching assistants, however, are authorized to lead tutorials. (It has been suggested that a distinction should be made between Teaching Assistants and Guest Lecturers. In view of the large classes/student numbers and the limited number of staff in some departments, it is suggested that selected Graduate Assistants and Teaching Assistants should be made to handle introductory courses. A University-wide decision should be taken on this matter.)

1.4 Teaching the Full Duration of the Semester

- 1.4.1 Academic staff must every semester teach over the full period officially designated for teaching. If for any reason a lecturer is unable to fulfil

this, alternative arrangements should be made with the Head of Department.

- 1.4.2 Academic staff are required to seek permission from the Vice-Chancellor through the Dean and Head of Department when travelling outside the country. If a trip within or outside the country will interfere with classes, alternative arrangements should be put in place in consultation with the Head of Department.

1.5 **Giving Out Course Outlines and Bibliographies/Reading Lists to Students**

- 1.5.1 Academic staff must provide course outlines/reading lists for distribution to students at the beginning of each semester. Academic staff must regularly revise their teaching material and bibliographic references to reflect current trends in the discipline.

1.6. **Teaching Materials**

- 1.6.1 The Department must ensure that essential reading materials are available to students.
- 1.6.2 Academic staff must make conscious efforts to refrain from promoting any political, religious, racial, or ethnic ideology in class.
- 1.6.3 Academic staff shall not sell lecture notes or materials to students in accordance with relevant sections of the Statutes of the University.
- 1.6.4 Arrangements should, however, be made by the lecturer through the Head of Department to ensure the availability of relevant textbooks and publications at the University Bookshop and/or libraries in the University.

1.7 **Use of Mobile Phones at Lecture Halls and Meetings**

- 1.7.1 Mobile phones should not be used during lectures and official meetings in the University. If absolutely necessary, staff should step out of the lecture or meeting to use the telephone.
- 1.7.2 Mobile phones must be on either vibration or silent during lectures and official meetings.

1.8 Availability for Consultation by Students

1.8.1 Lecturers shall indicate their office hours and hours for consultation on their office doors, and make themselves available at the stipulated times.

2.0 UNIVERSITY EXAMINATIONS

2.1. Typing of Examination Questions

2.1.1 Academic staff must, as far as possible, type their examination questions themselves. Where necessary, however, they may seek help for typing through the Head of Department.

2.2 Deadlines for Submission of Examination Questions

2.2.1 Academic staff must ensure that they meet deadlines for the submission of examination questions and grades.

2.3 Moderation of Examination Questions at the Departmental Level

2.3.1 Heads of Department must ensure that examination questions are moderated at the departmental level.

2.4 Proofreading of Questions

2.4.1 Academic staff must proofread their examination questions before they are submitted for printing.

2.4.2 Academic staff must ensure the accuracy of their examination questions and avoid the need for changes in the examination halls.

2.4.3 Academic staff must be present to review their examination questions in the examination hall.

2.5 Repeat of Examination Questions

2.5.1 Academic staff must refrain from repeating verbatim, questions from the previous years' examinations. Faculty who teach in other tertiary

institutions in Ghana must set different questions for the various institutions.

2.6 Invigilation during Examinations

2.6.1 Academic Staff are obliged to perform invigilation duties during examinations, and should hold themselves in readiness for the purpose.

2.7 Collection of Examination Scripts from Examination Centres

2.7.1. The examiner must ensure that all examination scripts are collected from the examination centre at the end of the examination. In the event that the examiner is unable to collect the scripts, the designated Faculty or Departmental Examination Officer should be informed to collect the examination scripts.

2.8 Marking and Submission of Examination Scripts

2.8.1 Academic staff must grade examination scripts and submit marks within the University's stipulated deadlines.

2.8.2 Academic staff must keep examination scripts under strict security conditions, and ensure that examination scripts are not misplaced, lost, defaced or tampered with in any way.

2.8.3 During the period of marking, academic staff must make sure marking has been finished and grades turned in before permission is sought to travel.

2.9 Entering Examination Marks

2.9.1 Academic staff must enter exam marks in the prescribed manner by themselves. Under no circumstances must this responsibility be delegated to unauthorised persons.

2.10 **Prompt Supervision/Marking of Long Essays/ Dissertations/Thesis**
Academic staff must supervise and grade long essays/theses/dissertations conscientiously, and must submit grades promptly.

3.0 CONFLICT OF INTEREST

- 3.1 In situations where an academic member of staff teaches a course that is taken by his/her spouse, child/ward, or close family relation or friend, this conflict of interest must be officially declared at the beginning of the semester to the Head of Department, who will ensure that the relevant examination scripts are either marked or cross checked by another member of staff.
- 3.2 The award of contracts for goods and services to close relatives and friends also constitutes conflict of interest.

4.0 RESEARCH AND PUBLISHING

(Reference should be made to the University of Ghana policy on research and publishing, which is currently in preparation).

5.0 PROMOTIONS

- 5.1 Deans and Heads of Department shall avoid undue delays in processing academic staff promotions. Where there is cause for delay in the processing, the Dean shall inform the applicant through the Head of Department.
- 5.2 Applications for promotion must be copied to the Dean and the Registrar in accordance with the relevant Schedule of the Statutes of the University.

6.0 CONDUCT OF SENIOR MEMBERS

- 6.1 Academic staff shall refrain from using narcotic drugs, or other illicit substances.
- 6.2 Academic staff shall refrain from abuse of alcohol which would bring disrepute to the University.
- 6.3 Academic staff shall not sell for personal or financial gain publisher furnished textbooks or other materials meant for review.

6.4 Academic staff shall at all times comport themselves in ways that will enhance their image and that of the University.

7.0 **RELATIONSHIP WITH COLLEAGUES**

7.1 Academic staff shall avoid giving adverse comments on colleagues to other colleagues, subordinate staff and students.

7.2 Academic staff shall not solicit criticism of colleagues from other colleagues, students or subordinate staff.

7.3 Academic staff shall not leak confidential information from meetings or official files to others, and neither should such information be used for unauthorized purposes.

7.4 Under no circumstance should an academic staff exploit, harass or discriminate against a colleague on the basis of religion, gender, race, ethnicity, ideology or disability.

7.5 Under no circumstance shall academic staff engage in any verbal or physical assault on colleagues.

7.6 Academic staff shall respect the dignity of others, and respect their right to express different opinions.

7.7 Academic staff shall at all times promote collegiality to achieve the ultimate goals of the University.

7.8 Where an academic staff is aggrieved by the conduct of a colleague on any issue, he/she shall first report to the Head of Department or Dean for an attempt at settlement.

8.0 **RELATIONSHIP WITH HEAD OF DEPARTMENT/DEAN**

8.1 Deans and Heads of Department should at all times demonstrate high leadership qualities through the exhibition of integrity and objectivity.

8.2 Academic staff should offer Deans and Heads of Department the necessary support and cooperation to enable them carry out their prescribed duties.

9.0 RELATIONSHIP WITH SUBORDINATE STAFF

- 9.1 Academic staff shall respect the rights and dignity of subordinate staff and refrain from making derogatory remarks about them.
- 9.2 Academic staff shall refrain from any type of harassment or discrimination against subordinate staff. Academic staff shall adhere to the Anti-Sexual Harassment Policy of the University.
- 9.3 Academic staff shall not request or instruct their University co-workers or subordinates to do any activity outside the latter's job description to the personal benefit of the academic staff.
- 9.4 Academic staff shall under no circumstances incite subordinates or others against colleagues or University authorities.
- 9.5 Except in cases of self defence, academic staff shall not engage in any verbal or physical assault with subordinate staff.

10.0 RELATIONSHIP WITH STUDENTS

- 10.1 Academic staff shall refrain from any type of harassment or discrimination against students and shall adhere to the Anti-Sexual Harassment Policy of the University.
- 10.2 Academic staff shall not exploit their relationships with students for personal gratification, and neither shall they confer undue favours or apply pressure to influence students to yield to personal desires.
- 10.3 Academic staff shall ensure that their relationships with students do not develop in ways that can undermine objectivity in grading, evaluation or assessment.
- 10.4 Aiding and abetting a student who has flouted University regulations is strictly prohibited.
- 10.5 Except in cases of self defence, academic staff shall not engage in any verbal or physical assault with students.

11.0 **RELATIONSHIP WITH THE GENERAL PUBLIC**

- 11.1 Unauthorised staff shall not give out sensitive information about the University to the media without permission from the Vice-Chancellor.
- 11.2 Except in cases of self defence, academic staff shall not engage in any verbal or physical assault or be involved in a scuffle on the University campus or elsewhere, to the embarrassment of the University.
- 11.3 Academic staff shall not receive from students and the general public gifts in the form of money, goods, hospitality or other personal benefits if he/she has reason to believe that such is intended to influence judgment or action, for example in respect of admissions, appointment, promotion, grading, assessment or other.
- 11.4 Academic staff shall not give a gift to influence judgment of colleagues in respect of admissions, appointment, promotion, grading, assessment or other, in the University.
- 11.5 Academic staff shall not serve as an agent for bribery with the aim of influencing opinion in the University.

12.0 **INAPPROPRIATE SEXUAL BEHAVIOUR**

- 12.1 Academic staff are prohibited from engaging in sexual or amorous behaviour with students.
- 12.2 Academic staff shall not exploit their relationships with subordinate staff of the University for sexual ends; and neither shall they confer undue favours to influence subordinate staff of the University to yield to sexual desires.
- 12.3 Academic staff shall not exploit their relationships with colleagues for sexual ends; and neither shall they confer undue favours to influence colleagues to yield to sexual desires.
- 12.4 Academic staff are bound by the Anti-Sexual Harassment Policy of the University.

13.0 RELATIONSHIP WITH THE UNIVERSITY

- 13.1 Academic staff shall conscientiously fulfil all contractual obligations for the period of time agreed, and shall give the University notice in accordance with the relevant provisions of the Statutes when resigning from the service of the University.
- 13.2 Academic staff shall make prudent use of and be accountable for University funds and other resources entrusted to their care.
- 13.3 Academic staff shall not engage in actions or behaviour that may cause loss or embarrassment to the University.
- 13.4 Academic staff shall avoid the use or abuse of University property, resources, or labour for personal gain.
- 13.5 Academic staff shall give support to University-wide activities through participation.
- 13.6 Academic staff must ensure regular and punctual attendance at University meetings. Due apologies must be conveyed if a staff is unable to attend a meeting.

14.0 INVESTIGATIVE PROCEDURE FOR BREACH OF CODE

- 14.1 On receipt of a complaint of any breach of code of conduct, either from the Head of Department through the Dean, or from the Dean, the Vice-Chancellor shall set up a committee to investigate the complaint. The Committee so set up shall report to the Vice-Chancellor who shall in turn refer the report to the relevant Disciplinary Committee in accordance with the Statutes of the University.
- 14.2 The Disciplinary Board or Committee shall investigate the allegation of misconduct referred to it by the Vice-Chancellor or the Registrar.
- 14.3 A person alleged to have misconducted him/herself shall appear in person before the Board or Committee alone or together with a qualified legal practitioner in good standing.

- 14.5 When in doubt, the Board or Committee may ask for verifiable evidence of the qualification or the standing of a person appearing before it as a legal practitioner and may disallow the representation unless the Board or Committee is otherwise satisfied.
- 14.6 The Disciplinary Board or Committee shall recommend appropriate sanctions to the Vice-Chancellor, who shall impose a suitable sanction.
- 14.7 Any academic staff who is not satisfied with the decision of the Vice-Chancellor shall have the right to appeal to the University of Ghana Appeals Board under Section 32 of the University of Ghana Act 2010 (Act 806).

15.0 **SANCTIONS**

Where the Senior Members' Disciplinary Board finds a member guilty of misconduct, it may recommend one or more of the sanctions provided in the Statutes including but not limited to the following:

- i. Dismissal.
- ii. Termination of appointment.
- iii. Warning or reprimand in writing.
- iv. Withholding of salary increment for a specific period.
- v. Suspension without salary.
- vi. Recovery of the money or property, the subject of misconduct, or
- vii. Any other penalty or sanction prescribed by the University's statutes.

16.0 **CONCLUSION**

This Code of Conduct, it must be emphasized, is not exhaustive, and provides broad guidelines that should be added on, as and when circumstances arise. It is hoped that the Code adds greater depth and meaning to the following, contained in the University's mission statement:

Our operations will be governed by the highest level of integrity, ethic standards, openness and fairness underpinned by a reward and recognition system that is performance driven.

